

The midterm test for MA122 in Fall 2020 is on Friday October 30, 2020, at 6:00 p.m. till 7:20 p.m. (EDT). The following provides more details for the midterm test. You should also refer to the relevant information in the **course outline**.

Abstract: More details in the following pages.

- (1) Download and install [Respondus LockDown Browser & Monitor](#). (Part O (1))
- (2) Go to the [common MyLS course page \(MA-122-All Sections - Exams - Intro-Linear Algebra\)](#), for Practice Quiz, and Setup Test. (Part O (2))
- (3) Midterm test will also be on the [common MyLS course page](#). (Part O (3))
- (4) Print the Answer Sheets (for the Setup Test and Midterm test) from [common MyLS course page](#), single sided on letter size white paper (not lined or gridded). (Part I (1))
- (5) External mouse, scanner (or scanning app), Laurier student ID, blank scrap paper, non-programmable and non-graphing calculator, among other allowed tools. (Part I (2) - (4))
- (6) Place the camera and / or computer **properly** (see below). (Part I (5))
- (7) Access window to midterm: 5:55 p.m. to 6:30 p.m. (Part II (1))
NO ENTRY after 6:30 p.m.
- (8) **DO NOT click Submit** unless you want to exit the test, scan and submit your Answer Sheet. (Part II (2))
- (9) **Sign on the first page** of your Answer Sheets. (Part II (3), Part III (1))
- (10) Write your name and Laurier ID on **all pages** of your Answer Sheets. (Part II (4))
- (11) When you **loaded the first page of the test**, show **both sides** of:
each page of Answer Sheets, scrap paper, calculator and its cover, mirror (with screen and camera in reflection), as well as your ID card (Part II (5))
- (12) Head, face, **BOTH** hands, full working surface in view of the camera all times during the test. **DO NOT** use touch functionality of your screen or touch pad. **DO NOT** move away from the working area without explicitly state the purpose to the camera. **DO NOT** move your webcam device after starting RLDB. **DO NOT click Submit** unless you want to exit the test, scan and submit your Answer Sheets. (Part II (6) - (8))
- (13) Failure to follow instructions may lead to invalidation of your test, or allegation of academic misconduct. (Part II (9))
- (14) **NO ONE may leave the test before 6:30 p.m.** (Part III (2))
- (15) When you are ready to exit the midterm, **BEFORE clicking Submit**, you must **show to the camera, all pages** of your Answer Sheets, even if they are empty. **AFTER clicking Submit**, scan and submit **all pages** of your Answer Sheets, even if they are empty. (Part III (3))
- (16) The submission must be **completed within 10 minutes** of exiting RLDB. (Part III (4))
- (17) The submission is to **Gradescope**.

During the midterm, before 6:30 p.m.: in case of technical difficulties or accidentally clicking the Submit button, contact examquestions@wlu.ca AND your instructor **IMMEDIATELY**.

Part O: Respondus LockDown Browser & Monitor and MyLS page.

- (1) If you have not downloaded Respondus LockDown Browser & Monitor (RLDB Monitor), follow the link <https://download.respondus.com/lockdown/download.php?ID=342341838> to download and install it. Please read through [these important details](#) about RLDB Monitor. If you have any trouble using RLDB Monitor, Respondus live support is available within RLDB Monitor, and there is a [troubleshooting guide](#) available to help you as well.
- (2) A common MyLS course page for the exams is set up for all sections of MA122 in Fall 2020, named **MA-122-All Sections - Exams - Intro-Linear Algebra**. Follow [this link](#) to find the [common MyLS course page](#) for the exams in MA122. Once you are in the MyLS page linked to above, please complete the following tasks.
 - (a) You should first complete the **Practice Quiz**, which can be found under the **Quizzes**. The **Practice Quiz** allows you to verify the RLDB + Monitor setup on your computer. You should use this also to verify if your devices are setup properly with respect to the instructions provided in the rest of this document.
 - (b) Only after you have completed the **Practice Quiz**, you may start the **Setup Test**, which can also be found under the **Quizzes**. **You are required to complete the Setup Test before you are allowed to take the midterm test.** You need to follow the instructions provided below, in **Parts I – III** to complete the **Setup Test**. This is provided so that you become familiar with the requirements for taking the actual midterm test on Friday, Oct. 30. You may repeat the **Setup Test** as many times as you would like, so that you find the best placement of your devices, and the best procedure for you to scan and upload the pdf files onto Gradescope. The videos and your submission for the **Setup Test** will be reviewed. The **Setup Test** will only remain available till the end of day on **Oct. 24**. You need to make sure that you at least complete it once. Again, **you are required to complete the Setup Test before you are allowed to take the midterm test.**
- (3) The **Midterm test** for all sections in MA122 will be through the [common MyLS course page](#) for the exams. The **Answer Sheets** for the midterm will be available for download or copy on the common MyLS course page for the exams linked above.
- (4) A copy of this document is put in the [common MyLS course page](#) for the exams.

Part I: Before the test.

- (1) Print the PDF file of the Answer Sheets on **4 white paper** (not lined or gridded) of letter size, single-sided. If you do not have access to a printer, you need to copy, by hand with pens, the information on the PDF answer sheet file with all details in the designated spaces on **white paper** (not lined or gridded), single-sided. You must **write your answers to the questions in the designated spaces on your Answer Sheets during the midterm test.**
- (2) You need to make sure that you have access to an **external** (wired or wireless) **mouse** for your PC or Mac, to write your midterm test. You are not allowed to use the touchpad or the touch screen function to operate your computer during the midterm test.
- (3) If you have access to a scanner, test to make sure that your scanner can be connected to your computer and is in proper working order. If you do not have access to a scanner, install a free mobile app (e.g. [CamScanner](#)) for iOS or Android, onto your internet-connected cell phone or tablet for scanning your answer sheets, or taking pictures and transform the pictures to a PDF file. Test to make sure that the mobile app is in proper working order. You will be required to convert your hand written answers into a **single PDF file** and submitted to Gradescope via MyLS.
- (4) In addition to the Answer Sheets, you must have your own **Laurier student ID card** at hand (or other photo ID proof such as passport, driving licence, if your Laurier OneCard is unavailable). You should also prepare sheets of **blank** scrap paper, **pens** or pencils (2B or HB so that your handwriting is recognizable), eraser, (pencil sharpener, ruler, if you want), so that they can be easily reached during the midterm test, without leaving your working area. A **non-programmable** and **non-graphing** calculator is allowed, which should not be able to perform matrix calculations. You may also have a bottle of water or other drink, as well as a clock that shows time for you only (although you may find the countdown timer on the top of the locked down screen). You must put all these items on the desk so that they can be visible in the webcam all the time during the test.
- (5) You need to make sure that your internal (or external) webcam can be properly positioned, so that the video recording of your taking the exam can be properly verified for academic integrity.

Internal webcam: Generally, putting your computer at the left front corner of the desk (right front if you are left-handed), would allow the webcam to capture most of your work space, including your face, hands, and everything on the desk. If the internal webcam of your computer is at the bottom of the screen, you may need to turn your computer through 90 degrees like an opened book, put on a box or other supports, in order to have everything captured by the webcam.

External webcam: If you are to use an external webcam, practice and find a suitable position so that it captures your entire work space clearly, including your face, hands, and everything on the desk as well as the computer screen. You need to test a right place, right angle and right height for the best video. You may need to disable the built-in webcam if your computer uses Windows 10.

It is extremely important to test beforehand to make sure your setting works (as described in items (5) – (9) of Part II) and you can see information clearly on your screen. You may want to use an app to see what your camera can capture. Make a note of the position that works best for you, since you need to be able to place the device(s) in the correct position after the environmental scan and before actually start working on the midterm test problems.

Part II: During the test.

- (1) You will be accessing the midterm test from MyLS, under **Quizzes**. You will be given an access window starting from 5:55 p.m. up to 6:30 p.m. on the day of the test. In other words, no one can enter “the examination room” after 6:30 p.m. If you encounter any technical difficulties during this access window period, you must contact the experts by writing to examquestions@wlu.ca immediately for prompt assistance, so that your new attempt is permitted. All actions are timestamped and will be considered when your test papers are graded.
- (2) **DO NOT** click the “Submit” button, unless you want to scan and submit your Answer Sheets. The “Submit” button will **get you out of** the midterm test, and you must scan and submit your work within 10 minutes of clicking the “Submit” button (more details below). If you accidentally clicked “Submit” before 6:30 p.m., and are not able to get back into the midterm, please **immediately email** examquestions@wlu.ca AND your instructor, so that you can be allowed back into the test.
- (3) Read the Assessment Declaration for the midterm test. This document should be signed on the first page of the answer sheets when you write your midterm test on Friday, October 30.
No signature will lead to a mark of zero for the test.
- (4) Write your name and Laurier ID on **all pages** of your Answer Sheets.
- (5) **Right after** the environmental scan, and **before** you start reading the exam questions on the screen: Use a mirror to reflect back at the webcam so that it can be shown that nothing is attach to your device and out of view of the webcam. Show the Answer Sheets, page 1 with your signature on the top to the webcam for 3 seconds, then show the blank **back side** of it to the webcam for 3 seconds, and do the same for **the other Answer Sheets pages, scrap paper, both sides of your calculator** (clearly showing the **make and brand**), **its cover, both sides of the mirror as well as your ID**.
- (6) You should only be using your **external mouse** to access information on the screen of your computer. **Do not** use the touch pad or touch screen features when accessing information displayed on the screen. The midterm does not require any use of the keyboard of your computer.
- (7) You should keep enough of your upper body in view so that your head, **BOTH** of your **hands** and your working surface are always visible in the webcam. The view must be clear enough to see that only the allowed items are on the desk. **DO NOT move your webcam devices around** after starting RLDB.
- (8) You are not allowed to move away from your working area during the midterm test. If you must go to the washroom after 6:30 p.m., you need to shout into the microphone: “I need to go to the washroom and will come back quickly”. Go there, come back quickly, and continue your work. In this situation, **DO NOT** click the “Submit” button or turn off your computer because the actions will automatically **get you out of** the midterm test, and you **will not be able to resume** the test after 6:30 p.m.
- (9) Your test may be invalidated if any issue prevents the instructor and educational technologies staff from confirming that the test was written with full academic integrity. The issues may include, but not necessarily restricted to, failure to follow the instructions provided here or in the course outline, or problems (technological or otherwise) affecting the quality and continuity of the video /audio recordings during the test. In the case of invalidation, the weight of your midterm will be moved to the final exam.

Any deliberate attempt to circumvent the video monitoring technology (e.g., blocking the camera lens, using a second monitor or electronic device, etc.) will be treated as academic misconduct, as described in the [Student Code of Conduct: Academic Misconduct](#). In the case of such misconducts, or if academic misconducts are observed from the video recordings, besides other possible consequences, your midterm test may be given a mark of zero and you may not be given a chance to shift the weight of your midterm to the final exam.

Part III: Finishing the test.

- (1) Check if your signature is on the top of the first page of your Answer Sheets once more, since no signature will lead to a mark of zero for the test.
- (2) You must stay till **after 6:30 p.m.** before clicking on the “Submit” button, quitting the RLDB and submitting your work, even if you have completed everything that you intend to work on before 6:30 p.m.
- (3) Before clicking on the “Submit” button to finish the midterm test, you **must show each and every page** of your Answer Sheets (including your Name and ID) to the webcam, 3 seconds per page (no need for the back side as it is assumed blank). Once you click on the “Submit” button, you will not be able to return to the questions anymore. You may want to start this last step at 7:20 p.m. sharp, as it should not take more than 3 minutes. You need to watch the time yourself (like the clock on the screen or a watch on the desk). All actions are timestamped and will be considered when your papers are graded.
- (4) Scan **all pages** of your Answer Sheets, even if you do not write any answer on a particular page, using a scanner or the mobile app (e.g. [CamScanner](#)) installed on your mobile phone, to make a single PDF file. You are expected to submit your Answer Sheets into Gradescope within 10 minutes, once you quit from the proctored session, even if you finish your midterm test before 7:20 p.m. For instance, if you quit the RLDB at 7:00 p.m, then you must finish the submission process by 7:10 p.m. All your actions are timestamped. If the submission takes longer than 10 minutes, you need to send an e-mail to your instructor **immediately** with an explanation. Without an acceptable excuse for technical problems, your midterm test may be given a mark of zero.
- (5) If accommodation is provided through ALC, you should still follow the same procedure, with an extended submission time provided in Gradescope.