

# Student Instructions

## Before Your Exam

1. Download the Zoom app on your phone or tablet ([App Store](#) | [Google Play](#)). Sign in using SSO with your netID and password.
2. Please review Grainger Engineering's [Recommended Technology for Students](#). If you need assistance with acquiring needed technology, you can apply for the [Technology Loan Program](#). You can also contact the [Student Assistance Center](#) at 217-333-0050 or [helpdean@illinois.edu](mailto:helpdean@illinois.edu).
3. Plan your testing space. You'll need the following:
  - a. a quiet space with good lighting and no other people. If this is impossible, let your proctor know at the beginning of the exam and refrain from talking with other people.
  - b. a place to put your phone to capture your face, computer screen, and keyboard in the same shot on Zoom. View our [How to Position Your Phone](#) guide for examples.
  - c. optional: a phone/tablet stand. Here is one of many [tutorials](#) for making your own stand.
  - d. a phone/tablet charger
  - e. scratch paper
  - f. course-approved materials (i.e. a calculator)
4. If you have a DRES accommodation, please email your Letter of Accommodations to your instructor.
5. If you are staying overseas in a time zone that impact when you can take exams, please let your instructor know.

# During Your Exam

## Rules

The Student Code regarding Academic Integrity still applies.

### Do not:

- Have someone else in the room with you. If this is impossible, let your proctor know at the beginning of the exam and refrain from talking with other people.
- Turn your video off on Zoom.
- Leave the room.
- Access prohibited sites/applications on your computer.
- Use your phone for anything other than testing purposes.
- Use a virtual background.

### Do:

- Enter the Zoom meeting 10 minutes before the start of the exam.
- Make sure your display name is correct. (We need to know who you are!)
- Have your paper, writing utensils, calculator, and any other course-approved supplies you need within reach.
- Ask the proctor any questions you have. Just wave at your camera, then use the private chat on Zoom.
- If you enter the meeting after testing has started, use private chat on Zoom so as not to disturb others.
- Stop working when time is called.

### **Prepare to take your exam.**

- Use the restroom beforehand.
- Make sure you have all the items you will need (scratch paper, calculator, pencils, etc.)
- Make sure you do NOT have any unauthorized materials in your work area. This includes smart watches and headphones.
- Make sure you are alone and others will not enter the room.
- Plug your devices into an outlet or power bank.
- Put your phone in Do Not Disturb mode--notifications can interrupt your connection to the Zoom meeting.

### **Follow these steps to take your exam:**

1. Follow the link you are given to your Zoom meeting on your phone or tablet. **You must use the link, not type in the meeting ID, and sign in with SSO using your netID and password.**
2. Double check that your display name in Zoom is correct. The proctor needs to know who you are.
3. Make sure to write down your proctor's email address as soon as they send it, just in case you get kicked out of the meeting, lose internet connection, etc. and need to contact them.
4. Wait for your proctor to tell you to begin, then follow the instructions for accessing your exam.
5. Follow the proctor's time calls, not any timer in your exam. When time is called, stop working immediately. Whenever you finish your exam, let the proctor know before leaving the meeting.