

SEEM5680 Online Quiz Instructions

Please read the instructions carefully

1. Please keep an eye on the course website to know the date of the quiz
2. It's open-book and open-note, but only hardcopy can be used. **No** electronic copy and **no** online copy can be used.
3. You must write answers on sheets of blank paper. You cannot use any electronic device such as tablets to write answers. Therefore, you must prepare enough sheets of blank paper.

The day before the quiz

- Find yourself a quiet, isolated and well-lit place where you can write your examination undisturbed.
- Make sure that you have sufficient bandwidth for Zoom meetings
- Make sure that you have a reasonable desktop/laptop computer with a webcam for Zoom meetings.
- Make sure that you have a mobile phone (or a tablet) ready and it can last 2 hours while taking video. If not, use an external battery or power source
- Get a stand to hold your mobile phone in place to shoot a video of you from the side. Make sure the mobile is stably held in position during the exam.
- Make sure the computer screen, desk and yourself can be clearly captured in Zoom.



- **If you are not sure, test it now.**
- Prepare sufficient sheets of blank pieces of paper.
- Get familiar with using your mobile phone camera to scan pages and create a PDF file (e.g. CamScanner)

Right before the quiz

- You **MUST** log on to the Zoom meeting via your CUHK link on both your computer and mobile phone (or tablet)
- Use the below configuration of audio/video on your Zoom:

	Zoom on your phone (or tablet)	Zoom on your computer
video	ON	OFF
audio	OFF	OFF

- You **MUST** log on to Zoom 10 minutes before the exam begins for check in. We encourage you to join earlier.
- **After you join the meeting, please set your name on Zoom on your computer and phone in the following format:**
“Your CUHK Student ID” -“Your Name” -“computer/phone”
Your name should be in the following format:
“Your Last Name”:“Your First Name”
For example: 1155xxxxxx-LAM:Wai Yin-computer
1155xxxxxx-LAM:Wai Yin-phone
- You cannot go to bathroom after the exam begins. Please do not drink much water before the exam.
- Make sure your mobile phone has sufficient battery power. We strongly recommend that you plug in your mobile phone and computer to prevent power shortage.
- Turn off all communication software on your computer, including but not limited to emails, WhatsApp, WeChat, FaceBook Messenger, etc.
- The quiz paper (in PDF) will be displayed on the Zoom at the start of the exam.

During the quiz

- **Write legibly!!!**
- You cannot use voice. You should ask questions in the chat area of the Zoom on your computer.
- Open “chat” on Zoom **on your computer** so that you can: (A) see announcements by the invigilator, and (B) communicate with the teacher if necessary.

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- You must write answers on sheets of blank paper. You cannot use any electronic device such as tablets to write answers. Therefore, you must prepare enough sheets of blank paper.
- Write the page number for each of the answer sheets.
- You are not allowed to touch the keyboard of your computer once the examination has started unless you are talking to the invigilator, and can only use the mouse/trackpad to scroll the examination paper.
- If your network is down during the exam, you need to reconnect within 3 minutes. Otherwise, you will lose some points. After you rejoin the Zoom, you should report the issue to the host.
- You cannot leave early.

When the quiz ends

- At the end of the examination, you will be told to put your pen down and you must stop writing immediately.
- When the exam finishes, you must convert the photos of paper sheets into one **single** PDF file. When you scan the answer sheets, you need to turn on your computer's camera and turn off your phone's camera.
- You need to submit the **single** PDF file into the Blackboard system.
- After the submission, you need to verify that the submitted version has been done successfully, and also the submitted version is correct.
- After verification of the submitted version by yourself, you can leave. Note that the teacher will not verify the submitted version, and you will be responsible for any issues related to submission.

Emergency handling:

- In case of unexpected events, please send email to wlam@se.cuhk.edu.hk immediately.