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## DSC 80 - Midterm Exam Guidelines

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Our Midterm Exam is coming up on **Wednesday, August 19th from 2-3:50 PM**. This includes time for proctoring checks and submission; the exam itself will take 60 minutes. The exam covers Lectures 1-8, Labs 1-5, and Projects 1-2. Read this document carefully **BEFORE** exam day so you know what to expect.

- Determine in advance where you will take the exam. Find a quiet workspace with **reliable** internet connection.
- Clear your workspace of everything aside from what you will need for the exam:
  - blank paper
  - writing utensils
  - photo ID
  - note sheet
  - devices
- No later than 2 PM on exam day, please join the Zoom by clicking the link on Canvas from **2 devices**. The first device (your laptop) should **capture your workspace** and **both hands**. You will also use this device to view the exam questions. Your second device (a phone or tablet) should be propped **behind you** and should **capture your laptop screen** and its contents.
  - You can join a Zoom meeting from two separate devices using the same account.
  - Prop up your second device using furniture, a stack of books, a tripod, etc.
  - Test both cameras and determine how you will situate both devices before exam day.
  - If you have any concerns about your ability to procure two devices, please reach out to the instructor as soon as possible.



FRONT view with first device.



BACK view with second device.

- When you enter the Zoom, set up your devices as follows:
  - **Rename yourself** on each device to include your full name, UCSD email, and view type, e.g. “Vrinda Desai (vrdesai@ucsd.edu) FRONT” on your laptop and “Vrinda Desai (vrdesai@ucsd.edu) BACK” on your phone. To rename yourself, hover over your box, click “...”, then “Rename”.

- **Turn on both cameras** (laptop and phone).
  - **Turn on the microphone and volume/speakers on your laptop**; make sure your second device's microphone and volume are off.
- At the start of the exam, your proctor will check that your devices are set up properly and that your workspace is clear. Proctors may also ask to see a photo ID, so please have one readily available.
  - When proctoring checks are completed, we will begin displaying exam questions. Exam questions will be displayed **one at a time for 10 minutes each** through Zoom screen sharing. We will give a 1-minute warning before we change the question.
  - The exam will have **6 questions**, and each will be entirely self-contained. Unlike past exams, they will not all revolve around the same theme or be linked to a common dataset. Most questions will ask for your answer as well as justification of your answer.
  - Answer each question on a **new page of blank paper**, marked clearly with the question number. You don't need to provide your name, PID, or other identifying information on the page since Gradescope will identify you to us.
  - We will not answer questions during the exam. If necessary, we will correct any issues post-exam in as fair a manner as possible.
  - You are allowed to bring **one double-sided handwritten  $8.5 \times 11$ -inch note sheet**, which you will display to your proctor at the beginning of the exam. The notes must be written on actual paper and not printed off from a tablet.
  - You are not permitted to consult the internet, artificial intelligence, computer programs, calculators, other people, or any other resource that has not been explicitly authorized.
  - Once you are instructed to submit, you may use a phone or tablet to scan your written solutions and upload them to Gradescope. During submission, you only need to remain connected to Zoom on your FRONT view device with your camera on, so you may use the device that was providing the BACK view to scan and submit your work.
  - You will have up to 15 minutes to upload your solutions to Gradescope. We will not be able to accept late submissions under any circumstances, so it is a good idea to test your scanning app ahead of time so this step goes quickly. Once you finish submitting all questions, you may leave the Zoom meeting, which locks in your Gradescope submissions (no changes after this point).
  - If you encounter technical difficulties during the exam, message your proctor through Zoom chat immediately. If you can't reach them that way, email the instructor.

### **Trial run on Monday after lecture:**

If you like, stick around on Monday after the lecture ends (10:50 AM). We'll help get your proctoring setup figured out, display one question from a past DSC 80 exam, and have you submit your answers to Gradescope, just so you can work through the full process.

Attending the trial run is optional, and we will not grade your answers in any way. This is just an opportunity to get a taste for what the exam experience will be like.