Final exam logistics and rules
(Preliminary version — August 8, 2020)

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(1) **Equipment you will need:**
- Reliable internet connection with capacity for video streaming.
- Computer equipped with webcam and two-way audio.
- UofT ID card.
- Pen and paper.
- Scanner or phone camera to produce PDFs of your answers.
- Printer (helpful, not required).

(2) **Time and duration:** The exam will take place on Saturday, August 22, starting at 8am. You will have three full hours to write the exam, and some additional time at the start to set up and at the end to upload your answers. I estimate that we will be done by 11:20am.

(3) **Your location:** I expect that you will be writing the exam in a private room. If you cannot arrange for this, please let me know in advance.

(4) **Zoom meeting:** Throughout the exam you must be connected continuously to a Zoom meeting. The day before the exam I will send to your UofT email address the link for this Zoom meeting; I will also post it on Piazza. This Zoom session will be recorded; the recording will be destroyed as soon as I determine that it is not needed for settling any academic integrity issues that may arise.

(5) **No late arrivals:** Please be sure to connect to the Zoom meeting under your own name promptly at 8am. To ensure fairness, once the final exam is emailed (see 8 below) no late arrivals to the Zoom meeting will be permitted.

(6) **Webcam and microphone:** Throughout the exam your camera must be turned on and your microphone must be muted.

Your camera must be positioned so that the exam supervisors (your TAs and me) can see your face, your hands, and your work desk. **This** and **this** are two examples of acceptable camera positions (except that, unlike the second, you are not allowed to use earphones!). On the other hand, **this** (one arm not visible), and **this** (face and one hand not visible) are two examples of unacceptable camera positions. You should set up your camera accordingly before you join the Zoom meeting.

Although the default setting for your microphone is muted, I reserve the right to unmute any individual, or the entire class, at any time.

(7) **Student ID:** At the start of the exam you must be ready to display your UofT student ID on camera.

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1Largely adapted from a document by Dr. Camelia Karimian Pour.
(8) **Downloading the exam:** Soon after 8am, we will email you a link to the final exam on *Crowdmark*. You must download the exam and ideally print it, so that you can fill the answers in the spaces provided. If you do not have a printer, you can download the exam and view it on your computer screen. In this case you will write your answers on sheets of paper; you do not need to re-write the questions on these sheets, only your answers.

(9) **Use of electronics and aids during the exam:** After downloading the exam paper, and until the end of the exam, you may not use any electronics except, and for limited purposes, your computer. *The only allowed use of your computer* is to scroll through the exam document (if you are unable to print the exam) and to contact the exam supervisors on Zoom (see (10) below).

You may only consult your cheat sheet; you may not consult your textbook or notes, let alone other people.

(10) **Questions:** If you have a question during the exam, you must try to get the exam supervisor’s attention by using the “Raise Hand” feature on Zoom. Please do not use audio, as this will distract the entire class. For the same reason, your communication with the exam supervisor must be done over the Zoom chat.

(11) **Uploading your answers:** At the end of the exam you will be allowed to use your electronics to scan or photograph your answers, and to upload them on *Crowdmark* as PDF files. This must be done while you are still connected to the Zoom meeting. Leaving the Zoom meeting indicates that you are done, and we will grade only what you have uploaded up to that time.

(12) **Emergencies and technical disruptions:** If you experience a technical difficulty with your internet or computer that is not resolved in a matter of seconds, you must contact me promptly at 416-287-7256. Please use this line only for actual emergencies.

If the disruption raises questions about the integrity of the exam, I will decide whether and how to accommodate on a case-by-case basis. An accommodation, if granted, will most likely take the form of an oral exam replacing the full weight of the final exam.

(13) **Academic integrity:** Honour and self-respect are among our most precious possessions as human beings. Do not squander these: they are fragile, damage to them is permanent, and they are far more valuable than your grade in this course. Few things that a student can do will upset me more than an act of academic dishonesty. I will not tolerate any instance of cheating that comes to my attention.