

# Notice & Guideline for Taking Online Exam Using i-Campus





## Please **use your Computer** to take exams!

Please use **your computer** instead of your smartphone or tablet for exams.

Prevent disruptions caused by unexpected operations such as phone calls, SNS, and app notifications, and take exams in the most stable condition.

In addition, **some exam types cannot be submitted on your smartphone** (file upload type questions cannot be submitted on the smartphone).



## Please **use the Chrome browser** for the exam!

i-Campus is most optimized for the Chrome browser.

Please take exams through Chrome, not other Internet browsers.



## **Make sure your Internet environment is Stable!**

Most exams have limited time to take.,

So unstable Internet environments can disrupt test applications.

(Please avoid cafeterias, public transportation, outdoor, etc. where the Internet environment is unstable)



## Please **Conduct a Pre-test** before the Official exam!

To help both instructors and learners adapt to the online exam and check their PCs and Internet environments, please conduct a pre-test in advance.

For the detail,  
Please refer the follow pages.



 Learner

## Detail Guideline

온라인시험구성 및 시험 운영 안내

# Index

## Notice & Guideline for Leaners

|   |    |
|---|----|
| Basic instructions for online Exam .....  | 2  |
| <i>Detail Guidelines for Learners</i>   |    |
| <i>Before the Exam</i>  |    |
| Checking PC and Internet Environment by Pre-test .....                          | 6  |
| Required Checkpoints Before Taking an Exam .....                                | 7  |
| <i>During the Exam</i>  |    |
| Cautions during the Exam .....  | 11 |
| Instructions for Procedure in Starting and Taking Exam (on [Assignments]) ..... | 12 |
| Instructions for Procedure in Starting and Taking Exam (on [Quizzes]) .....     | 14 |
| <i>Guide for Real-time Online (Webex)</i>                                       |    |
| Basic instructions for Real-time Online Exam(Webex).....                        | 19 |
| How to take Real-time Online Exam(Webex) .....                                  | 21 |
| Checklist before taking Real-time Online Exam(Webex) .....                      | 22 |
| Notice & Guideline for Real-time Online Exam (Webex) .....                      | 23 |
| Entering Webex Meeting Room(Smartphone) .....                                   | 25 |
| Webex Screen Setting for Exam (Smartphone) .....                                | 26 |
| Identification and Monitoring using Webex .....                                 | 27 |
| Precaution During Exam (Webex) .....  | 29 |



## Before the Test

온라인 시험 구성 및 시험 운영 안내



# Checking PC and Internet environment by Pre-test

Guidelines for taking and managing online exam

## ✓ Take the pre-test before the official exam.

**Learner should check the computers and the Internet you use to see if they are working properly.**

### • Using PC and Checking

- **Take the exam on your PC**, not on your smartphone or tablet.

(There may be a type of question that is not acceptable through your smartphone. - File upload type questions etc.)

- **Check the PC condition and internet connection environment** for the exam.

- Shut down all P2P (Torrent, etc.) games, and unnecessary programs.

### • Checking exam

- Ensure that the exam shows the questions, that the submission of the exam is normal and that there are no other abnormalities. **If you find a problem** while taking the exam, please **contact your professor or Quick response team immediately**.
- Quick response team(031-299-4000)

# Required Checkpoints before taking an exam

Guidelines for taking and managing online exam



Log in and get ready for 10 minutes in advance

## ○ Login may be little slow at the beginning of the exam.

At the beginning of the exam, multiple users may attempt to log in at the same time in a hurry, which may slow down the connection. However, if you refresh multiple times or try to connect to multiple devices, your network environment can add to the problem. Even if it's a little slower than usual, please try to log in only once and wait.

## ○ Prepare for at least 10 minutes before starting the exam.

Please log in at least 10 to 20 minutes before the start time and wait for the exam to be more stable. Please shut down other browser windows or running programs to ensure a stable exam. If there are other problems such as not being able to log in even after 10 seconds of login attempt, or not being able to display the exam page after logging in, switch to another PC and prepare in advance so that there is no problem with taking the exam.

# Required Checkpoints before taking an exam

Guidelines for taking and managing online exam



## Stable Internet connection environment

As it is an online exam, you should maintain a [stable internet connection environment](#).

If the internet connection is unstable or lost during the examination, the submitted answer may not be delivered to the server. Therefore, please check if there is any problem with internet connection and if there is enough speed before taking the exam \* ref) Internet speed check site: <https://fast.com/ko/#>



## Check for PC malfunction

If your PC goes down frequently or is infected with malware or viruses, you may not be able to conduct a normal exam. Therefore, [be sure to check your PC's condition before taking the exam](#) to make sure that there is no problem.

Recently, there are some cases where LMS connection is not smooth due to personal PC environment of students. As this is a software configuration issue for students' personal PCs that cannot be controlled from the center of the school, please effectively control the [Program] > [Configuration] to achieve an optimized environment.



# Required Checkpoints before taking an exam

Guidelines for taking and managing online exam



## Close other programs

Close any other programs that are not related to the exam, such as messenger program, e-mail, or P2P program, before you take the exam. Errors caused by other programs may not lead to normal exam runs. Also, please note that message exchange can be considered cheating.



## Take the exam on PC, not on mobile

Take the exam on your PC. A PC connected to a wired network is most stable. But, if you need to use wireless Internet inevitably, please take the exam at the most stable network conditions (it may be impossible to take the exam normally because of unstable network conditions in public transportation, outdoors, on-the-go, and similar situations).



## During the Test

온라인 시험 구성 및 시험 운영 안내

# Cautions during the Exam

Guidelines for taking and managing online exam



## Access the exam page

You should access the test page on time.



Exam in  
[Assignments]  
Menu

After the due date has passed, the submission is marked as late and the submission time is recorded. (Discounting points or zero points can be processed at the discretion of a instructors. )  
You can't submit your assignments after the available time.

Exam in  
[Quizzes]  
Menu

You can't submit your answer after the test time.  
You must submit your answer before the due time because the submission is blocked after the due time.  
If answers are automatically submitted, the answers written before the submission are automatically saved and submitted.  
Time remaining before the automatic submission is shown by pop-up notification (When 5 minutes and 1 minute left)



This Quiz Will Be Submitted In Five Minutes



## If an error occurs during the exam

If a system or network error occurs during the exam, learners should capture or record the screen with the time when the error occurs. It can be used as evidence later.

# Instructions for Procedure in Starting and Taking Exam (in [Assignments])

Guidelines for taking and managing online exam

## Check Exam Time: Available time & Due date

Available time means test time and you must submit until Due date.

※ After the due date has passed, the submission is marked as late and discounting points or zero points can be processed at the discretion of a instructors.

※ You can't submit your assignments after the available time.

## Check Question & Prepare an Answer

When it's time for the test to be ready, You can check the questions from [Assignments] Menu and You can submit the answers by clicking the [Submit assignment] button.

### Test

Due May 27 by 11:59pm Points 1 Submitting a file upload  
Available May 27 at 12am - May 27 at 11:59pm about 24 hours

No Content

**File Upload**

Upload a file, or choose a file you've already uploaded.

File:  선택된 파일 없음

[+ Add Another File](#)  
Click here to find a file you've already uploaded

Comments...

**Text Entry**

Copy and paste or type your submission right here.

HTML Editor

**B** *I* U **A** 12pt Paragraph

# Instructions for Procedure in Starting and Taking Exam (on [Assignments])

Guidelines for taking and managing online exam

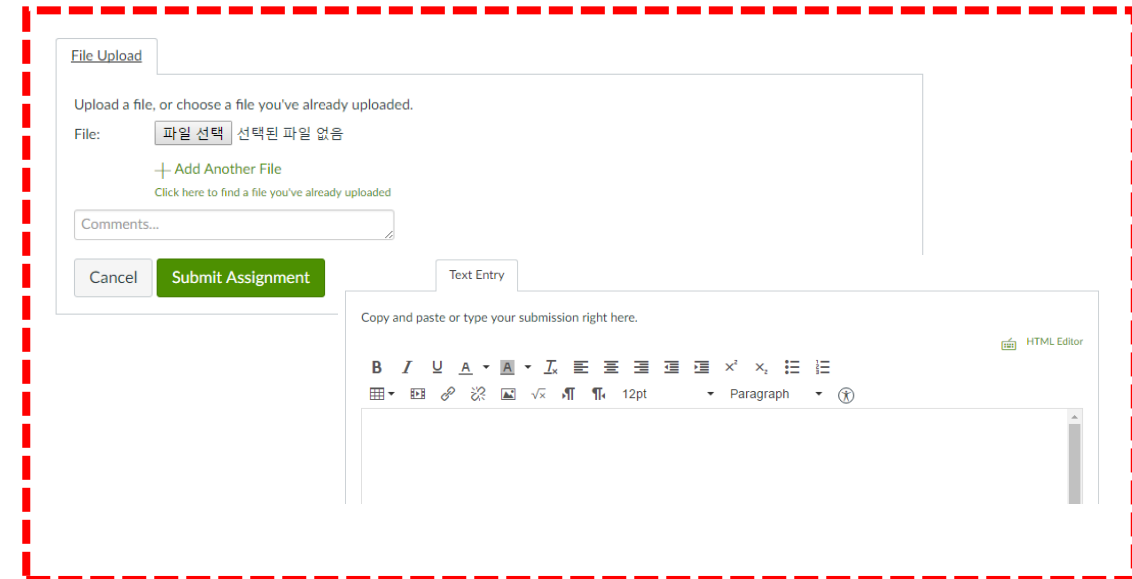
## Cautions for preparing and submitting an Answer

- It is possible to submit the answers in ① File Uploads ② Text Entry ③ Other formats (e.g. E-mail submission) formats according to the instructor's choice.
- In [Assignments] Menu, you can submit in only one format, so please check the submission format in advance so that it does not interfere with the submission of the answer.
  - ex) You cannot submit answer in [File upload], [Text Entry] formats at the same time.  
Use one of them.  
If you need to enter text with uploaded files, enter comments in [File Upload].
- It is not possible to delete an answer already submitted, and previously submitted answer file is maintained even if a new answer is submitted again. On the instructor's screen, it basically shows the most recently submitted answers, but also it is possible to see the answer file that was submitted previously.

### Test

Due May 27 by 11:59pm Points 1 Submitting a file upload  
Available May 27 at 12am - May 27 at 11:59pm about 24 hours

No Content



The screenshot displays the submission interface for a test. It features two main tabs: "File Upload" and "Text Entry". The "File Upload" tab is active and highlighted with a red dashed border. It contains a text area for uploading a file, a "File:" label, a "파일 선택" (File Selection) button, and a "선택된 파일 없음" (No files selected) message. Below this is a "+ Add Another File" link and a "Click here to find a file you've already uploaded" link. There is also a "Comments..." text area. At the bottom of the "File Upload" section are "Cancel" and "Submit Assignment" buttons. The "Text Entry" tab is also visible, showing a text area for entering the submission and a rich text editor toolbar with various formatting options like bold, italic, underline, and font color.



# Instructions for Procedure in Starting and Taking Exam (on [Quizzes])

Guidelines for taking and managing online exam

Click **Take the Quiz** to start the exam.

You can start the exam by clicking **Take the Quiz** button after the available time.

Check the time remaining and the questions answered.

Exam time is counted from the moment you press the 'Start' button.

The remaining time is shown on the right side of the page, and solved questions are marked with a check(v), distinguished from unsolved questions.

### 중간고사

|                    |      |      |                         |
|--------------------|------|------|-------------------------|
| 마감 1월 12일 오후 11:59 | 배점 6 | 문제 6 | 이용 가능 1월 6일 오전 12:00 이후 |
| 시간 제한 10 분         |      |      |                         |

Take the Quiz

다음 >

기본 학기: 실용과목

계정

대시보드

과목

질문

메시지함

이용안내

시험 및 설문

과제 및 평가

토론

파일

성적

ClassMix

사용자 및 그룹

Office 365

중간 고사

시작함: 1월 3일 오후 3:26

설명

문제 2 1점

문제를 해결하는 절차를 미리 정의된 기호와 도형을 이용하여 시각적으로 표현한 것은 무엇인가?

정답: 순서도

순서도

의사코드

디버그

구조도

다음 >

Solved questions are ticked

Questions

✓ Question 1

✓ Question 2

? Question 3

? Question 4

Time Running: **Hide**

Attempt due: May 25 at 11:59pm

9 Minutes, 51 Seconds

Check the time remaining

pm 3:28에 저장됨

퀴즈 제출

# Instructions for Procedure in Starting and Taking Exam (on [Quizzes])

Guidelines for taking and managing online exam

Be careful: If you log in simultaneously on other PC, your account can be logged out automatically

If you log in to LMS on other PC or devices while taking the exam, your account will be logged out from the PC you are taking the exam on automatically.

Your answer is saved automatically.

Once the answer is checked, it is sent to the server and saved.  
If the saved time is not shown as the picture, check the network status for the final submission without any problem.

문제 30

10점

Which of the following is true of economic profit?

- ☐ It will tend towards zero because new firms will enter a particular industry where economic profit is being made.
- ☐ Is often due to a firm becoming so large it can exploit its customer base.
- ☐ It should be taxed if an economy is to remain dynamic.
- ☐ It is usually larger than accounting profit.

Quiz saved at 3:46pm

Submit Quiz

# Instructions for Procedure in Starting and Taking Exam ([Quizzes])

Guidelines for taking and managing online exam

If an abnormal shutdown occurs, you can **Resume Quiz** and take the exam using the time left.

If the website abnormally shuts down while taking the exam because of problems in the browser or computer, you can log in again to LMS and resume the exam(The answers you've already checked are saved automatically).

Even if some problems occur such as the shutdown of PC during the exam, you can keep taking the exam within the remaining time until the submission deadline.

Besides, because the time limit keeps running, you'd better get back to the exam quickly.

## 중간고사

마감 1월 12일 오후 11:59

배점 6

문제 6

이용 가능 1월 6일 오전 12:00 이후

시간 제한 없음

Resume Quiz

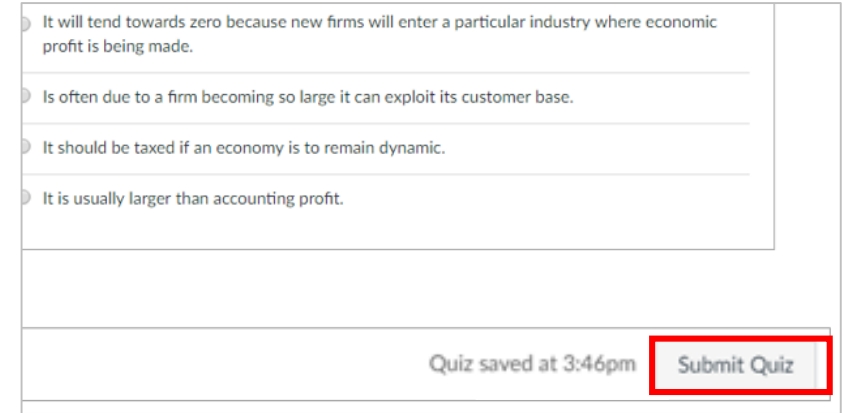
# Instructions for Procedure in Starting and Taking Exam ([Quizzes])

Guidelines for taking and managing online exam

After finishing answering, click **Submit Quiz** to submit the answers.

Before closing the website, You should click **Submit Quiz** button to submit your answer after you finished solving the exam..

Because you can't retake the exam after **Submitting Quiz**, submit it carefully.



It will tend towards zero because new firms will enter a particular industry where economic profit is being made.

Is often due to a firm becoming so large it can exploit its customer base.

It should be taxed if an economy is to remain dynamic.

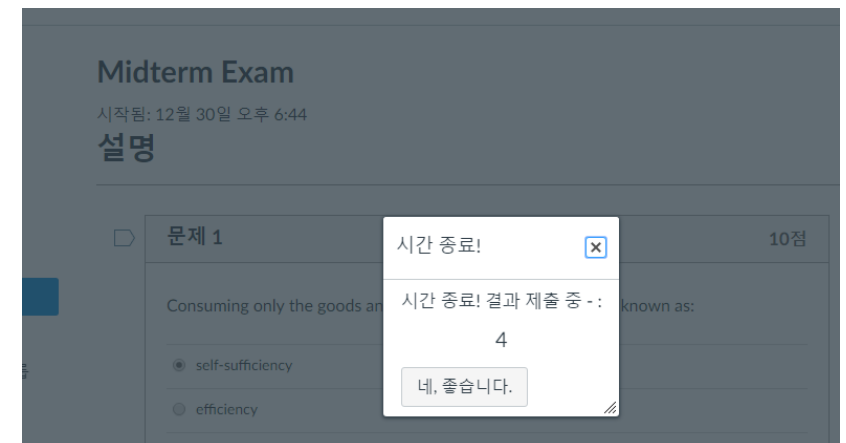
It is usually larger than accounting profit.

Quiz saved at 3:46pm **Submit Quiz**

If the given time ends, your answers are automatically submitted.

Even if you don't **Submit Quiz**, the exam is automatically closed and the answers you've written are automatically submitted when the given time ends. The remaining time will become 0 min 0 sec(It can take some time to complete submissions because many people simultaneously access and take the exam at the same time).

The automatic submission screen when the time remaining becomes 0 min 0 sec▶



Midterm Exam

시작됨: 12월 30일 오후 6:44

설명

문제 1

Consuming only the goods and

self-sufficiency

efficiency

시간 종료!

시간 종료! 결과 제출 중 - : known as:

4

네, 좋습니다.



# Notice & Guideline for Real-time Online Exam (Webex)

온라인 시험 구성 및 시험 운영 안내



# Basic instructions for Real-time Online Exam(Webex)

## 1. Before Exam

- Before taking the real exam, trial exam must be done using class hours or in extra times. While taking the trial exam student must check one's internet environment, status of electronic device etc.
- We recommend students to use camera on smartphone rather than laptop or webcam. Cameras on notebook or webcam may cause issues such as stammering, false angle.
- Check if your smartphone is fully charged and you have set do no disturb mode, auto-rotation mode. Also to prevent disconnection from the meeting room please access in stable internet environment.
- Professor will monitor the exam, however the most important thing is to have ones mindset to take the exam with conscience. Please have mature attitude as being an intellectuals.

## 2. During the Exam

- Student must turn on the video while taking the exam, if one have finished exam early, leaving Webex meeting room or moving out of the camera is not allowed.
- Please remain in formal posture until the exam is over. Retain actions such as hand gesture, mumbling, nodding etc that can arouse suspicions.
- Because this is untact online exam, be aware that unnecessary actions could be considered as cheating.
- In case of sudden notice related with exam please leave the speaker on while taking the exam.
- We strictly ban overreactions such as unnecessarily using earphones, typing etc.

## 3. After the Exam

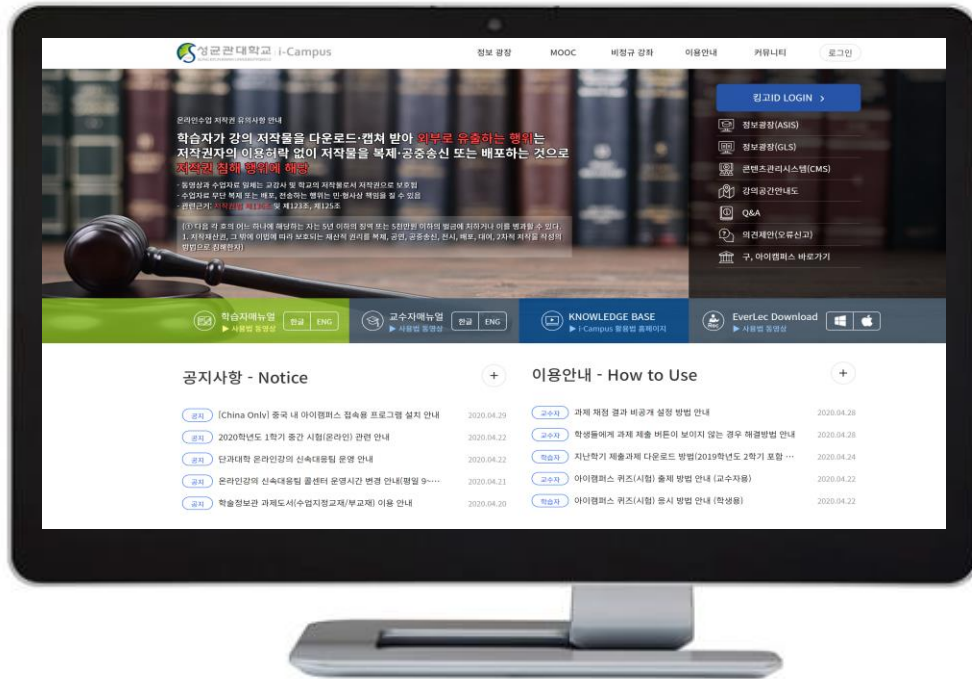
- Student who have finished the exam early cannot leave Webex meeting room until the exam is fully over.
- Student must stay in front of the camera until professor allow leaving the meeting room.
- Professor may store recorded video of an exam and use them as evidence of possible cheating actions.



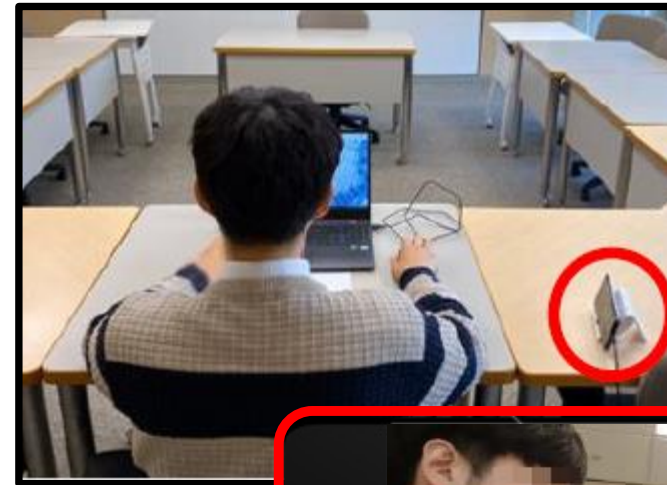
# How to take Real-time Online Exam(Webex)

Guidelines for taking and managing online exam

## ✓ PC : Taking exam via i-Campus



## ✓ Smart phone : Monitoring via Webex



←Placing smart phone

+

Smart phone screen→



# Checklist before taking Real-time Online Exam(Webex)

Guidelines for taking and managing online exam

## Preparation for Online Exam

- Smart phone for real-time monitoring(Webex) (**Front camera video settings**)
- PC or laptop for accessing i-campus (**Other electronic devices are strictly prohibited.**)
- **ID card** (student ID card, resident registration ID card, drivers' license card, passport)
- Engineering calculator, pencil, mechanical pencil, pen, eraser and any other writing instrument
- A4 paper (Used as answer sheet)
- Application for scanning (download required in advance before exams)

# Notice & Guideline for Real-time Online Exam (Webex)

Guidelines for taking and managing online exam

## Basic Rules for Online Exam

- **Typing test and Webex test for i-Campus simulation questions before testing**
- **Keeping Webex connected and seated until the end of the test time**
- **Using lecture notes, books, Internet materials, KakaoTalk messenger, etc. during test is not allowed**
- **If you have any questions during the exam, ask them in your individual chatting**
- **End programs that are not i-Campus programs required for testing**
- **Both test start and end are recorded in real time and are not used for any purpose other than monitoring**
- **If an act that interferes with a fair evaluation is detected later, the subject will be scored as 0 points and the school regulations will be processed.**
- **Keep our honor as SKKU students!**



# Notice & Guideline for Real-time Online Exam (Webex)

Guidelines for taking and managing online exam



## Pre-requisition for Smart Phone

- Charge the battery completely and set to a 'do-not-disturb' mode so that the connection to the screen is not interrupted by a phone call/notification while taking exam.
- Connect to Webex in a Wi-Fi or mobile network environment where reliable network connectivity can be maintained.



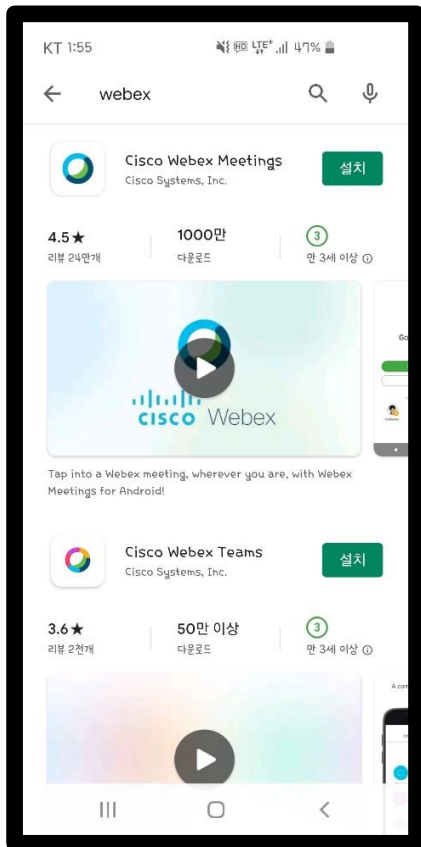
## Pre-requisition for Environment around the Examinee

- Please take the exam at a place where you can concentrate on the exam without being disturbed by others (such as a home where you can take the exam with one room per person).
- During the test, the background should be the actual background. 시험 중 배경은 실제 배경으로 합니다.
- Things that are not required to take exam except PC, writing instrument, problem-solving paper, smartphone holder, etc. cannot be placed on the desk.

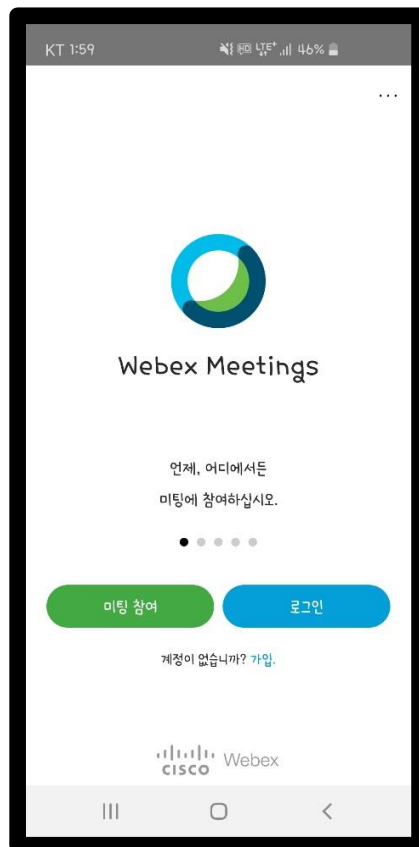
# Entering Webex Meeting Room(Smartphone)

Guidelines for taking and managing online exam

## Enter Webex Meeting Room with Smartphone



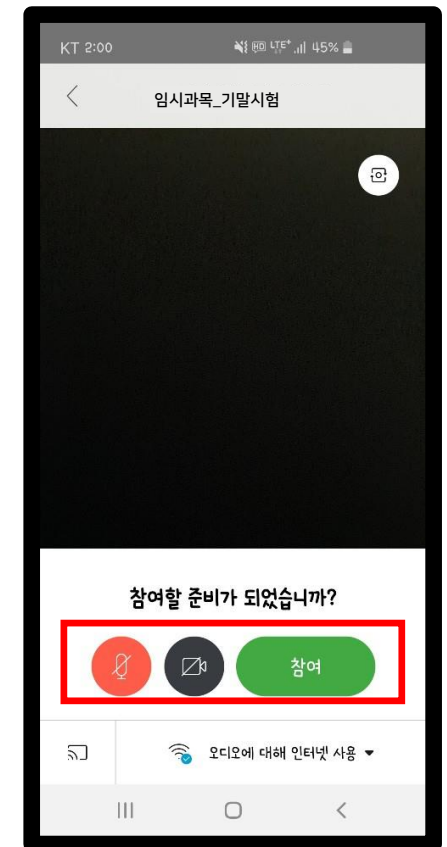
Search and Install Cisco Webex Meetings



Click the Join button



Participate by meeting room number notified in advance and student number + name



참여할 준비가 되었습니까?



오디오에 대해 인터넷 사용 ▼

# Webex Screen Setting for Exam (Smartphone)

Guidelines for taking and managing online exam

## Webex Screen Setting for Exam

- Please enter the notified test meeting room at least 10 minutes before the start of the exam and check the examination screen.
- Use the horizontal mode view of the smartphone to place the smartphone horizontally.
- When you set up the video with the smartphone front camera, set it up to show your PC monitor screen, face, and both hands.

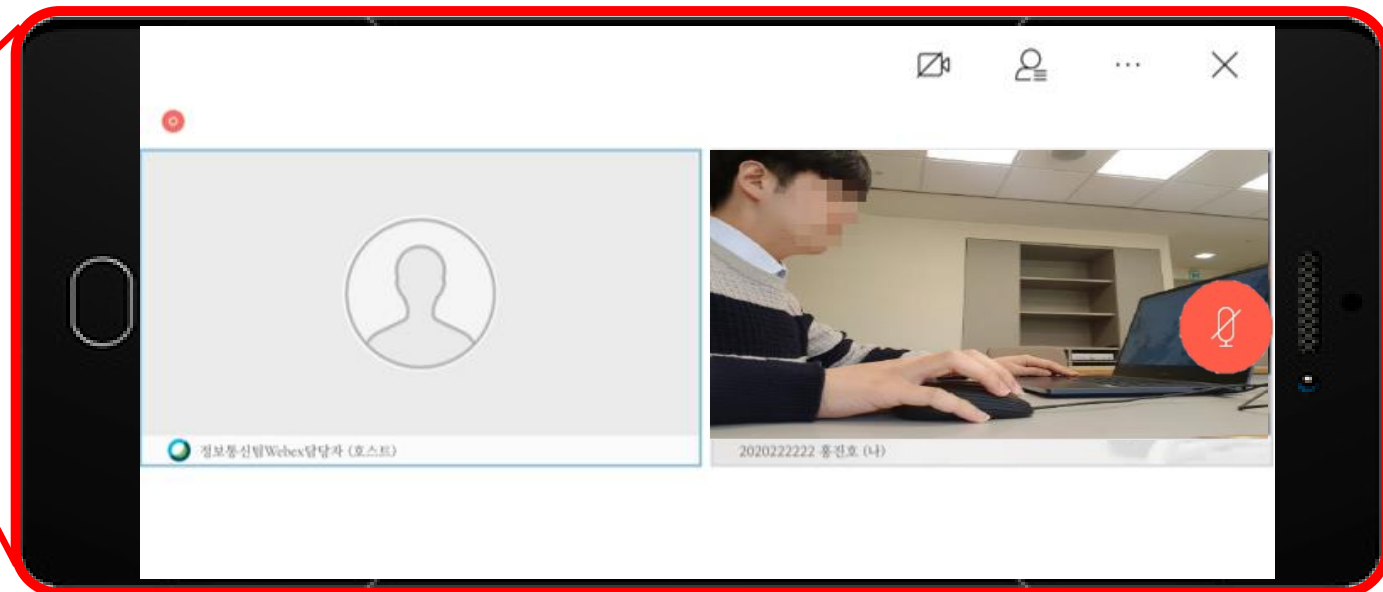


[Aerial View]



[Appearance from the Back]

[Smartphone Webex Screen]



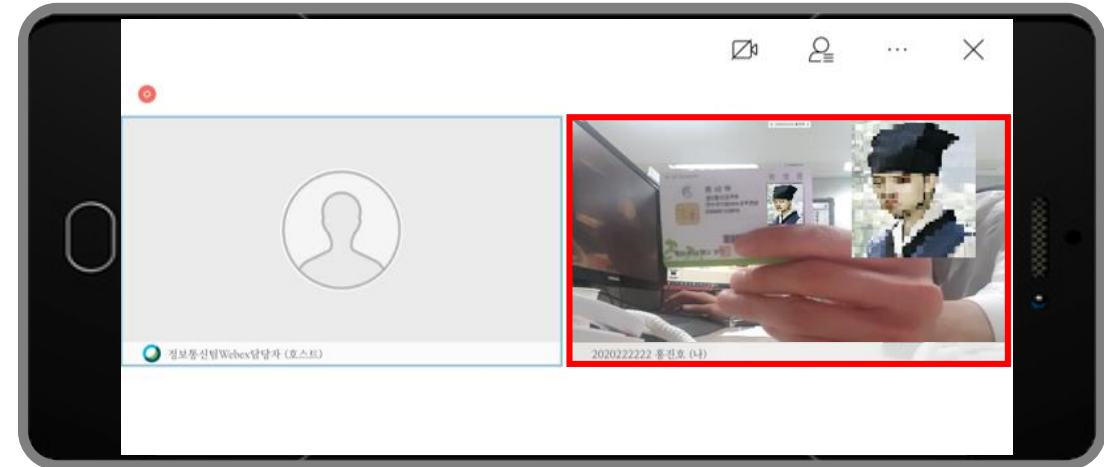
# Identification and Monitoring using Webex

Guidelines for taking and managing online exam

## Identification



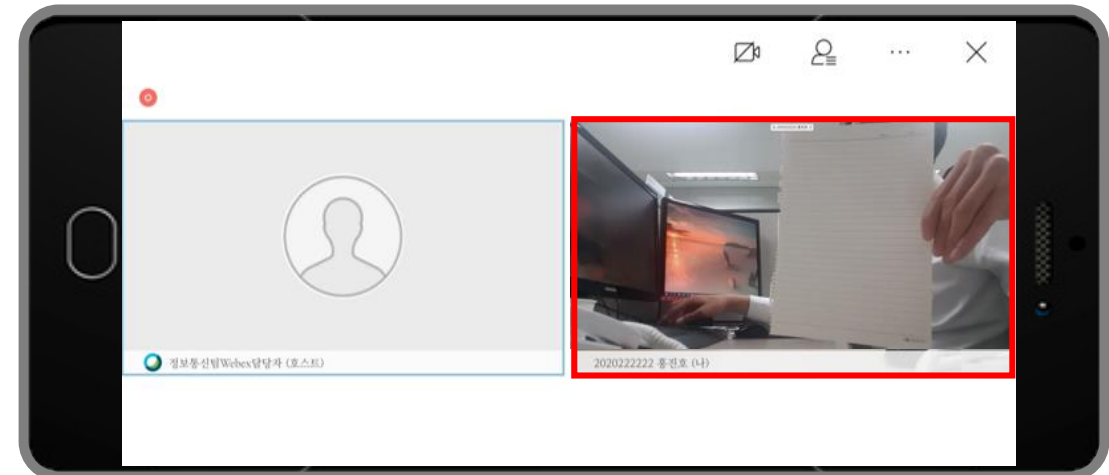
- Following the guideline of the instructor and TA, show your ID card on the smartphone screen during identification time.



## Note Check



- Following the guideline of the instructor and TA, show the prepared note(A4) on your smartphone screen.



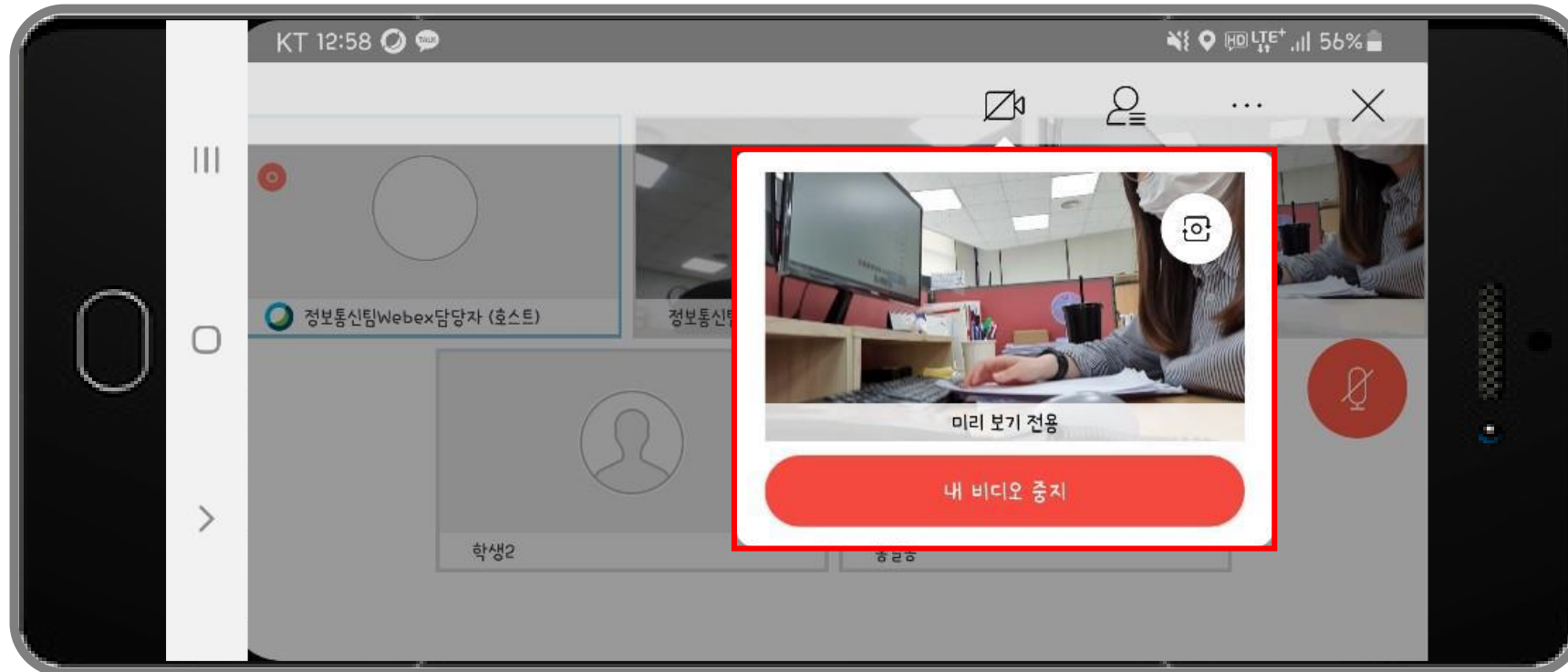


# Identification and Monitoring using Webex

Guidelines for taking and managing online exam

## Setting Video for the exam

- Use preview my video to check the video angle.





# Precaution During Exam (Webex)

Guidelines for taking and managing online exam

## **Precautions** for real-time monitoring via Webex

- Do not leave the meeting room(Webex) early during the exam.
- Do not leave the meeting room if the online answer sheet is insufficient.
- You may leave the meeting room after approval by the instructor or TA in charge.



# Notice & Guideline for Real-time Online Exam (Zoom)

온라인 시험 구성 및 시험 운영 안내

# Notice & Guideline for Real-time Online Exam (Zoom)

Guidelines for taking and managing online exam

## Basic Rules for Online Exam

1. Before the Exam, install the Zoom app on your smartphone
2. Before the Exam, familiarize yourself with the precautions provided in the i-Campus notice and comply with the supervisor's instructions
3. After the Exam, you can't re-enter the Zoom meeting room or leave early
4. All exam-taking scenes are recorded, and the recorded file is used as evidence

# Notice & Guideline for Real-time Online Exam (Zoom)

Guidelines for taking and managing online exam

## Basic Rules for Online Exam

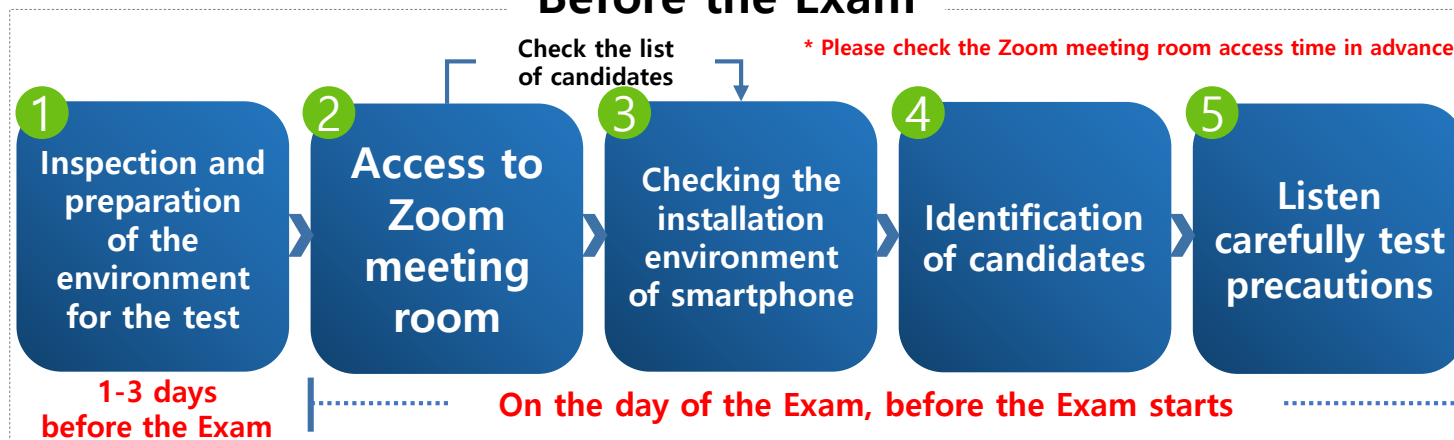
5. Before the Exam, make sure to install the Zoom app and change the display name to 'your name(school number)'
6. Students suspected of cheating can arbitrarily handle grades as instructor
7. If an act that interferes with a fair evaluation is detected later, the subject will be scored as 0 points and the school regulations will be processed
8. You must understand this manual

# Notice & Guideline for Real-time Online Exam (Zoom)

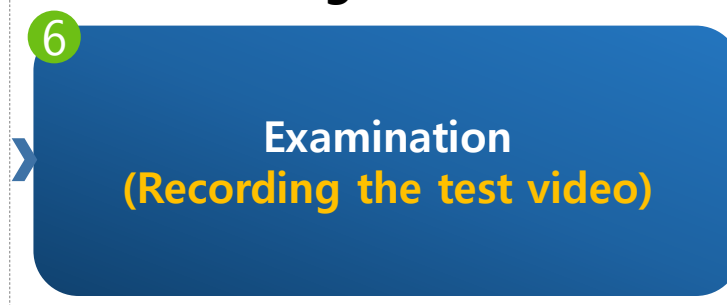
Guidelines for taking and managing online exam

## Basic Rules for Online Exam

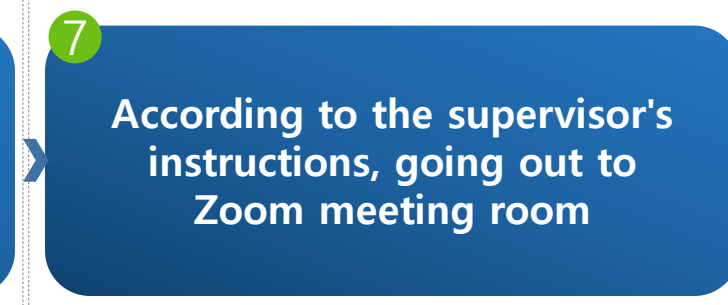
### Before the Exam



### During the Exam



### After the Exam





# Necessary confirmation before taking the Exam (Zoom)

Guidelines for taking and managing online exam

## ① Check and prepare your exam environment (1-3 days before the Exam)

1. You must use a PC or laptop to take the Exam (Check if there is any problem with your PC)  
(Can't take the Exam with mobile devices such as smartphones and smart pads. **If there's a problem, it's your responsibility**)
2. Use Chrome browser (use safari in iOS)
3. Internet speed check
  - wired Internet recommended. Don't use public Wi-Fi or hotspot as much as possible
  - Internet speed check site(<http://fast.com/ko/#>)
4. End all other programs that are not related to the Exam
5. Smartphone is set to the Do Not Disturb mode and to disable disaster text notification

# Necessary confirmation before taking the Exam (Zoom)

Guidelines for taking and managing online exam



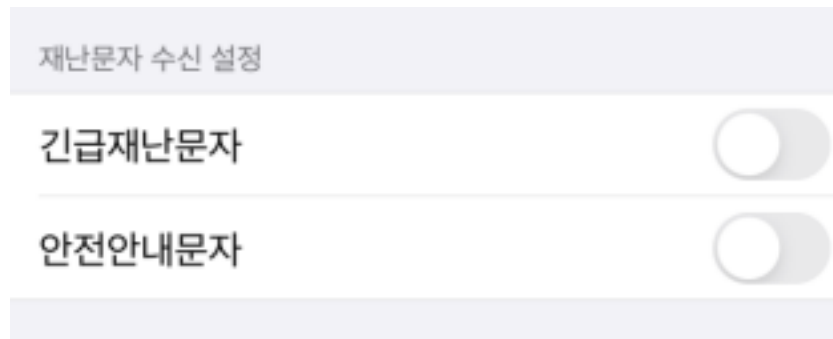
## Pre - requisition for Smart Phone

### [How to set up an iPhone]

- When using the Do Not Disturb mode by pressing the Do Not Disturb mode button at the smartphone control center, all notifications such as vibration and ringtone are muted.

※ Even on Do Not Disturb mode, the set alarm goes off.  
So, if you have a reservation alarm, you have to turn it off separately.

- Disable emergency disaster text and safety information text notification in the disaster text reception setting.



# Necessary confirmation before taking the Exam (Zoom)

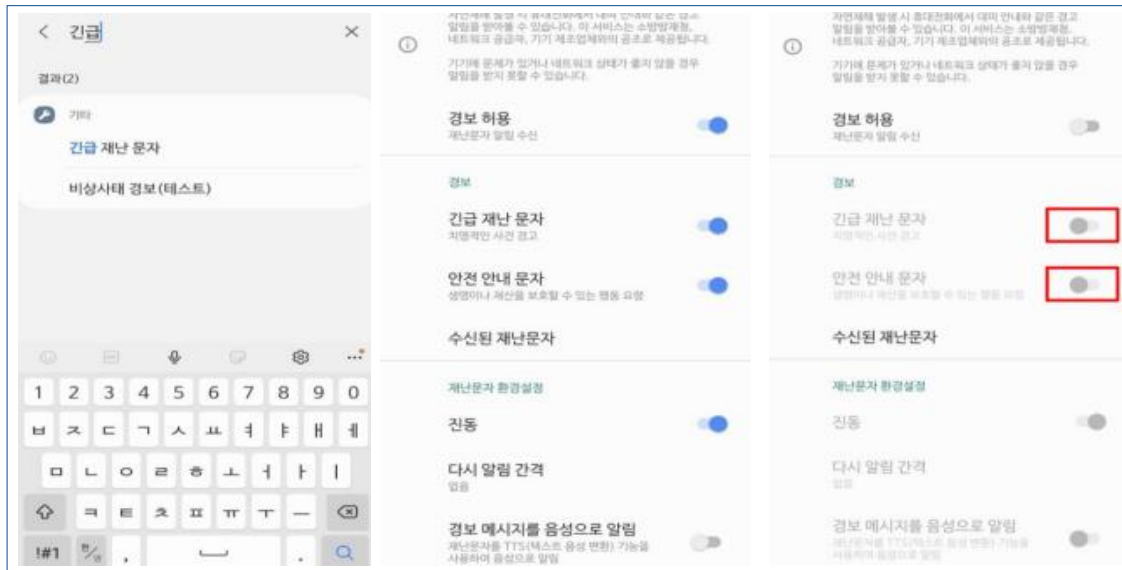
Guidelines for taking and managing online exam



## Pre - requisition for Smart Phone

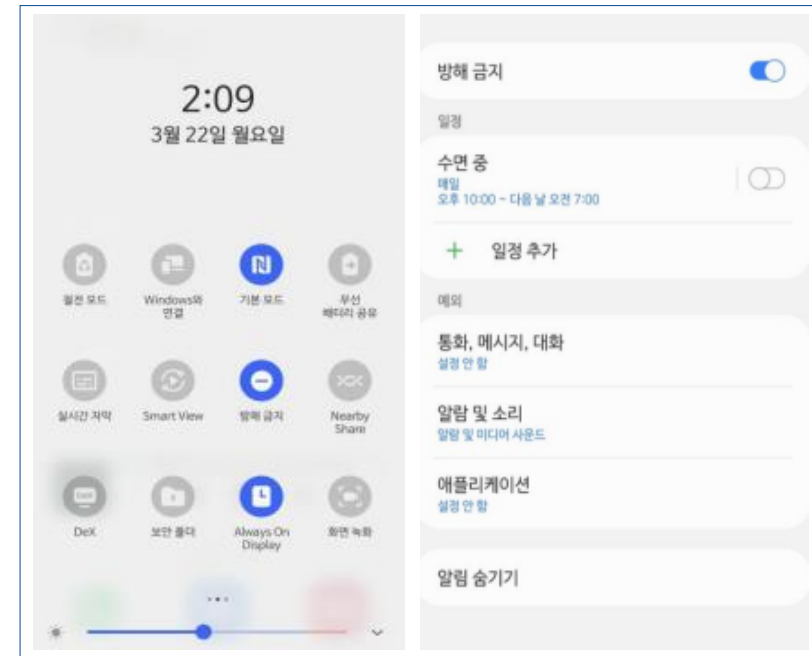
### [How to set up an Android]

- Each type of smartphone screen may vary



- Search settings for 'Emergency Disaster Characters' Disable notifications for 'Emergency Letters' and 'Safety Guides' in the Disaster Letter Reception Settings

※ Even if you are in Do Not Disturb mode, the alarm you set will sound, so if you have a scheduled alarm, you must turn it off separately.



- Activate mode by pressing the Do Not Disturb button in the smartphone control center

# Necessary confirmation before taking the Exam (Zoom)

Guidelines for taking and managing online exam

## ① Check and prepare your exam environment (1-3 days before the Exam)

6. During the exam period, you have to secure a quiet and independent space without interruption

### 7. ID card preparation

① Choose one out of student ID, resident registration card, driver's license, or passport

(※ If there is no one, prepare an application for confirmation of issuance of resident registration issued by the community service center)

② The card number and the back digits of resident registration number are covered with post-its to protect personal information

[Examples of personal information protection measures]





# Necessary confirmation before taking the Exam (Zoom)

Guidelines for taking and managing online exam

## ① Check and prepare your exam environment (1-3 days before the Exam)

8. Install the Zoom application on your smartphone.

9. Change Zoom's display name to "Name + Student number"

(must be changed so that the exam supervisor can check it)

취소 회의 참가

123 456 7890

개인 링크 이름으로 참가

이름 학번 2021\*\*\*\*\*

"참가"를 클릭하면 이용 약관 및 개인정보 처리방침에 동의하게 됩니다

참가

초대 링크를 받았다면 다시 링크를 탭하여 회의에 참가하십시오

- Enter the meeting ID confirmed in the i-Campus notice and participate
- Also, please check the meeting room password in advance
- Under "Participate in Personal Link Name", change the name to "Name + Student number" and participate
- If a mock test is in progress, be sure to participate and prepare for the shortcomings of the online test



# Entrance Zoom meeting room (smartphone)

Guidelines for taking and managing online exam

## ② Access to the Zoom meeting room

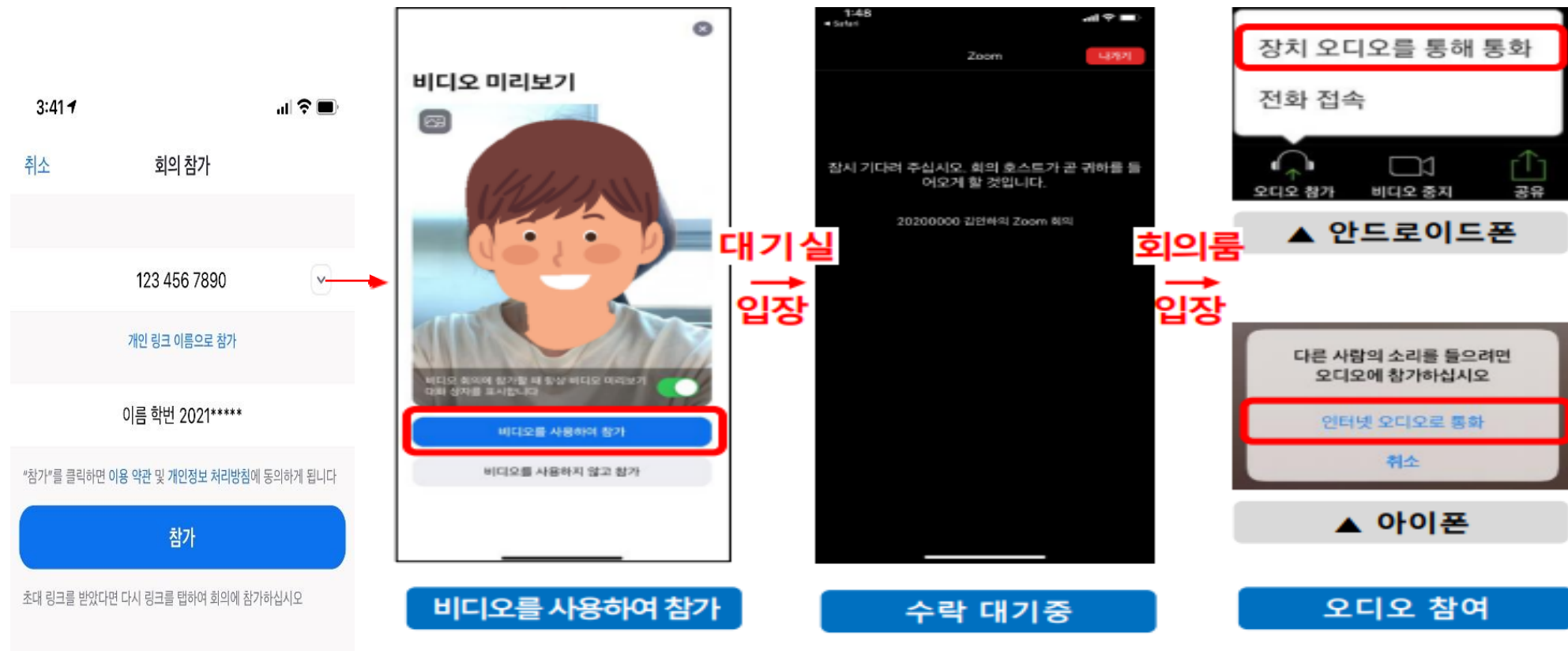
(On the day of the test, before the start of the test)

1. 30 minutes before the test time on the smartphone, run the Zoom App and enter the Zoom Meeting Room meeting ID/password (or link) announced in advance
2. If you [participate] after entering the meeting ID and name to participate in the meeting, there is a window for entering the meeting room password
3. If you enter the meeting room by clicking the link, the Android phone will enter immediately, and the iPhone will be accessed from Safari after copying the address.  
(You may enter the waiting room first for each subject. Wait until the exam supervisor approves)
4. In the name of the participant, the supervisor checks the list of candidates  
(must change to name and student number before accessing)
5. If the test is conducted at the i-campus, access the PC at least 10 minutes in advance, and wait calmly even if the speed is slow.

# Entrance Zoom meeting room (smartphone)

Guidelines for taking and managing online exam

## Enter Zoom meeting room via smartphone (Do Not Disturb mode required)



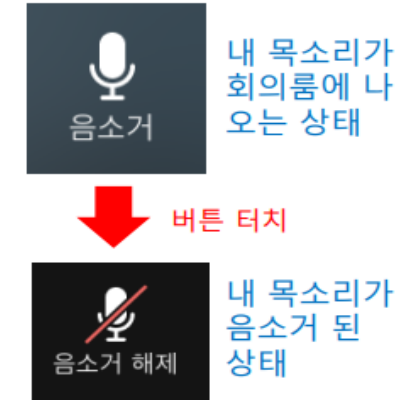
# Zoom Gaze screen settings (smartphone)

Guidelines for taking and managing online exam

## ③ Check your smartphone installation environment

(On the day of the Exam, before the start of the Exam)

1. To look good to the supervisor, set up your smartphone according to the manual below.
2. Expansion in on my screen (If you touch my video, your screen gets bigger)
3. Automatic rotation mode setting.
4. My voice is on mute.
5. Install a smartphone so that the supervisor can see a computer screen, a organized desk, face, and hands on your side (fixed with a tripod, book, etc.)
6. Earphones and headphones are prohibited.
7. Don't set up a virtual background



[Mute settings]



[Smartphone set up normally]

# Identification and exam supervision through Zoom

Guidelines for taking and managing online exam

## ④ Identify candidates

(On the day of the Exam, before the start of the Exam)

**Respond to identification one by one,  
subject to the supervisor's voice instructions**

1. Possible ID card: one of student ID, resident registration card, driver's license, and passport. (or confirmation of issuance of resident registration card)
2. When you are called, you respond to identification by making your ID card and face visible on the screen close to the smartphone camera.  
(If a request is made to check the practice room, an empty practice room is presented and the inspection is entrusted)
3. When your identification is completed, look straight ahead, and wait for the next guidance until the identification of all students is completed

※ If ID verification is not completed before the start of the test, ID verification may proceed after the exam is completed.

show me your student ID,  
202131\* Sungkyunkyn.

[Instructor asks you to show ID  
on smartphone Zoom screen]



[Example of ID presentation]



# Precautions during the exam (Zoom)

Guidelines for taking and managing online exam

## 5 Listen to exam Precautions

(On the day of the Exam, before the start of the Exam)

1. Check the charging of the smartphone(recommended to maintain the power connection status) and set the silent and anti-obstruction mode of the smartphone.
2. All test-taking scenes are recorded, and the recorded file is used as evidence.
3. Organizing unnecessary items on the desk.
  - \* Only items permitted by the instructor can be used (writing equipment, calculator, open book, reference materials, etc.)
4. Prohibition of taking proxy tests and requesting them, prohibition of taking problem notes or photographs, and prohibition of exchanging answers with others



# Precautions during the exam (Zoom)

Guidelines for taking and managing online exam

## ⑤ Listen to exam Precautions

(On the day of the Exam, before the start of the Exam)

### 5. In case of an unexpected situation

- \* Evidence in case of a system error during a test

Error (including date, time, etc. PC screen image (video)) Capture

- \* Capture an error phenomenon in the event of a file upload or answer submission problem (must include date, time, phenomenon, etc.)
- \* Secure the contact information (email or mobile phone number) of the instructor or TA in case of an error.

# Precautions during the exam (Zoom)

Guidelines for taking and managing online exam

## ⑤ Listen to exam Precautions

(On the day of the Exam, before the start of the Exam)

**6. Unable to re-enter due to "locking the meeting" after the start of the test and prohibiting early exit.**

- Capture the error phenomenon and attempt to enter immediately if the connection is cut off due to a system error

**7. After the end of the test, you can leave the Zoom meeting room after approval by the supervisor (no voluntary exit allowed)**

**8. Since the teaching instructor's precautions may differ for each subject, questions related to the test must be completed before the test.**

**9. Since smartphones are prohibited during the test, apps necessary for the test, such as a scan app for submitting an answer sheet scan, are requested to be downloaded in advance.**

# Precautions during the exam (Zoom)

Guidelines for taking and managing online exam

## ⑥ Take the exam

(During the exam)

1. The test is conducted in a manner guided by the instructor in advance, and the test is taken according to the test start instruction.
2. Make sure you are fully aware of this manual so that you do not panic during the test.
3. Suspicious behavior during the test is absolutely prohibited.
4. Submission of answers according to the instructor's instructions after the examination.
  - ‘Assignments’: Unable to submit after the deadline.
  - ‘Quizzes’: Unable to submit after the application time.  
(However, when automatically submitting, the sentence entered by that time is submitted after the time is over)

# Precautions during the exam (Zoom)

Guidelines for taking and managing online exam

## ⑦ Leave Zoom meeting room as directed by supervisor

(After the exam)

1. At the end of the test, sit at a desk, stare at the PC screen and wait for the supervisor's instructions.
2. If the answer is insufficient to submit, exit is prohibited.
3. Listen to the supervisor's instructions to end the exam and close the smartphone Zoom app.

**\* All test-taking scenes will be recorded and used as evidence later.**

**\* Online lecture quick response team Tel: 031)299-4000, 031)299-4001**

**- The end. Test is over. Thank you for your efforts.**