General instructions for digital examination via Zoom

To be able to write your exam via Zoom, there are some requirements that must be met. Therefore, read through these instructions well in advance of the exam to make sure you meet all of them. **NOTE!** Log in on time! It is not allowed to log in after the exam time has started.

Note that the invigilators are <u>**NOT**</u> technical support. Therefore, you must ensure that you have prepared and solved all problems <u>**BEFORE**</u> the exam starts. The invigilators can only help you with simpler problems during the exam <u>if they have time</u>. Contact the course administrator for questions about the instructions and Servicedesk for technical problems (servicedesk@lu.se or **046-222 90 00**) on weekdays during the day or according to telephone hours.

1. Checklist

<u>**Technical equipment and requirements:**</u>
- Computer with webcam, speakers, and microphone. It is not allowed to use a headset/headphones
- Separate device – such as a phone or tablet – with camera/webcam, speakers, and microphone
  - <u>**Exam written by hand:**</u> the separate device must also have scanning capabilities such as Office Lens/Microsoft Lens. This app must be installed in advance
- Zoom installed on both devices and not via the browser. You must also be logged in to both devices with your student account at LU
- Make sure you know your username and password (your student LU account) for Canvas and LU-Zoom: https://canvas.education.lu.se/courses/6048/pages/logging-into-zoom
- Stable network connection – if the connection is broken, you risk not having your exam corrected
- Your second device should film you from the side (see the picture below)


<u>**Other:**</u>
- Quiet place to write – disturbing sounds must not occur
- Desk or table with only what is allowed – food/drink and, if allowed, paper for notes. The invigilators must be able to see that you do not have unauthorized notes or aids
- ID (driver's license, passport, LU card, national ID card)
- Aids if allowed (notified by the teacher before the exam)

<u>**To prepare before:**</u>
- Test "Share Screen" in Zoom (your entire desktop and not just the active program) – you must share your screen throughout the exam
- <u>**If the exam is written by hand:**</u> test the scanning app you have chosen so you know how it works. Office Lens/Microsoft Lens is an example of an app you can use

2. During the exam

- Log in with your phone first, then log in with your computer
- Log in is **45 minutes** before the exam starts. **NOTE!** Be on time as the invigilators have many students to go through. With later login, you risk that your exam time goes to ID check (you will **not** get extra time)
- You are not allowed to leave your seat once the exam has started. The exception may be toilet visits as described below. Equipment and food/drink should already be on your desk when the exam starts
- You may only have the exam and/or instructions up on your screen during the exam
- The exam will be under "Assignments" on Canvas or under "Quiz" if it is a quiz (you will find both in the menu on the left in Canvas)
- In Zoom, your devices should have names as follows:
  - Computer: First and Last name (i.e. "Knut Knutsson")
  - Mobile device: PHONE First and Last name (i.e. "TELEFON Knut Knutsson")
  - You can change your name by clicking on the three dots next to "unmute" next to your name and then "Rename" (see image)
- Camera and speaker must be turned on for both devices. The microphone must only be on for the computer
- You will be invited to a breakout room with your computer where you will write your exam alone.
- The invigilators will check your ID in the breakout room.
- <u>**Exam written by hand:**</u> write your name and social security number at the top of all pages
- If you need help, have a question, are ready to submit, or need to go to the bathroom, use the "Ask for help" button in Zoom (see image). "Ask for help" only appears when you are in a breakout room.
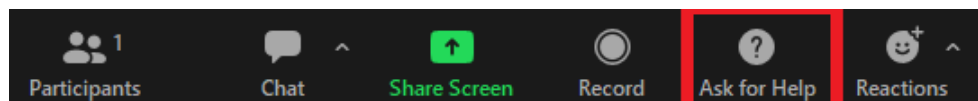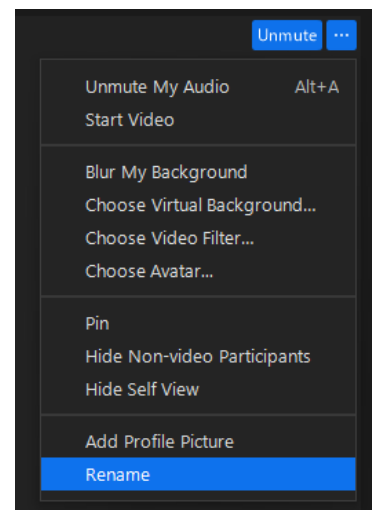
- Bathroom breaks **must be** notified to an invigilator before you are allowed to leave your seat. For exams divided into **shorter** sessions, it is not allowed to go to the bathroom during the exam. You must wait until the breaks between sessions

3. Submission

- Notify the invigilators that you are ready to submit by clicking the "Ask for help" button. The exam invigilator who enters your breakout room will notify you when the submission can begin. **NOTE!** Keep in mind that there may be a queue when you are ready to submit your exam, so you may have to wait. If you notify that you will submit by the end of the writing time, the exam will be considered submitted on time, even if it takes a while
- **Quiz exams or exams written directly in Canvas:** When the invigilator enters your breakout room and is ready, just click on submit. **NOTE!** Quiz exams automatically close when time is up, and your answers are saved automatically
- **Exams written in Word (or other word processing programs):** The document is saved as a PDF, named according to the description below, and uploaded to Canvas when the exam invigilator has notified you that you can submit it.
- **Exams written by hand:**
  - Use a scanning app such as Microsoft Lens/Office Lens, or any equivalent app, to scan your answer sheets and save as a PDF
  - Send the document to your own email
  - Open the document on your computer and make sure that your answers are legible

Name of the document to be submitted

The exam document to be uploaded to Canvas is named as follows:

- First name_Surname_Module_YYYY-MM-DD
- Example: Knut_Knutsson_Delkurs 1_2023-02-28.pdf

If you still have questions about how the exam via Zoom works, you can contact the course administrator for your course.

Good luck!