Instructions for MATH 180B Online Final on March 20

1. Enter your Exam Zoom meeting between 11:10 and 11:20 am on Friday, March 20. The exam meeting will lock at 11:20 pm, so students who do not enter by this time will receive their letter grade based on Grading Scheme (a), in which the final does not count towards the letter grade.

2. As during the in-person exam, you may use three sheets with handwritten notes on both sides, but no other resources. In particular, you may not use any tablets, laptops, phones, etc. for any purposes other than being proctored, reading/copying the exam problems and uploading photos of the exam after you are done. Use only one electronic device during the exam. You can also print and keep these instructions with you during the exam.

3. You need to bring twelve blank pieces of paper to the exam. Write your name and your student ID at the top of each page. You are free to choose in which order to write the solutions. For each problem write its solution on a separate page (or pages) and clearly indicate at the top of the page the number of the corresponding problem.

4. If you have a question, you have to notify one of the proctors by writing “Question” in the chat. Questions that indicate ideas as to how to solve the problems are not allowed. You may only clarify problem statements.

5. While you are doing the exam, you will only need your paper and writing utensils. Please remove all items from your workspace (keyboards and phones should be as far as possible) before starting the exam. You should, however, keep a digital clock or other timepiece near you (except for smart watches).

6. When you are done with your exam, message the word “Done” to your proctor in the chat. From the time that you message the word done, you will have twenty minutes to photograph and upload your solutions to Gradescope. The procedure is identical to uploading a homework. If possible, stay visible to your proctor during the photo taking and uploading. However, if you need to leave the view of the proctor or leave the meeting to take photos of and upload your exam, this is also allowed.

7. You are not allowed to wear any headphones or other sorts of earpieces, hats, or hoods during the exam.

8. Please do all that you can to avoid having to use the bathroom during the exam. You can raise your hand or use your phone to make a phone call to your proctor in the case of any emergency.

9. While you are solving the exam problems, to the extent possible and reasonable, please keep your eyes on your papers. Things start to look fishy if you are looking at your computer screen frequently or for extended periods of time. On a related note, do not rely on your computer or phone for telling the time (use a clock or watch instead).

10. If the proctor’s internet connection fails and the meeting ends, do not panic, and continue working. Once the proctor regains the connection, students will be able to re-enter the meeting with exactly the same link, so you can retry to enter after a few minutes. If instead, you lose wireless connection, wait until you establish the internet connection back and email/telephone call the proctor to reconnect.