How to take an exam proctored by Zoom

Tim Hsu

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Here's how to prepare to take Exam 1.

- Prepare 10 pieces of paper, numbered 1 through 10. It will be easier for both you and me if you put problem 1 on page 1, problem 2 on page 2, and so on. (It's also better to write on only one side, because sometimes writing on the back shows through to the front, and vice versa.)
- Have the Gradescope assignment page "Exam 1" open and ready to go. (This should be available the night before the exam – if it's not there, please email me to remind me.)
- Have a clear flat workspace ready where you can write. You'll want to set up so there's space to write between your computer and your seat; see the first photo below, in which the bottom edge of the paper is right at the edge of a table, next to my work chair.

- Have some kind of camera ready. Ideally this would be a webcam on a laptop/desktop, but a cellphone camera will work.
    - First position the camera so I can see your face; see the second photo above.
    - Once the exam starts, position the camera so I can see your hands in your workspace; see the third photo above.
- You must have your **mic on** for the duration of the exam. If the background noise gets to be too much, you can lower the volume on your own speakers, but do not mute your mic.
- The exam will be handed out via Zoom chat.
- You'll have 65 minutes to work before upload. **Do not leave before upload time**, and do not start scanning your work until upload time.
- In case you finish early, please bring something analog to read, like a book, or something else non-electronic to occupy your time where I can still see your hands. (Pet? Cooking project? Knitting? Handheld video game that's not on your laptop?)
- At the 65 minute mark, you'll have 10 minutes to scan and upload your work. You can sign out of Zoom once you finish uploading your work.

If all goes well, the process should feel relatively normal. In fact, it should actually feel much like taking a live exam on paper.