

B.E. Remote Midterm Examination: Student Protocol Handbook

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Executive summary

- When proctored or take-home exams are part of the midterm evaluation process, students **must join** the Google Exam classroom. The invitation link will be emailed to students.
- **When take-home exams are used**, exams will be distributed through Google Classroom, on the date/time scheduled by the instructor. No camera coverage is required.
- **When the proctored exam is used**, exams will be operated through Zoom with camera coverage during the exam period. Exams will be distributed through the Google Classroom platform.

Executive summary

- Students can use up to a **maximum of two devices, or the Two Device Rule.**
- For proctored exams, students should ideally have **TWO devices**, both with camera functionality.
 - The first device is used to log on to Zoom with camera coverage.
 - The second is for reading question, and turning in scanned answer sheets on Google Classroom.
- In case of insufficient number of devices, students may file a request at the B.E. office for permission to take the exam, or seek for an office accommodation.

Executive summary

- During exam period, students are advised to stay connected on Zoom meetings by having the camera continuously turned on. The camera angle should be set in the recommended position so that the proctor can monitor student activities.
- Under unforeseen circumstances resulting in disconnection from the Zoom meeting room, students are advised to contact the B.E. office, informing us of the situation and continue the exam as usual. If it is impossible to contact the B.E. office right away, please continue the exam as usual and contact the office as soon as the exam is over.

Protocol and Operational Guidelines for B.E. Remote Exams

In case that instructors choose to hold final exams, some exam conduct protocols are advised.

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Proctored exam

- Proctored exam with camera coverage by Zoom
- Devices required to
 - (i) Operate Zoom,
 - (ii) Read exam questions, and
 - (iii) Photograph the exam, and turn it in on Google Classroom
- **Some protocols required for the proctored exam:**

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Take-home exam

- No camera coverage is needed
- Receive the exam through Google Classroom exams at the date/time scheduled by instructors.
- By the deadline, turn in the exam on Google Classroom exams.

Device checklist for proctored exams

- Student may use up to a maximum of two devices, or the Two Device Rule.
- For proctored exams, student should ideally have two separate devices, both with camera functionality.
 - ONE device to log on to Zoom with camera coverage
 - ONE device to read questions and turn in scans of answers on Google Classroom

Device checklist: Pros & Cons

Zoom-operating device	Resilience to power outage	Resilience to internet connectivity	Setting up webcam angle
Smartphone	Yes	Yes, switch to 4G LTE	Some work required
IPAD	Yes	NO	Some work required
Laptop with built-in webcam	Yes	NO	Easy
Desktop with external webcam	NO	NO	Easy; but portability issue

Device to read questions	Resilience to power outage	Eye comfort
Smartphone	Yes	Not recommended unless accustomed to reading on cellphone
IPAD	Yes	Comfortable viewing
Laptop with built-in webcam	Yes	Comfortable viewing
Desktop with external webcam	NO	Comfortable viewing

Device checklist: an exhaustive list of possible combinations* (maximum two devices)

Zoom-operating device	Device to read questions	Device to take photos and turn in exam	Pros & cons
Smartphone with Camera	IPAD	IPAD <i>or</i> the same smartphone with camera	<ul style="list-style-type: none"> • Resilience to possible power outage and adaptability under WiFi disruption • Recommended combination
Smartphone with Camera	Laptop <i>or</i> Desktop	<u>The same</u> smartphone with camera	<ul style="list-style-type: none"> • Resilience to power outage and adaptability under WiFi disruption • Comfortable eye view when reading questions
Laptop with Webcam	IPAD <i>or</i> Smartphone	IPAD <i>or</i> Smartphone	<ul style="list-style-type: none"> • Resilience to possible power outage • Easier setup, Webcam angle • Comfortable eye view when reading questions
Desktop with Webcam	IPAD <i>or</i> Smartphone	IPAD <i>or</i> Smartphone	<ul style="list-style-type: none"> • Easier set up, Webcam angle • Issue with power outage

Arrive 30 minutes early

- Use pre-assigned meeting ID / password. Log onto Zoom and stand by
- Change display name in Zoom to the required format.
- Have ID / pen / A4 paper ready.
- Properly locate the Zoom-operating device to the recommended camera angle
- Turn the video camera and audio on, and remain quiet at all times. Do NOT insert any visual backgrounds.

Before you start doing the exam

- Do not start the exam until permitted.
- View exam questions on Google Classroom
- Write down answers on A4 paper. Use only pens. Put page number and total number of pages at the top right hand corner (x/y), with student ID under the page number.
- Make sure the proctor can see the exam paper and screen device for Google Classroom.

When time is up

- Use a separate page as a cover page. Write name/last name/subject/ student ID / total number of pages (excluding the cover page). Then sign your name and put the pen down.
- Put the cover page on top, follow by answer sheets sorted in ascending order. Take the photo.
- Convert multiple photos into a single combined pdf file, using the Adobe Scan (or other app)
- Rename the generated file in the required format, such as **Seatnumber_10digitStudentID.pdf**
- Upload a copy of the renamed file to Google Classroom, and click Turn In.

Final check

- Remain in the waiting room until permitted to exit the meeting room
- Keep a hard copy of the answer sheet.
- After leaving the meeting room, remain alert for urgent updates

Policy measures after the exam: Power outage / Internet connectivity

- When facing technical difficulties during the exam, students are advised to remain calm and follow the guidelines.

