

INFORMATION for the students on ED1110 EXAM

GENERAL INFORMATION

Date: 22-december-2021.

Time: 13.15-14.00, for the control of your personal ID.
14.00-18.00, written exam including submission via CANVAS. Note that this year the exam is 4h to compensate for possible technical problems.

Place: zoom. The link to the zoom channel will be sent by e-mail to your KTH email address on Wednesday, December 15. If, by Monday Dec. 20, you have not received any information, please contact me at lorenzof@kth.se. Initially, you will be placed in a waiting room. We will check the IDs of a student at a time. You might need to wait in the waiting room for 30-40min.

FUNKA students: you will use the same zoom rooms as the other students.

Connecting to zoom:

- use your full name in each device connected to zoom
- if you will use more than one device to connect to zoom, please:
 - inform me (lorenzof@kth.se) by Monday, December 20.
 - have both of them connected from the very beginning (from 13.15).

Registration: only the students registered to the exam will be admitted to the zoom room.

CANVAS link: you will be able to download the text of the exam from CANVAS on December 22, from 14.00.

To access the text of the exam:

- go to the "Assignments" page on CANVAS
- select "Omtenta 22-Dec-2021"
- or use directly this link: <https://canvas.kth.se/courses/26752/assignments/167817>

If you cannot access CANVAS, send an e-mail to lorenzof@kth.se.

Submission: You have to submit the pdf file of your solution at the same link above.

We accept only a single pdf file. See later for details.

Submission registered on CANVAS after you have left the zoom room will not be graded.

What you are allowed to use and what not:

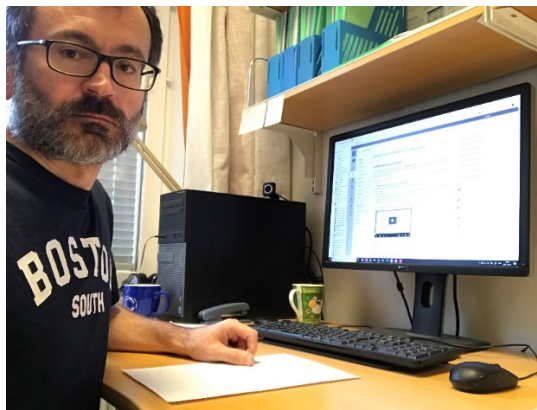
- the book "Mathematics Handbook for Science and Engineering"
- the vector analysis formula sheet is available here: https://canvas.kth.se/courses/26752/files/4367170?module_item_id=350088
- You cannot use any other book.
- You cannot use any calculator.
- You cannot use internet, apart from the use of CANVAS.

- You must be alone in your room at all time.
- You are not allowed to communicate with anyone apart the teacher/invigilator.
- You can use your phone only:
 - as a camera
 - to scan (only once) the solutions and to upload them to CANVAS (after you have received permission from the teacher/invigilator)
 - to communicate with the teacher/invigilator via zoom.
- You can use your PC only:
 - to read the text of the exam from CANVAS (as many times as you need).
 - to upload your scanned solution to CANVAS
 - to communicate with the teacher/invigilator via zoom.

How to place your camera/phone during the zoom tenta: you have to place the camera or your phone so that the following will be clearly visible, at all time:

- You
- Your desk and what you have on it
- The screen of your PC

For an example, see the following picture:



At this link you can find a trick to help to place your camera/phone:

<https://www.kth.se/student/studier/kurs/tentamen/digital-tentamen/digital-salstenta-i-zoom/anvanda-telefon-1.975885>

NOTE: if you use your mobile phone as a camera, you are allowed to switch the camera off for 1-2 minutes to scan your solutions at the end of the exam. But first, you must inform the teacher/invigilator, so he/she is aware of it.

Teachers/invigilators:

- H. Nyström (hampusny@kth.se)
- L. Frassinetti (lorenzof@kth.se)

In the next pages you can find many detailed information.

You are supposed to read them very carefully.

If you do not follow the rules described in the next pages, we might disregard your exam.

DETAILED INFORMATION

Before connecting to zoom (i.e. before 13.15).

- Place your camera in a way that show: you, your desk, the screen of the PC and the papers you will write on. Do it before 13.15.
- Prepare beforehand your personal ID next to you on your desk (please use: "legitimation", "körkort" or "pass").
- Prepare on your desk any food and drinks that you need and all the material you allowed to write the exam. Remember: the charger of your phone might be very useful.

Checking your personal ID (from 13.15).

- Connect to the zoom channel at 13.15.
- Please, connect at 13.15. If you will arrive later than 13.15, we might need to check your ID after you have started writing the exam.
- You will be placed in the zoom waiting room. At 13.15 we will admit to the zoom room the students who have registered for the exam.
- Verify that your name in zoom corresponds to your real name (no nicknames are allowed).
- The teacher/invigilator will take each of you in a breakout room
- Once you are admitted to the breakout room please show your ID ("legitimation", "körkort" or "pass").
- Soon after, you will be sent back to the main room. You cannot leave the room for any reason, you need to be visible in the camera and you must stay in the room at least till 15.00.
- If you want to leave your desk, for example for visit the restroom, please ask the teacher/invigilator.

Writing the exam (from 14.00).

- At 14.00, CANVAS will allow you to download the text of the exam.
 - The direct link to the CANVAS page with the exam is the following:
<https://canvas.kth.se/courses/26752/assignments/167817> .
 - In alternative:
 - go to the "Assignments" page on CANVAS
 - select "Omtenta 22-dec-2021"
 - If at 14.00 you cannot access CANVAS or if you cannot download the text of the exam, send an e-mail to lorenzof@kth.se.
- You have 4 hours to:
 - (1) solve the problems,
 - (2) scan your solutions in a single pdf file and
 - (3) upload the pdf file back to canvas.
- Note: the earlier ED1110 exams done in presence were only 3h long. Via zoom, the exam is 4h to compensate for possible problems related to zoom, canvas or the submission process.
- I will visit each room at around 15.00 and 17.00, in case of questions.
- Toilet visits. If you need to visit the restroom please do the following:
 - Contact the teacher/invigilator via the zoom chat.
 - Wait that he/she will reply with a positive answer.

- Once you are back, inform the teacher/invigilator via the zoom chat that you are back.
- Note that only one student at a time will be allowed to visit the restroom (like usually done in any exam in presence).
- If you leave your desk without permission, your exam will not be graded (like in any exam in presence).
- Food and beverage:
 - Please, prepare any food or drinks that you need on your desk before connecting to zoom
 - You will not be allowed to leave your desk for collecting food or drinks (like done in any exam in presence).
- **IMPORTANT requirements:**
 - Write your **name on each page**.
 - You **cannot leave your desk till 15.00**, unless you have been allowed to visit the restroom.
 - You need to have **your camera ON** at all time.
 - **Virtual background** must be turned **OFF**.
 - **You must be visible** in your camera **at all time**.
 - Your **desk, your screen** and your **papers/sheets** must be **visible** on your camera at all time.
 - **Your microphone should be OFF**, unless we request you to switch it ON.
 - The **sound must be ON** on the device you are using to connect to zoom, in case we need to communicate with you.
 - **You can have on your desk only:**
 - papers to write the exam,
 - pen to write the exam,
 - the formula sheet that you can download from canvas,
 - the “Mathematics Handbook”,
 - food and drinks, the charger of your phone.
 - You can **chat only with the teacher/invigilator** via the zoom chat
 - You are **NOT allowed to chat/communicate** by any means **with anyone apart the teacher/invigilator**.
 - You must be **alone in the room** (of course, if you live with your family and a relative passes quickly behind you, it will not be a problem).
 - If any of these requirements are not fulfilled, your exam might not be graded.
- If you have questions during the exam:
 - First, contact the teacher/invigilator via the zoom chat.
 - Then, if necessary he/she will contact me.
 - It might take time to get a reply, as teacher/invigilator might be busy answering questions of other students (like in any exam in presence).
 - We will reply only to two types of questions:
 - technical question related to zoom, to the submission, to access to CANVAS, visit to toilets.
 - questions related to the meaning the text of the exam.

Scanning and submitting your solutions to CANVAS (deadline is at 18.00).

- The deadline to submit your solution to CANVAS is at 18.00. So, we suggest that you start to the submission process at least 10 minutes before 18.00.
- **Before starting to scan, ask the permission:**
 - ask via chat to the teacher/invigilator
 - wait his/her reply.
 - you are not allowed to start scanning before the teacher/invigilator has replied you.
- You can start the scan process only when you have finished writing your exam:
 - you are not allowed to continue writing the exam after the scanning.
 - you are not allowed to modify anything in your solutions after the scanning.
 - **you are allowed to scan your solutions only once, after you have finished writing the exam** (unless you get a special permission from the teacher/invigilator): for example, you are not allowed to scan your solutions at 15.00, then again at 16.00 and again at 17.00.
 - so, **scan only when** you have cross-checked carefully your solutions and **you have reached the final version of your solutions.**
- We accept only a **single PDF file**.
- Information about how to scan:
 - you can use, for example, the app ScanPro.
- Submission:
 - **You are allowed to do only one submission**, unless you got a special permission from the teacher/invigilator via the zoom chat (see one of the next bullets for details).
 - The direct link to the CANVAS page for the submission is the following: <https://canvas.kth.se/courses/26752/assignments/167817> .
 - In alternative:
 - go to the "Assignments" page on CANVAS
 - select "omtenta 22-dec-2021"
 - Then:
 - press "submit assignment"
 - press "browse" to select and upload the pdf file. Note at that at this stage the file has not been submitted yet.
 - press "submit assignment" to submit the pdf file.
 - Then, **check that the file you have submitted in CANVAS contains all the pages that you want us to grade**. In exceptional cases, if something went wrong:
 - contact the teacher/invigilator and explain clearly the problem.
 - he/she will check on canvas if your file has the problem you have described. If so, he/she will give you the permission to do another scan and another submission.
 - You must wait the teacher/invigilator permission before scan again and submit again your solutions.
 - **If you have not received any permission to re-submit your file, we will correct only the first submission.**
- **You must inform the teacher/invigilator soon after you have finished with the submission. Before leaving the room, wait his/her reply.**

- Note: before we correct your exam, we will check that your submission is done before you have left the room. **Submission registered on CANVAS after you have left the room will not be graded.**
- If you have problems with the submission, please contact me (lorenzof@kth.se).
- We strongly encourage you to test the app and to create a pdf file with a mock-up solution several days before the exam.
- Deadline for the FUNKA students: if you have R1 the deadline is 8pm (50% more time).

When is it mandatory to contact the teacher/invigilator?

You must contact the teacher/invigilator and wait his/her reply in the following cases:

- to visit the restroom
- to start the scanning process
- in exceptional cases, if you have submitted the wrong file and you need to resubmit another one.
- before leaving the zoom room at the end of the exam.

When can you use your mobile phone?

You can use your phone only in the following cases:

- as a camera
- to scan and submit the file with your solutions. Note: you are allowed to
 - scan your solutions only once, after you have finished writing the exam
 - you are allowed to do only one submission.

When can you use your PC?

You can use your PC only in the following cases:

- to read the text of the exam downloaded from CANVAS (of course, as many times as you need).
- to upload in CANVAS the scanned pdf file with your solutions.
- To communicate via zoom with the teacher/invigilator.

What will happen in case of technical problems?

- If the zoom connection will stop, please try to reconnect immediately. Try to reconnect until you are back.
- If you have no access to CANVAS, please send me an e-mail. But check several days before that you can access CANVAS.
- Please, note that earlier ED1110 exams were 3h long. This year the exam is 4h long to compensate for possible technical problems. So, it will not be a problem if you lose 5-10 minutes due to problems with zoom or CANVAS.

Do you want to test the submission process and/or the access to CANVAS?

- you can test the process of submitting the pdf file to CANVAS:
 - Go to the CANVAS page of the course, then go to assignments:
<https://canvas.kth.se/courses/26752/assignments>
 - Go to the page named "Test the pdf submission for the Tenta", then:

- press “submit assignment”
- press “browse” to select and upload the pdf file. Note at that at this stage the file has not been submitted yet.
- press “submit assignment” to submit the pdf file.
- Check that the file you have submitted contains all the pages that we want to grade. If a page is missing, if you have uploaded the wrong file, if the text is not legible, then scan again your solutions and repeat the submission process.
- During the test, please contact me (lorenzof@kth.se) if you have problems with the submission.

General comments/recommendations

- Well before the exam:
 - test that you can use the scan app to create a pdf file from your solutions
 - test the submission process via CANVAS (see point above)
 - test how to place properly your camera. The camera must show at you, your desk, your screen and the papers you are writing on.
- Remember to have your phone fully charged
- Remember to have a charger for your phone
- Have enough food and drinks sufficient for the duration of the exam.
- If the day before the exam you have not received the link to the zoom room, please contact me at lorenzof@kth.se.

FUNKA students

You will use the same zoom rooms as the other students (the link will be sent by e-mail some days before the exam).

- students with R1 as a support will have 50% more time.
- students with R13 and R14 as a support can have short breaks. Rules received from funka office: *"asks the invigilator in the chat if you can take a break, and wait for an OK from the invigilator. When the student takes a break, they can get up and move in the room if they need to, but they should be visible in the camera during the break. The invigilator notes the length of the break and any deviations in the observation log"*.
- students with R21 can have the sign language interpreter (we will be aware that you might need to interact with the interpreter, this will not be a problem for us)