Mathematics 142
Calculus II for Management and Economics

2020 Winter Term 2 (Jan.–April 2021) – Section 001

ONLINE TEST INFORMATION

> **Invigilation.** We will use **Respondus Lockdown Browser** and **Zoom** for invigilation of the midterms and final exam. These tools are chosen in order to address accreditation requirements and maintain academic integrity for tracking academic progress of individual students. If you require accommodations for accessibility needs, please contact your instructor and/or the Disability Resource Centre (DRC). For technical issues, please contact your instructor.

Instructor:	Dr. Paul Tsopmene
Software requirement:	Please install the Respondus Lockdown Browser. You can find a link to download the browser here.
Headphones:	Not allowed. This includes ear buds.
Ear plugs:	Yes, you can wear these if you like.
Calculators:	The use of a scientific calculators (non-graphing, non-programmable) is permitted.

1 Hardware Requirements

- A working desktop/laptop computer with Windows (7, 8, 10) or MacOS (10.12 or higher);

- A working smartphone or similar device capable of taking a Zoom call and uploading files to Canvas;

- A working webcam - external or integrated.

- A working microphone;

- A tripod or other type of apparatus you can use to put your smartphone or secondary device in a variety of positions;

- A stable internet connection with enough bandwidth to be connected to Zoom and Canvas simultaneously.

You'll also need to install the Respondus Lockdown browser on your laptop. Note that there is no Linux support for Respondus Lockdown Browser.

2   Language from UBC-O Provost Office

2.1   On writing an online closed book examination

The examinations in this course are all **closed-book**, so you are **NOT** permitted to access any of the course materials, including your notes, during the exam. You are **NOT** to use any search engines or other programs except for the program required to complete the exam. You are also **NOT** to communicate with anyone about the exam during the scheduled write time or after the examination – you are to work independently. Communication with other students (written, text, verbal, etc.) is **NOT** permitted and will constitute Academic Misconduct. If you violate these conditions you have engaged in Academic Misconduct and will be subject to the consequences articulated in the Academic Integrity section of the UBC Okanagan academic calendar, found here.

2.2   On technical issues during examinations

For all examinations, it is the responsibility of the student to ensure that any technical issues are reported to the instructor immediately. If you cannot connect with the instructor, please document the issue or technical concern via a screenshot. This is the only circumstance in which it is appropriate to document (i.e., screenshot) exam material. Failing to report technical issues in a timely manner, may result in the issue not being resolved and may negatively impact your grade.

2.3   On writing an online closed book examination

There are a number of supports on campus to assist students with technical issues. Students are encouraged to familiarize themselves with the software required for their courses. Here are some links for technical support you can contact, the Student Learning Hub's technical support and MS Teams.

3 Writing My Online Exams

3.1 Are the exams open book?

No.

3.2 How to Install the Respondus Lockdown Browser?

You can find a link to download the browser here or you can copy and paste the following link:
https://download.respondus.com/lockdown/download.php?id=695714529

3.3 How do I join an exam?

The exams will be available in the form of Canvas quizzes. To join, open Respondus Lockdown browser, navigate to the Canvas page, click on the "Quizzes" tab, and there you'll find the exam.

3.4 How do I join the Zoom call?

- I will send you a link to the Zoom call in Canvas about 30 minutes before the exam starts. **You are required to join this Zoom meeting on your smartphone device** before you write the exam. The exam will be password locked to ensure you join. You will receive the password after you join the Zoom meeting when it is time to begin writing.

- The invigilator can track who joins the Zoom call and who writes the exam. If you somehow get the password and write the exam without joining the Zoom call, the invigilator will know and you will receive zero on the exam.

- Please join the Zoom call with your **full name**. Once you've been admitted into the Zoom call, connect your audio and turn on your video.

- You will be invigilated live. **Please join the Zoom call as early as you can.**

- Please bring your student ID because the invigilator will ID you once you are in the room.

- Once everyone has been ID'd and the time to write the exam comes, the invigilator will give you the password to get to the exam. You will then be able to commence writing.

3.5 How do I write the exam?

- You'll view the test on Canvas as a quiz. You provide your answers on sheets of paper and digitally hand these in through Canvas via the appropriate assignment drop box.

- During the examination, you are not permitted to use any materials outside of the ones I may provide you. This means **you can not ask anyone else for help, you can not use any online resources including search engines, and you can not use any hard copy resources you may have.** All you are permitted is the materials I may give you.

- **During the examination, you must stay on the Zoom call at all times.** The invigilator needs to have a clear view of your hands, workspace, and upper body up to and including your mouth, at all times. I will not listen to any excuses about not having a large enough workspace to position your phone. This is your responsibility to figure out. Failure to adhere to this rule will result in a mark of zero on the exam. Please see this link for some guidelines from UBC-O for setting up an appropriate study space.

- If you have a mouse you can use, please bring this so you can scroll through the exam without having to move your hands from the workspace. If you don't, you'll be permitted to take one hand off screen to scroll through parts of the examination, but be quick about it. If the invigilator can not see your hands for a prolonged period of time, you'll be given a warning and asked to show your workspace. If you receive three warnings, you will be asked to leave the exam and will receive a mark of zero.

- It is pivotal the invigilators are able to verify what your hands are doing. In order to avoid receiving warnings, I suggest using one hand to scroll down/up once, then pull your hand back to your workspace. Moreover, if the invigilators are suspicious of your activity, they reserve the right to stop you and have you show them your workspace and other surroundings at any time.

3.6 How do I ask questions during the test?

- During the exam, you are allowed to ask questions as you would in any other examination.

- To do this, use the "raise hand" feature in Zoom or raise your hand physically. The invigilator will then contact me telling me you have a question. Please do not immediately start communicating verbally as this will distract everyone else writing the exam.

3.7 My phone will die during the exam, how am I supposed to remain on the Zoom call?

Plug your phone in before the exam starts. If this means you need to use some sort of apparatus that holds your phone in place, please use one.

3.8 How do I hand in the exam?

- At the end of the exam period, you will be given about 25 minutes to take photos of your exam to hand it in. During this period, you do the following:

  (i) Do not shut down the Zoom call on your phone when you are finished or when time is called. Keep this call running.
  (ii) Close Lockdown browser.
  (iii) Rejoin the Zoom call on your laptop. (It is possible to join the same Zoom call on multiple devices.)
  (iv) Turn the Zoom call off on your phone.

- You upload your exam work the same way you upload your assignments. Take photos of your examination, use CamScanner or a similar app to convert them into one continuous PDF file, and then upload to the appropriate dropbox in Canvas. **This can be done through the Canvas app you can get on your phone.**

- Alternatively, if you would like to use a scanner, this is fine, but please talk to your invigilator about it before so he/she knows who is doing what.

3.9 How do I know if my exam uploaded properly?

After you're done uploading the exam, tell your invigilator. They will check that your exam file has been uploaded. Please wait until the invigilator has told you that your exam file is uploaded properly. It is in your best interest to do this.

3.10 Are bathroom breaks allowed?

Yes, of course. I can't stop you from using the bathroom during the exam. However, I require you put your hand up and ask for a bathroom break before you leave. Do not leave sight of the invigilator unless you've been given permission to do so.

3.11 What if I don't use photos from my phone to hand in the assignments?

If you are using a different method to hand in your assignments, such as scanning the assignments using a physical scanner, then please email me as soon as you possibly can so we can determine how you'll get me the exam.

3.12 I don't like this. Can I write the exam a different way?

No, these rules are non-negotiable and complete adherence to them is mandatory. It is important we do everything possible to uphold academic integrity. I know it's not ideal, but it isn't much different than writing an in person examination. The only difference is we're all online.

3.13 How can we practice this type of exam setup?

There will be some more trial runs of this set up in the week before the first midterm. I'll set some dates. If none of those dates work for you, then please email me so we can schedule a time that works.

3.14 What if my internet doesn't work the day of the exam?

It is your **responsibility** to find a stable internet connection for the midterm. You were informed of this by UBC before the class started. However, if something really unexpected occurs, then you need to get in touch with me as soon as you possibly and explain what is happening so we can figure out an appropriate course of action.

3.15 What happens if I don't know what to do on the day of the examination?

If you choose to ignore the practice session(s) and don't know what to do on the day of the exam, then you're going to be on your own figuring it out. I won't have time to help you on the day of the exam and I will not listen to any excuses about not knowing what to do. It is **your responsibility** to make sure you know exactly what you need to do and how to do it. **If you are unable to get your situation figured out, you will be deemed ineligible to write the exam and will receive a grade of 0.**

3.16 I think you missed something/I have questions not addressed here.

Email me at paul.tsopmene@ubc.ca and let me know. This should cover everything. If anything arises in the practice session, I will update this document.

4 Tips for the Exam

1. Restart your computer before starting Respondus Lockdown Browser and joining the exam. Many problems students have with Lockdown Browser are solved with a restart.

2. Turn off the sleep function on your computer. If your computer goes to sleep, Lockdown browser will shut down and kick you out of the quiz. You won't be able to rejoin unless the invigilator let you back in manually.

3. **Plug your phone in before the exam starts.** This way your phone won't give you warnings that it is going to die through the exam.

4. If something happens during the exam, don't panic. Simply let your invigilator know and they will get in contact with me. We will discuss what is going on and I will do my best to help you work around the situation.

5. Treat this like an in person exam. Raise your hand if you have questions or need to use the bathroom. Don't speak out load and disrupt your classmates or leave without asking to do so.

6. Before you do anything that disconnects you from a Zoom call, ask yourself this question: "Will this take me off camera for any period of time?" If the answer to this is yes, then **do not do it!** You must remain on camera at all times.

7. I recommend you to upload the exam using CamScanner and the Canvas app.

8. Wait until the invigilator checks your entire exam. This may take a little while, but please have some patience and wait until the invigilator can verify everything is uploaded properly. It is in your best interest to do this. I may not be able to take an exam for marks if it doesn't upload correctly, which would result in a mark of zero.

9. In the event that anything does happen, keep your exam files on your phone/computer. Do not modify them at all.

10. I know this is a lot of information, but rest assured that after you've done it once, you'll see that it is quite a straightforward procedure. Keep this in mind during the first exam.