## STUDENT GUIDELINES FOR ZOOM-PROCTORED WRITTEN EXAMS ON PAPER

Due to the Corona situation, selected exams will be conducted online in individual settings. To ensure the fairness and integrity of the process, exams will be proctored online via the video-conference tool Zoom. Your proctors will be your ETH lecturers and teaching staff; video data will not be recorded or stored, and at no point in time will it be available outside the confines of your course. However, network connection data on bandwidth, latency, and incidents will be collected for quality assurance; these data are available to ETH staff only.

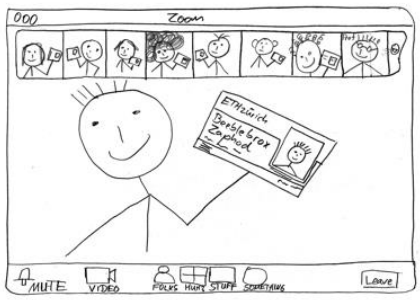
**Preparation:** your instructor will announce

1) date, time, and duration;
2) allowed aids (books, notes, calculators, data tables, etc.);
3) whether or not you will need to print your exam sheets and the file format in which it will be made available (in which case you are responsible for having the appropriate reader software and the availability of a printer with sufficient ink or toner);
4) an address to email or uploading functionality to transfer an electronic copy of your exam sheets;
5) whether or not you will also be required to use postal mail to send your written exam sheets to ETH (and the address to do so);
6) the policy for bathroom breaks;
7) mode and timeframe for viewing your graded exams (if different from set procedures);
8) two independent ways of contacting the proctors in case of problems, including phone/SMS; and
9) any other exam guidelines that require preparation on your part.

In any case, **you will need**

10) a computer with a camera, speaker, and microphone;
11) a stable broadband internet connection (ideally wired);
12) your ETH student ID;
13) the latest release of the Zoom client software;
14) a workplace set up ready to comply with the requirements set out below; and
15) a camera, phone or scanner to reproduce your exam sheets electronically and transfer them to grading staff using the method given in 4) above. Scanner apps on phones are perfect, since they also provide parallax- and contrast-correction – we recommend MS Office Lens, a free application, or equivalent; practice using your app according to the instructions in “After the exam” below.

Failure to comply with these preparation guidelines by either party will render the exam void or result in a failing grade. In case of technical difficulties during the exam, these will be documented, and it will be left to the judgment of your instructor if, how and when the exam will be continued.

| **Starting the exam:** | |
|---|---|
| Please test your setup prior to the exam at https://ethz.zoom.us/test | |
| Your instructor will announce the Zoom Meeting ID for entering the exam at least 30 minutes prior to the beginning of the exam. This ID will need to be kept confidential. Please open the Zoom Client and type in the meeting ID and your name as it appears on your student ID. | |
| You will enter your exam session at least 15 minutes prior to the announced starting time. You will probably find yourself in a virtual waiting area for admission. Once in the room, you might be assigned to a breakout group with your individual group proctor. | |
| Attendance will be taken. Your proctor may be using your stored student photo to identify you or require you to show your ETH student ID in clear view of the camera.<br><br>Your proctors may take a static screenshot at this point in time for the exam record.<br><br>You will need to fill out and sign the academic integrity statement provided by your instructor. |  |
| • If any sheets need to be printed, your instructor will send them using the Zoom file-transfer functionality in the chat panel (your “Chat” icon will change color; click on the icon, and from the chat panel, open the file). Email may be used as backup to transfer the file. Sufficient time needs to be granted for printing.<br>• Alternatively, the written exam information will be shared on the Zoom screen by your instructor. | |

| **Writing the exam:** | |
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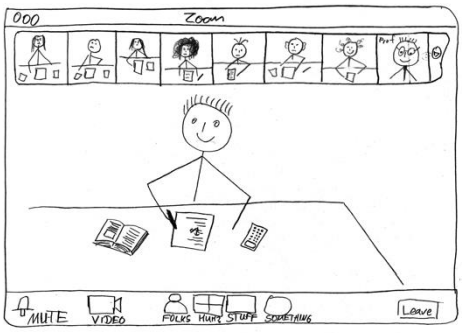
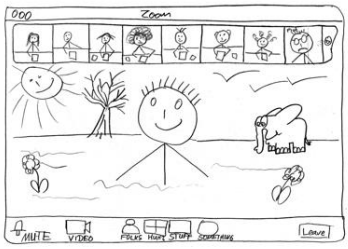
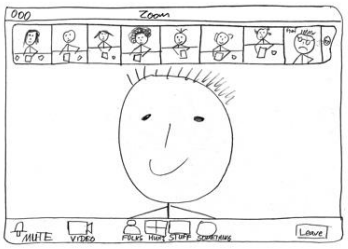
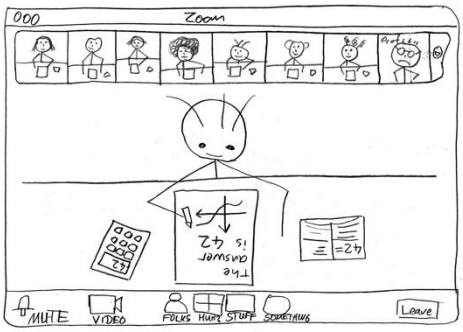
| Your workplace needs to be arranged such that the computer is generally out of reach, and that your face, hands, exam sheets, aids, and background are clearly visible. About one-meter distance works for most laptop and web cameras.<br><br>The desk and the room should be clear of clutter, and the room as quiet as possible, locked if possible. The proctor might ask you to look around the room by moving the camera. If possible, switch your computer to “do not disturb” mode.<br><br>Camera, microphone, and speaker need to be constantly turned on; the proctor may remotely mute or unmute your microphone. Do not use earphones, headsets, or any earbuds (Bluetooth or otherwise, incl. noise-cancelling devices).<br><br>If screen-sharing is provided, using “View Options” (next to the green screen sharing bar), then Side-by-Side Mode, will ensure that the participant view does not block the instructor-provided screen.<br><br>Once everyone is ready, your proctor will start the exam. |  |
| In case of problems, concerns, or questions, please use “Raise Hand” in the Participant window – do not touch your computer for anything else. Proctors will make any announcements relevant to all students via audio, so have your speaker turned on. | |
| Virtual backgrounds need to be turned off; your surroundings need to be visible for the proctor. |  <br>**No** |
| You may not come too close to the camera, and you may not touch your computer except after clearing with your proctor.<br><br>So, whenever you touch your computer, the very first action needs to be using the “Raise Hand” function in the Zoom Participant window.<br><br>Again, the proctor might ask you to look around the room by moving the camera at any time. |  <br>**No** |
| Your camera may not be set up so high that your work is visible. Remember: your image is visible to everybody in your group in the thumbnails.<br><br>The normal height of a laptop camera at the appropriate distance on the table top will result in an appropriate angle – do not elevate your computer or your camera. |  <br>**No** |

| **After the exam:** |
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| Your proctor will announce the end of the exam time using audio. You will need to stop working at that time, setting your writing utensils aside. If you finish early, you may inform your proctor via “Raise Hand”, and he or she might allow you to finalize the session; in any case, you have to complete the following steps. |
| While still in the video conference, photograph or scan your exam sheets. In MS Office Lens, keep adding pages (using filter B/W 1), then export to one PDF, store locally, and upload according to 4) above. |
| While still in the video conference, email or upload your exam sheets according to the guidelines set out in 4) above. **Do not leave the video conference** until your proctor confirmed receipt and tells you that it is fine to hang up. |
| If you are also required to mail your sheets according to 5) above, please do so as soon as possible. Mail service tends to be somewhat unpredictable during Corona times, so the sooner the better. |

**Very best of success!**