UC San Diego

International Monetary Relations: Exam Rules

Economics 103 — Spring 2021

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Instructor:	Marc-Andreas Muendler
E-mail:	muendler@ucsd.edu
Office:	Zoom ID on Canvas (Econ 312)
Office hours:	by Zoom only, Monday, 2-3p
Phone:	+1 (858) 534-4799

1 Exam Modes

For students enrolled in the sections B00 (46842) and C00 (46843) with the option of personal attendance at 11am on Tuesdays or Thursdays: You can take the exam in-person. Please bring open materials plus pens, pencils, erasers. For access to open electronic materials, one electronic device is permitted. No typing, only scrolling through the material with select key stokes is allowed. No communication during the exam, except with the instructor in-person in the lecture hall.

For students from any section, A00 (38643) at 2pm or B00 (46842) and C00 (46843) at 11am, who take the exam remotely and synchronously: Please place open materials plus pens, pencils, erasers on your desk. Access to electronic open materials is permitted on a main electronic device if it is in clear view of a second recording device. An electronic device that is not clearly visible from the recording device is not permitted for use. No typing, only scrolling through the material with select key stokes is allowed. No communication during the exam, except with the instructor or proctors through the Canvas discussion board reserved for the exam.

2 Preparations

Recording device. You need to have recording device ready that shows the screen from which you are reading the exam and you yourself. There are two options:

1. You can separately place an external webcam to record yourself and the main electronic device (monitor). In this case you will access the Zoom exam room recording of the exam through your main and only electronic device (monitor).

2. You can use a secondary electronic device to record yourself and the main electronic device (monitor). In that case you will access the Zoom exam room recording of the exam through this secondary electronic device.

Pre-printed exam sheets. You are encouraged to pre-print two types of exam templates: one template for verbal questions, and another template for graph questions. In a midterm exam (five questions total per midterm), you will need up to three graph sheets and up to three verbal sheets. In the final exam (ten questions total in final exam), you will need up to eight graph sheets and up to five verbal sheets.

Gradescope instructions. Please read the Gradescope information for submission of your handwritten exam document in scanned format (pdf) at `https://gradescope-static-assets.s3.amazonaws.com/help/submitting_hw_guide.pdf`.

Scanning device. You can use either your main (and only) electronic device to scan your handwritten exam document upon completion, or you can use a secondary electronic device for the scan.

Scanning software. Please install scanner software or a scanner app to create a pdf file of your exam submission (to gradescope). Here are examples of possible choices that the TAs and the instructor rely on for scans: CS CamScanner (both Android and iOS), Simple Scanner or Adobe Scan (for Android), Genius Scan (for iOS).

3 Exam Procedures

Permissible objects. Place permissible objects in your workspace: pencils, pens, one ruler, one eraser, pre-printed templates or empty paper; printed open materials; non-interactive electronic materials on the main device screen (where Canvas is open); one secondary electronic device, or a webcam, recording you and the screen during the exam. All other objects, including any other electronic devices and any smart watches, must be outside your immediate reach at all times.

Join Zoom exam room. Join the Zoom meeting designated for the first letter of your last name, which is your virtual exam room. Log on to the Zoom meeting from the electronic device that controls the camera showing the screen from which you will be reading the exam. The exam will become available on Canvas within 15 minutes after the start of the midterm (lecture) time or the final time. The TAs and readers serve as proctors in the Zoom exam rooms. In addition, the instructor has the regular lecture Zoom meeting open during the exam.

Show ID. Once your camera is set up, display your student ID on camera.

Audio and video. With microphone and camera activated, keep audio and video transmission on at all times during the exam.

No early exit. After the start of the Zoom exam room meeting, you must not exit the recorded workspace (no bathroom break permitted) for the duration of the exam, and you cannot have another person or a third electronic device close.

Write on pre-printed sheets. Use a verbal template sheet or a graph template sheet as instructed at the top of the question. Fill in the question number on the blank lines of the sheet. If you do not have sufficiently many pre-printed template sheets ready during the exam, write your answers on a blank piece of paper in positions that resemble those on a graph or verbal sheet.

No typing. No typing is permitted, only scrolling through the open electronic material with select key stokes is allowed.

Questions during exam. If you have a question during the exam, raise your hand in the Zoom exam room, and request permission to type your question (into the Canvas discussion board supervised by the instructor).

Ready to comply. At any time during the exam, the proctor may ask you to pick up your web cam or your secondary Zoom device to show the surroundings.

Technical difficulty. If you encounter technical difficulties during the exam, such as an intermittent internet connection, you may want to use the webcam or secondary device to record yourself in a video. You may be asked to submit the video as proof of your activity during a lasting internet interruption.

Scan setup. When exam time is called, pick up your web cam or a secondary device used for the Zoom exam room recording, show the first sheet of your exam and show your student ID again.

Scan completion. Use a secondary device (which can be the device for the Zoom exam room recording) and scan in a separate scan app. (It is acceptable if the scan software or app on your secondary device interrupts the Zoom transmission.) The first page of your scan should be your student ID on a blank page, and the subsequent pages of your scan should be the handwritten exam sheets in sequence of the questions. Create a single pdf file with the scans for upload to Gradescope. Gradescope requires pdf format for upload.

Upload to Gradescope. Click on the Gradescope link provided to you on the exam instructions and also posted by the proctor in the chat function of the Zoom exam room. The Gradescope link will point to Gradescope within Canvas. If you cannot locate the link, point your browser to Canvas for this course and select the Gradescope tab.