

DMS Common Exams for Spring 2021 will be administered in Canvas with proctoring using both Respondus LockDown Browser+Monitor and Webex. This document contains specific instructions on how the exam will be administered.

On Exam Day

1. Students will take their exams in a quiet location, free from distractions. No one besides the student should be present. The student must have a clean work environment with only writing instruments, blank paper, and approved calculators (for Math 333) within reach. All other items such as notes, books, cell phones, computers, and smart watches must be put out of reach.
2. Students will first use their phone to join a Webex meeting hosted by their instructor or a DMS proctor. Students must join at the scheduled time. In most cases, this will be at 4:15 for day sections and 5:45 for night sections, with exact times communicated by your instructor depending on technology requirements. Webex will be used to address technical difficulties or administrative issues in real time. The camera will be focused on the student's hands, desk, and surroundings. Students will respond to any instructions given by the proctor.
3. Students will then use their computer to log in to Respondus LockDown Browser, and access the exam through a separate Canvas course for Common Exams. Students may be required to enter a password. Respondus LockDown Browser will restrict use of the internet or other software. Respondus Monitor will create an individual recording of each student, including audio and video. The camera will be focused on the student's face.
4. Upon completing the exam, in most cases students will be required to upload a scan of their work. Students will sign out of LockDown Browser, sign back into the Common Exam Canvas course in a normal browser, and upload a scan of their work. The scan must be a single PDF that is clear and legible, with problem numbers labeled and answers circled. It must be submitted through Canvas within 15 minutes of submitting the exam, and timestamps will be compared. For each problem, the work must lead to the answer that was submitted in the exam in order to receive credit.
5. Students will abide by the University Policy on Academic Integrity and the NJIT Code of Student Conduct, which states "each student shall demonstrate honesty and integrity in the completion of all assignments and in the participation of the learning process." Suspected cheating will be reported to the Dean of Students, and sanctions may include failure in the course, suspension, or expulsion. Cheating includes, but is not limited to:
 - Copying answers from or looking at another student's exam.
 - Using or possessing any material not expressly permitted during an exam, such as notes, books, prohibited calculators.
 - Using electronic devices such as cell phones, digital cameras, PDA's, data storage devices, computers, internet, or other electronic devices unless expressly permitted.
 - Having someone else take an exam for you or asking someone for answers to a test/exam.

Before Exam Day

1. Students are responsible for verifying they have and know how to use the required technology, including:
 - Respondus LockDown Browser - <http://www.respondus.com/lockdown/download.php?id=264548414>. Note that Respondus is not compatible with iPads or Chromebooks.
 - Webex Meetings – <https://www.webex.com/downloads.html>
 - Software to scan your work as a single PDF, if required - <https://njit.instructure.com/courses/50/pages/scanning-with-the-ios-notes-app> or <https://njit.instructure.com/courses/50/pages/scanning-with-the-google-drive-app-for-android>
2. Students should verify they are enrolled in the Canvas course dedicated to the appropriate Spring 2021 Common Exam (to be created soon). Students shall watch the videos on what constitutes a sufficient environment check and how to position the Webex camera.
3. Students receiving accommodations through OARS and students with conflicts due to multiple common exams at the same time must submit all required paperwork at least 3 days in advance of each exam. Students receiving extended time should verify 1 day in advance that the Time Limit listed on the exam includes the extended time.