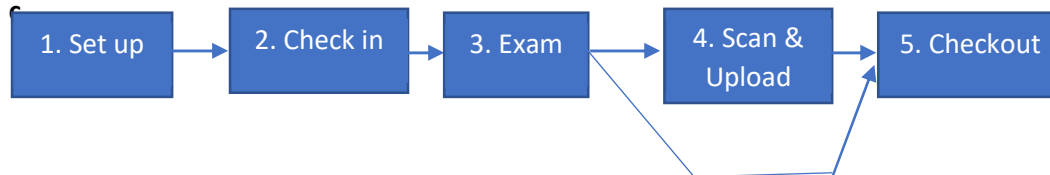


Marmara University- Civil Engineering Department-Guidelines for Online Exams

The exams (midterm, makeup) will be conducted with either UES+Zoom (for test-based questions) or Zoom +UES (File upload) by camera-based proctoring. The course code of these exams and type of exam will be shared with you via e-mail or during lectures before the exam period.

Below you can find the steps summarized for both Zoom and UES+Zoom.

If Exam is given in Zoom + UES (file upload) platform follow steps 1 through 5 otherwise only skip 4th step.



Steps for Zoom+ UES (File upload) Platform use

Step1. Setup

-Each student should have a device (mobile phone, desktop, laptop) with a webcam. If you do not have a webcam, you will not be allowed to take the exam.

- You will need a desk during the exam. You should all remove other electronic devices except the device/s you are using for taking the exam.

-Webcam should be placed so that your face, hands, mobile phone and the paper that you are writing on are all visible. (Refer to Figure 1 for the desk layout). To make the desk visible thoroughly you may need to raise your laptop, desktop or mobile phone (if you are using your mobile device to sign in the Zoom account) with several books etc. **If your keyboard and desk are not visible via camera you can use a mirror placed to your back side so that all stuff on your desk is visible.**

Refer to the guidelines for mirror usage:

https://eng.marmara.edu.tr/dosya/eng/2013/Fak%C3%BClde_Genel/Dekanl%C4%B1k/Exams_With_Camera_v4.pdf

-You should be alone in the room during the exam. Make sure that the room has adequate lighting so that your desktop and you are visible and the room is possibly quiet during the exam.

- Your mobile phone should be muted during the exams.

-Your microphone should be muted during the exam if you are not told to unmute by proctor. The speakers of computers should be unmuted during the exam.

-Please be sure all your electronic devices have enough battery during the exam or be sure they are connected to power during exam. Any problems that may occur because of this is your responsibility.

-Please be sure you disabled the screen savers on your electronic devices you are using for taking the exams.

-Turn off all notifications and close all applications on your electronic devices.

-You will not be allowed to use printer to print out the exam questions, you will see the questions on your computer screen for file uploading exams.

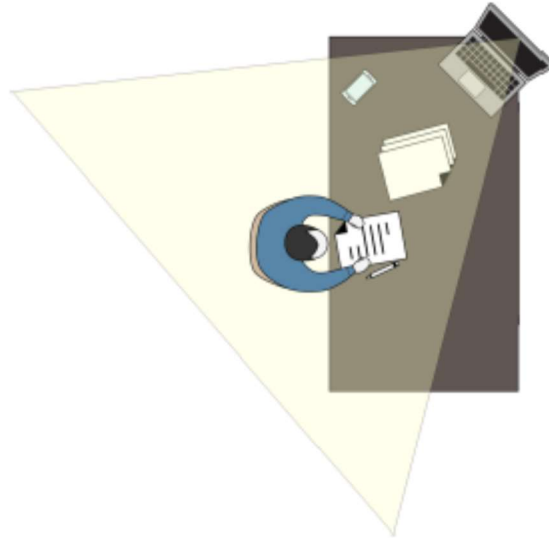


Figure 1 Desk Layout Representation

Step 2. Check in

-Before the exam, you should register to the exam sessions with your Zoom account. Your Zoom name should be your “FirstName_LastName”. If not please rename it. You should use your full name as it appears on your ID card.

-You will be assigned to the one of the rooms in Zoom platform. In each room, there will be an observer who is responsible for watching and assisting you from the Zoom screen. Observer can contact you by calling your name and guide you to follow exam rules (That’s why your speakers should be unmuted).

-If any doubt about cheating is detected, the exam session can be recorded for evidence on only local computers.

-You are responsible to show your student ID card to the camera when you are asked to do so. Distance of your ID card to the camera needs to be about 5 cm. Additionally, you should show any cheat sheets (if allowed to use during the exam by the instructor) and blank pages that you will use to answer the questions when it is asked by the teaching assistant.

- In addition to Zoom you should also sign in UES to download the questions.

Step 3 Exam

-Each exam may consist of more than one session with a duration of no more than 50 minutes and between the sessions you will be given 10 minutes for uploading your answers to the UES system. You should not leave the Zoom session between the exam sessions.

-If an urgent issue arises you can raise your hand and can use the chat window to communicate about the issue.

-The remaining time will be announced by the observer.

-You can not end the Zoom session before the observer tells you to do so.

- If you are disconnected for any reason, try to connect within 2 minutes time. After 2-3 minutes your exam may be invalid. Please note your breakout room number to be assigned the same room in case

of disconnection. If you face serious technical problems and cannot continue exam, you should inform your instructor by taking the screenshot (time should be visible) via email as soon as possible.

-Even if you finish exam early, you can not start to scan and upload process before the observer tell you to do so. All students should upload their papers within given time period.

Step 4. Scan and Upload

-At the end of each session, observer will notify you that time is over. Then you should immediately number the pages and put the pencils on the desk and scan exam papers properly. You are advised a proper scanning application (e.g. CamScanner, Microsoft LENS)

-Then prepare a pdf and rename it as your "FirstName_Lastname_Sessionno" (no need to put session number if it does not exist)) and upload to the UES.

- You will be given 10 minutes at the end of each session (scanning, generating a pdf and upload to the UES).

Step 5. Checkout

- After you upload your exam papers, please keep your phone on the desk. After each session is completed you will be asked to show each sheet used to answer the questions in all sessions one by one to the camera.

- If you have finished, you will be taken out of the Zoom session and your name will be marked in the exam instructor document. After checking out, all the answer sheets should be kept in a proper and safe location without any modification in case they are needed.

Steps for UES (test type) + Zoom Platform use

Step1. Setup

-Each student should have a device (mobile phone, desktop, laptop) with a webcam. If you do not have a webcam, you will not be allowed to take the exam.

- You will need a desk during the exam. You should all remove other electronic devices except the device/s you are using for taking the exam.

-Webcam should be placed so that your face is visible. (Refer to Figure 2). **If your desk is not visible via camera you can use a mirror placed to your back side so that all stuff on your desk is visible.**

Refer to the guidelines for mirror usage:

https://eng.marmara.edu.tr/dosya/eng/2013/Fak%C3%BClde_Genel/Dekanl%C4%B1k/Exams_Wit_h_Camera_v4.pdf

-You should be alone in the room during the exam. Make sure that the room has adequate lighting so that your desktop and you are visible and the room is possibly quiet during the exam.

- Your mobile phone should be muted during the exams.

-Your microphone should be muted during the exam if you are not told to unmute by proctor. The speakers of your computers should be unmuted during the exam.

-Please be sure all your electronic devices have enough battery during the exam or be sure they are connected to power during exam. Any problems that may occur because of this is your responsibility.

-Please be sure you disabled the screen savers on your electronic devices you are using for taking the exams.

-Turn off all notifications and close all applications on your electronic devices.

-You will not be allowed to use printer to print out the exam questions, you will see the questions on UES screen.

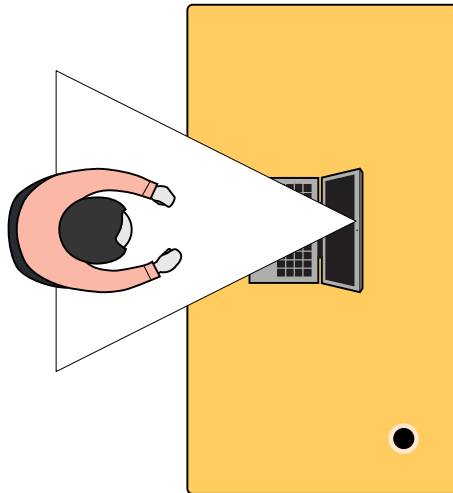


Figure 2. Desk Layout Representation

Step 2. Check in

-Before the exam, you should register to the exam sessions with your Zoom account. Your Zoom name should be your "FirstName_LastName". If not please rename it. You should use your full name as it appears on your ID card.

-You will be assigned to the one of the rooms in Zoom platform. In each room, there will be an observer who is responsible for watching and assisting you from the Zoom screen. Observer can contact you by calling your name and guide you to follow exam rules (That's why your speakers should be unmuted).

-If any doubt about cheating is detected, the exam session can be recorded for evidence on only local computers.

-You are responsible to show your student ID card to the camera then you are asked to do so. Distance of your ID card to the camera needs to be about 5 cm.

-In addition to Zoom account sign in, you should also sign in to the UES system.

-If only computer camera is used, both UES and Zoom should be on the same screen. Alternatively, you can sign in your Zoom account from your mobile phone and open the camera and sign in UES from your desktop/laptop. Please be sure your face is visible during the exam.

Step 3 Exam

- If you are taking a test exam then you should follow the instructions assigned to you by the instructor. Also you should not leave the Zoom before you are finished your exam on UES platform.

-The exam questions will be on your computer screen, and you can use mouse and keyboard.

-If an urgent issue arises you can raise your hand in Zoom platform and can use the chat window to communicate about the issue.

-The remaining time will be announced by the observer.

-You cannot end the Zoom session before the observer tells you to do so (Look check out step).

- If you are disconnected for any reason, try to connect within 2 minutes time. Please note your breakout room number to be assigned the same room in case of disconnection. After 2-3 minutes your exam may be invalid. If you face serious technical problems and cannot continue exam, you should inform your instructor by taking the screenshot (time should be visible) via email as soon as possible.

-if you finish exam early, you can sign out by informing the observer.

Step 4. Scan and Upload

- No need to scan and upload if all exam parts are given online.

Step 5. Checkout

- After you have finished your exam, you will be taken out of the Zoom session and your name will be marked in the exam instructor document.