Online Proctored Exam with CASA Monitor – Rules
MATH 4331/6312

The following proctored exam rules are the basic rules for "closed book" exams.

Test environment rules

1. If possible, take the test in a room where you are alone.
2. The lighting in the room must be bright enough to be considered "daylight" quality.
3. You must sit at a clean desk or table. The desk, walls around, etc., must not have any writing—remove any unauthorized materials that could help you over 6 feet from the testing area. Remove from the testing area, or the area that is visible to the webcam, anything that reveals private information that you do not want to share, or is potentially offensive.
4. The room must be as quiet as possible.
5. The following items must not be on your desk or used during your proctored exam
    - Books, printed notes
    - Paper (other than the blank scratch sheets for the exam)
    - Calculators
    - Textbooks
    - Notebooks
    - Phones (during the test taking period)
    - Smart Watches
    - Tablets

The computer you use to take the test

1. The computer you are using to take the exam must not have more than one display or monitor. For example, if you usually use a laptop with a monitor connected, disconnect your monitor and use only the laptop screen. Casa Monitor requires you to have the Chrome or Edge browsers, so if you do not have those please download them now.
2. You must close all programs or windows/tabs on your testing computer and before you begin the exam.
    a. Close all email applications.
    b. Close all any messaging systems (Skype, Teams, etc.).
    c. Close any screen capture applications.
    d. Close all running applications.
3. You must not use applications, including email, messaging, screen-sharing, virtual machines, and remote desktops.
4. You must not access files stored on your computer.
5. You must not go to non-specified websites.
6. You have to give permission to start your computer webcam and allow the video to be sent to the CASA Archive.
7. You have to give permission to share your entire computer screen and allow the screenshots to be sent to the CASA Archive.

8. You must not use print or capture screen content.
9. You must not copy and paste anything to or from an assessment.
10. During the entire test try to `aim' your computer so that the webcam can see as much of the testing area as possible.

Submitting Written work:

1. When you are done with the test, before starting to submit it, show a piece of paper to the webcam saying you're done. Show your test to the screen for 10 seconds.
2. Use a scanner or a smart phone app to convert the images to a PDF file. After you're done with the test, you are allowed to use your phone only for the purpose of scanning your test and making a PDF file to submit. You can send the pdf file to your email from your phone.

   NOTE: If your scanner is in another room: show every page of test to the webcam for 10 seconds and show a page to the webcam stating why you're leaving the room.

3. You can open your email (while CM is still running!!!!) to get the PDF file.
4. Submit the PDF file before the due time. **You must plan your timing of finishing the test to give yourself ample time to submit the PDF file! Time allowed on the test includes time that will be spent on submitting the work**.
5. After you submit the pdf file, close CM by clicking on "I finished the test".

Your behavior

1. You must dress as though you were in a public setting.
2. You must not use headphones, earbuds, or any other type of listening equipment.
3. You must not communicate with any other person by any means.
4. You must not use a phone during the test.
5. You must not leave the room during the exam for any reason.

Important: If an unexpected event happens during the test that might cause your video to be flagged, please provide an explanation to your instructor via email after the exam ends so that he/she is aware of the reason behind that behavior while reviewing the exam video.

Student Disability Accommodations and Services

If you have a disability requiring academic adjustments/auxiliary aid, please visit The Center for Students with DisABILITIES (CSD) website at http://www.uh.edu/csd/ for more information.

Consequences of Rule Violations

If you violate the online proctoring rules, your test is invalidated – it will not be accepted. Plagiarism and cheating are serious offenses. The University policies on academic dishonesty will be strictly enforced.

ANSWERS TO FAQ:

(*) Can I work on the file digitally?
Yes, make sure webcam shows your face though. And you can only open the application you are using to write your solutions (for example, TeX, Word,...)

(*) If the printer/scanner is in another room, what do I do?
Please read the rules. Show messages to the camera before you leave your desk. Come back to your desk ASAP.

(*) Does the assignment end time on CASA include the submission time?
YES! Please finish your test at least 5-10 minutes prior to the due time so that you have ample time to submit the test.

(*) If I have a technical difficulty while submitting the written work, what do I do?
During the test, I will be available in our lecture team – you can come to the live meeting (make sure CM is still running!!!).

(*) When do I click on "I finished the test"?
AFTER you submit the PDF file on Gradescope and assigned pages to all the problems.