

EECS151/251A Exam Policy

Guide to remote proctoring (Spring 2021)

v. 1.2

I. Date/Time

Final Exam
May. 14, 7:00-10:00pm PST

II. Overview

Please read the following guide *carefully* and promptly inform the teaching staff of any concerns (via private Piazza post or email).

Exams will be **remotely proctored**. You will need to:

- Meet certain technology and environment requirements to take the exam to maintain academic integrity (see: [EECS policy](#)).
- Understand the procedure and timing of how to obtain, take, and submit the exam.

III. Technology/Environment Requirements

Students shall have one or more devices, which together have:

- A camera, microphone, and speakers/headphones
- Berkeley-licensed Zoom account ([guide](#))
- Zoom screen sharing capability
- Zoom recording capability, either:
 1. [Local recording](#) (needs 5GB+ free disk space, “Optimized for 3rd party video editor” option enabled)
 2. [Cloud recording](#) (needs uninterrupted internet connection)

Students shall prepare for the exam:

- A distraction-free environment
- Photo ID + student ID number
- A method to mount the camera-enabled device properly (details below)
- One of these exam setups:
 1. A electronic device with writing capability on which you can write your answers by hand (use blank pages)
 2. Loose sheets of blank paper (one or more per exam question, start a new page for each question) + a scanner/scanning app

IV. Remote Proctoring Procedure

Principle: approximate a well-proctored in-person exam by allowing teaching staff to monitor the testing environment.

Method: hold a Zoom meeting + upload a video recording + upload the completed exam

Before exam day:

1. Student submits a Zoom link (meeting ID) to this [Google form](#) .
2. Schedule a Zoom meeting or use your [Zoom PMI](#).
3. Student practices mounting the camera-enabled device and screen sharing in a Zoom meeting [like this](#), such that:
 - a. The camera captures the entire working area:
 - i. Your hands
 - ii. Blank paper or tablet
 - iii. Any other electronic devices (face down if not intended to be used).
 - iv. Student's face does not need to be in the camera frame.
 - b. The entire primary desktop is shared. You may open the course materials, Piazza, Gradescope, or any other online references. However, you are not allowed to use any communication apps to communicate with other students.
4. Student practices local/cloud recording:
 - a. Desktop sharing, audio, video, snoozing all desktop/mobile notifications
 - b. Recording must have a timestamp (to enable: Zoom local app settings for local recording, or Zoom web profile settings for cloud recording).

Right before the exam period (students):

1. Start a local or cloud Zoom recording.
2. Hold up a photo ID (e.g. CallID, license) next to your face for at least 3 seconds ([like this](#)), then say your name and student ID number. You will not need to speak for the remainder of the exam.
3. Rotate the camera completely (360 degrees) around the testing room. All electronic devices you intend to use to take the exam (e.g. tablet) must be shown in this video tour. Other electronic devices must be placed screen face down or away.
4. Mount the camera-enabled device in the exam position as practiced. It will remain in this position for the remainder of the exam period.

At the start of the exam period (students):

1. A link to the exam PDF will be uploaded to the final exam thread on Piazza.

During the exam:

1. Teaching staff may join your Zoom meeting at any time.
2. Enable the audio and video of your Zoom meeting all the time.

3. If you need to use the bathroom or resolve disruptions outside your working area (e.g. loud people/pets in vicinity):
 - a. Leave all exam materials and electronic devices within the camera frame.
 - b. Announce audibly that you are going to the bathroom/resolving a disruption.
 - c. Do not take any electronic devices with you or pause any recording.
 - d. Bathroom breaks are not considered a minor disruption (see below for detail).
4. Exam-specific questions and technical disruptions may be raised via private posts on Piazza
 - a. Teaching staff will respond to the Piazza posts, or join your Zoom meeting to answer your questions.
5. You may refer to the course lecture or homework notes or any online references during the exam in your recording shared screen. However, you must ensure that the video of your working area (e.g., your hands and your worksheets) is also included in the recording shared screen all the time as well ([like this](#)).
6. If you finish the exam early, you may upload your submission to Gradescope, and stop the recording (see next section for instructions on finishing).

When the exam period is over or you finish early (students):

1. Stop working! You have 30 minutes of time allocated to scan/upload your exam.
 - a. The Gradescope submission process must be recorded on video/screen share, so that timestamps can be cross-checked.
2. Pivot the camera back to your face, and hold it there for at least 3 seconds.
3. Stop the local/cloud recording, then end your Zoom meeting.
 - a. For local recording only: after the meeting recording has finished converting, upload the video file to cloud storage (we recommend Berkeley Google Drive).
4. Share the link to the uploaded video or the Zoom cloud recording to the Google form (link will be provided). Deadline: 11:59PM PST next day.
 - a. For cloud recording: since Zoom will delete the recording after 30 days, you can share the recording via BCourse instead, as the Zoom cloud recording will be automatically copied to [Kaltura](#), which is made available under My Media in BCourse. Follow these links for guidance on how to access and share the recording with Kaltura/BCourse: [link1](#) [link2](#) [link3](#)
 - b. The video must remain untouched and accessible for viewing/downloading until after final grades are released.
5. Report any technical issues encountered during the exam to the teaching staff, in detail, via Piazza for exam questions/problems.
 - a. Depending on the circumstances, exams may be voided, partially re-administered orally, or have weighting adjusted.
6. You are done!!!

Summary: Timing Breakdown

- *Exam Start Time (7:00PM)* - An exam thread will be created on Piazza with link to the exam PDF at 6:55PM. You may start the exam as soon as the exam PDF is posted on Piazza.
- *Exam End Time (10:00PM)* - exam ends, no more working!
- *Exam PDF Submission Time* - Tend + 10min. exam is submitted to Gradescope (Tend +20min. if exam sheets were printed). Recording and meeting stops.
- *Exam Recording Submission Time* - By 11:59PM PST the next day, the recording is uploaded and shared with the teaching staff.

V. Prohibited Items/Actions

- Using phones, computers, or other electronic devices to communicate with other students taking the exam.
- Submitting or re-submitting your exam after ending the Zoom recording.
- Revoking access to the recorded meeting before final course grades are released or if you are part of an active academic dishonesty investigation.
- Instructional staff: retaining any access to recordings after students revoke access.

VI. Procedural Changes/Exceptions

Minor changes to this procedure in response to issues during practice sessions or lessons learned from past exams/other courses will be made and announced as needed.

Disruptions

Students will be fairly given the full amount of time to work on and submit their exam.

- If students faced a minor disruption of x minutes, then they may continue working for $\min(x, 15)$ minutes past the exam end time.
 - Examples of minor disruptions: slow exam PDF download/printing, printer paper jam, loud people/pets in vicinity.
 - Minor disruptions must be captured on screen capture/video recording.
- For major disruptions, make private Piazza posts for exam questions/problem:
 - Examples of major disruptions: Zoom/computer crashes/reboots, electronic exam crashes and loses work.
 - If you are able to keep working, then do so, and we will follow up with you after you have submitted your exam.
 - If you are unable to keep working, or start working, we will work with you directly.
- Report all technical issues as described in the **Remote Proctoring Procedure**.

VII. Changelog

- v1.1: added notes on Zoom cloud recording 30-day retention limit, and links to how to share the recordings via BCourse/Kaltura
- v1.2:
 - updated with final exam date and time
 - same Google form as midterm
 - removed policy on Verilog (no Verilog)