

Dear Students of MATH1010,

Please refer to the attached file for the MATH1010 online Final Examination guidelines and regulations.

On the Final Exam Date, Dec 16, 2020,

- ID checking takes place at 6:00 pm – 6:25 pm.
- You have two hours to complete the exam after the start of the exam is announced via ZOOM.
- Two hours after the start of the exam is announced, all work on the exam **MUST** cease (pens down). You then have until 8:50 pm to scan your written exam into a **SINGLE** PDF file, and to upload the file <https://www.gradescope.com/> under the course code **2020R1-MATH1010**.
- If you succeed in uploading your PDF to Gradescope before 8:50 pm, please continue to stay in the ZOOM meetings until 8:50 pm.
- **If you cannot get the Gradescope submission process to work**, please try submitting the PDF to a backup Final Exam assignment 2020R1-MATH1010 on **Blackboard** before 8:50 pm, and continue to try with Gradescope until the submission process is done. If your exam is uploaded to Blackboard before 8:50 pm, you have until 11:59 pm that day to upload the exam to Gradescope without incurring any late submission penalties. No matter what happens, **we will only grade the exam submitted to Gradescope**.
- You have until 11:59 pm on Dec 16, 2020 to match each answer number to the corresponding page on Gradescope.

Very best regards,

MATH1010 Lecturers

[ZOOM Matters]

- The exam will be conducted via Zoom. Each student must join **two** Zoom meetings ('FACE' and 'WORKSPACE') assigned to the section in which they are officially enrolled. The URL's of these meetings may be found at the end of this document. Please join each meeting with the profile name: **Your name + last 3 digits of your Student ID + your device** (Computer, Mobile Phone, iPad, etc.).
- Please make sure your computer and workspace are properly set up at least an hour before the start of the exam.
- We start taking attendance for each student at 6:00 pm.
- Please log into your assigned Zoom meetings at 6:00 pm.
- You will be asked to show your student ID card, your computer screen and your surroundings. You may cover up all but the last 3 digits of the Student ID number.
 - **ID card problem.** If you do not have a CUHK student card, please use your HK/Mainland/country ID card or the photo page of your passport.
- Your camera must be positioned to show what the following pictures show so that the proctors can see you, your desk/table and your computer screen.



Figure 1 'Face' Meeting



Figure 2 'Workspace' Meeting

- You must **CLOSE** any instant messaging apps like WeChat or WhatsApp on your computer. We will check this before the exam begins. The sending/receiving of unauthorized messages will be reported to the Faculty for disciplinary actions.
- During the exam, you must keep both cameras on and keep all your microphones on mute at all times. The proctors will ask to see your computer screen from time to time and you must respond promptly; either we will call on you via Zoom or send you a message using the Zoom Chat Room. Please ensure that you have a good internet connection.
- **AUDIO.** Make sure your **speakers** are **ON**, so that you can hear our announcements in **both** meetings.
- **Virtual Backgrounds.** Virtual background is permitted to use for the 'Face' camera. For technical reasons, you may need to briefly turn it off during the ID checking phase.
- We will be doing spot checks throughout the exam, so please keep your camera turned on during the test. If we cannot find you, your examination will receive a score of zero.

[Exam Procedures]

- The exam paper will be released on Gradescope on December 16, 2020, at 4:30 pm. Please download the exam paper onto your computer before the start of the exam.
- Opening the exam PDF requires a password. We will release the password by sharing a screen on Zoom before the exam starts (approx. 6:30 pm).
- Write your COMPLETE name and student ID number legibly on your examination paper.
- Write your solutions on A4 white paper. You may not use an iPad or any electronic device to record your answers. You must scan all pages of your answers into a single PDF file and submit it via Gradescope. Please practice these steps multiple times before the Final Exam starts. Please do not use any colored paper and make sure that your written solutions are of legible size (Failure to comply with these instructions will result in a 10-point deduction).
- **Submission.** The examination lasts 2 hours (approx. 6:30 pm – 8:30 pm).
 - After the end of the exam, you have until 8:50 pm to scan your exam into a single PDF file and upload it to Gradescope under **2020R1-MATH1010**.
 - If you succeed in uploading your PDF to Gradescope before 8:50 pm, please continue to stay in the Zoom meetings until 8:50 pm.
 - **If you cannot get the Gradescope submission process to work**, please try submitting the PDF to a backup Final Exam assignment **2020R1-MATH1010** on **Blackboard** before 8:50 pm, and continue to try with Gradescope until the submission process is done. If your exam is uploaded to Blackboard before 8:50 pm, you have until 11:59 pm that day to upload the exam to Gradescope without incurring any late submission penalties. No matter what happens, **we will only grade the exam submitted to Gradescope.**
 - You have until 11:59 pm on Dec 16, 2020 to match each answer number to the corresponding page on Gradescope.

[Exam Regulations]

- This is a closed-book exam. We will provide a formula sheet with the exam.
- This is an individual exam so you cannot search anything online, and cannot have any form of communication with other students and parties during the examination period.
- Please do not let others copy your solutions or results.
- Please note that you could be asked to do an oral exam if you perform significantly better on the Final Exam than how you did throughout the term, or if your answers are similar to those of another classmate.
- You are ONLY allowed to use two devices for the exam: your computer for accessing the exam PDF and another device which can be your phone or iPad/tablet for video streaming your workspace. If you do not use your phone, you must put it in an inaccessible area during the exam.
- **You CANNOT leave your seat** at any time during the exam. If you leave your seat without any notice, your exam will receive a score of zero.
- No one should enter the room where you are seated for the exam.
- If you enter the Zoom session late, there will be NO EXTRA time.
- When the end of the final examination is announced, you must put your pen down and stop writing.
- You may only use a calculator which does not contain any “programmable” equations or formulae. The use of graphing calculators (whether standalone or as an app on your computer/phone) is NOT permitted during the exam. For the list of permitted calculators, please visit the link below.

<https://www.hkeaa.edu.hk/DocLibrary/IPE/cal/CAL2019.pdf>

- **If you finish the exam in less than 105 minutes**, use the Zoom Chat Room to send a text message to our TAs to note your finishing time, then follow the exam submission guidelines given above. If you finish your exam early, but after 105 minutes, please stay in your seat and wait till the official end of the exam.
- **Any student who fails to abide by any of the rules above could be reported to the Faculty for possible disciplinary action, and/or be required to take a make-up on-campus exam sometime next year (An “incomplete” grade would be assigned for this term).**

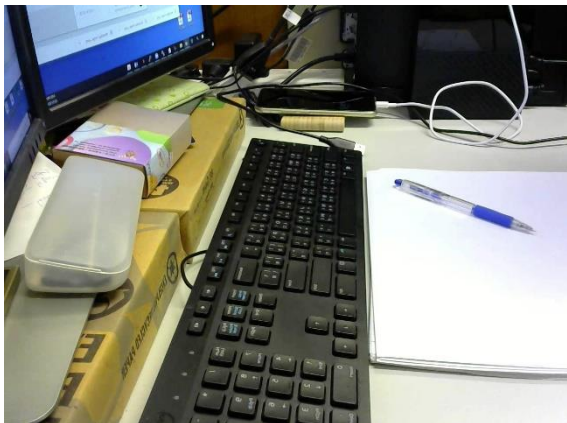
[Absence from examination]

Please refer to the attached file for further information.

Sections A, B, C:



Face Zoom Link	
Zoom Link	https://cuhk.zoom.us/j/92624713265?pwd=eU9Tdk1lVXNhRmRpMFd4TjdiQ1ByQT09
Meeting ID	926 2471 3265
Passcode	169682

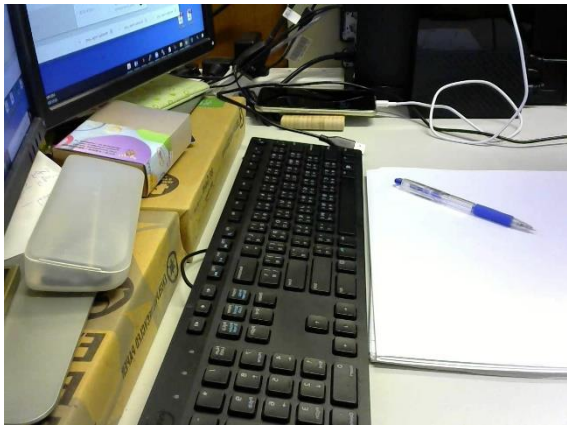


Workspace Zoom Link	
Zoom Link	https://cuhk.zoom.us/j/97739217269?pwd=WS9wdmhiQ1F1RC80bUh2RW1FbmRHZz09
Meeting ID	977 3921 7269
Passcode	966707

Sections D, E, F:



Face Zoom Link	
Zoom Link	https://cuhk.zoom.us/j/91898244022?pwd=R2JWZjJjdVlBYTg4MHRrdkE3U1BhZz09
Meeting ID	918 9824 4022
Passcode	777689



Workspace Zoom Link	
Zoom Link	https://cuhk.zoom.us/j/91074647115?pwd=Y2d6emxjMWtXNDYrbnJIUURCK3Jidz09
Meeting ID	910 7464 7115
Passcode	023613