

RULES FOR ON-LINE EXAMS

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The following rules apply to the 2 midterms and the final exam of Calculus 1.

## 1 How to prepare before the exam

### Be there

The exams will be synchronous. You have to be available at the right time. For the midterms, this will be on Wednesday, October 7 and Monday, November 23, at the regular class times (10:10-11:25am for Section 002, 11:40am-12:55pm for Section 003). For the final exam, the official time has still to be confirmed, but the projected times are Wednesday December 23rd, 9am–Noon for Section 002 and Monday December 21st, 9am–Noon for Section 003.

If you cannot make it at the right time, please write me in advance, and explain your situation. If you wish to schedule a make-up exam, this is possible if your advisor/advising dean confirms your situation of necessity. In this case, please just contact your advisor and ask him or her to send me a short e-mail.

### Find and prepare the room

For the on-line exam you will need to arrange a room where you can be left alone and undisturbed for the entire duration of the exam. If it is impossible for you to find such a room, please let me know in advance. Nobody must be in the room with you, and nobody must enter the room during the exam.

In this room you will need to setup a desk where you can write comfortably. You will need 2 distinct electronic devices with camera, one for Zoom and one for scanning and uploading your work at the end. Ideally, you will use a laptop for Zoom and your mobile phone for scanning.

You will need to setup your Zoom camera in a way that it shows both the lower part of your face, your hands and the part of the table where you are writing. For example, you can try to place your laptop 25-30 inches from you, and slightly tilt your screen downwards. The lower part of your face and your hands should be on camera at all times during the exam. Try to check in advance what is a good position for your Zoom camera.

You will receive the link to the pdf of the exam on Zoom. Make sure your Zoom device can open pdf files.

### Prepare the other objects you will need

The device you will use for scanning will be on your desk in front of you, visible by the camera, muted and positioned face down. You will not touch it during the exam until you are done and ready to scan everything.

You will also need to prepare two black pens, and enough white paper. A ruler might be useful. Electronic calculators are not allowed. If you want to write with pencil, consider that it usually gives a bad result when scanned. Try it in advance if you plan to use a pencil. A black pen gives much better quality when scanned. You can have a cheat-sheet with you, see below.

Bring your Columbia ID, or an official photo ID I can use to check your identity during the exam. If you have a cold, bring tissues.

During the exam, your desk may contain only these things, all other objects must be far away from you, and you cannot use them.

### **Know your math**

In order to prepare for the exam, you have to review the content of the lectures. Try to solve by yourself all the exercises I discussed in the lectures, and then compare with the solutions I gave you. Moreover, you have to solve all the Homework exercises.

The exam will have exercises that can be solved using techniques and methods similar to the ones discussed in class or in the Homework.

You can prepare a cheat-sheet and have it with you during the exam. The cheat-sheet consists on one page of handwritten notes, written on the two sides. It must be hand-written, no printed writing is allowed. Preparing the cheat-sheet is a good exercise in itself, because it allows you to think about what are the most important notions we saw during the course.

## **2 The day of the exam**

### **Just before the exam**

Make sure your electronic devices are fully charged. Switch them on in advance, and check that everything works. Put your phone on mute, without vibration. Make sure your computer screen is not going to switch off after some time of inactivity.

Prepare your desk with all the objects you will need during the exam (pens, paper, ruler, ID, phone, cheat-sheet). Put your phone on the desk, face down, in a position where it is visible by the camera and doesn't impede your writing. You cannot touch your phone for the duration of the exam, until are done and you have to scan.

For the midterms, use the restroom just before the exam. No restroom breaks are allowed during the midterm exams. It is only one hour and 15 minutes, and healthy students can manage without restroom for such a short time. If you have reasons to believe that you will need the restroom during the exam, please let me know in advance. The final exam is longer, and a restroom break will be allowed.

Few minutes before the starting time of the exam, connect to the usual Zoom session of the class. Leave your video and microphone switched on all the time. A couple of minutes before the beginning of the exam, I will put the link to the pdf of the exam in the Zoom chat.

As soon as the link appears you can download the pdf and start working on it. You will keep the pdf open on your computer, the exercises will be written in just one page, so you don't need to browse the pdf file. You will keep your Zoom session open in the background.

### **During the exam**

During the midterms, you will have 65 minutes to work at the exam (from 10:10am to 11:15am for Section 002, from 11:40am to 12:45pm for Section 003). During the final exam you will have 2 hours and 45 minutes (from 9am to 11:45am).

During this time, you will keep your Zoom session open, with your video and microphone switched on. Your camera should show me the lower part of your face, your hands and the part of the desk where you are writing at all times.

During the time of the exam, you should not touch your phone, and you should touch your computer as less as possible. It is forbidden to use any other software than your Zoom and the window where the pdf of the exam is open. Since the pdf of the exam has only one page, you should be able to read it without operating your computer too much.

During the time of the exam, you are not encouraged to ask me questions, but if you really need to ask me a question you can do so by talking in the Zoom session. Beside asking me, you are forbidden to communicate with other people, you must be alone and work at the exam by yourself. In particular, you are forbidden to use any service of messaging or chat, (including the Zoom chat) and nobody else can enter your room.

When you write your solutions, please make sure that every page contains material relevant to only one exercise, and mark the exercise number clearly on top of the page. Please, write also your name on top of every page.

### **Handing-in**

When you are done with your work, you can start scanning. If you are done ahead of time, please announce me that you are scanning by saying it aloud, and start scanning.

When the time is over, you all have to stop writing and just scan your work. For the midterms, this happens 65 minutes after the beginning of the exam (at 11:15am for Section 002, at 12:45am for Section 003). For the final exam, this happens at 11:45am.

It is forbidden to continue writing after the time is over.

When you need to scan, you can use your phone, but it is still forbidden to read and write messages/chats. Please upload your work first.

You will scan your work in the same way you scanned your homework sheets, and you will upload it to Courseworks in the same way. You go to the assignment page, and you will find an assignment called Mid01 or Mid02 for the midterms, and Final for the final exam. You will upload your work there, as usual.

Please, scan your work in front of the camera, so that I can see you.

After you are done scanning and uploading, you can leave the Zoom session. At this point you can communicate with other people, but it is still forbidden to discuss the exam with students who are taking the exam or will take the exam in the same day.

### **3 Cheating and honor code**

I would like to remind you that you have recited the following pledge:

We, the undergraduate students of Columbia University, hereby pledge to value the integrity of our ideas and the ideas of others by honestly presenting our work, respecting authorship, and striving not simply for answers but for understanding in the pursuit of our common scholastic goals. In this way, we seek to build an academic community governed by our collective efforts, diligence, and Code of Honor.

Moreover, you all signed a card with the following:

I affirm that I will not plagiarize, use unauthorized materials, or give or receive illegitimate help on assignments, papers, and examinations. I will also uphold equity and honesty in the evaluation of my work and the work of others. I do so to sustain a community built around this Code of Honor.