

# Final exam procedure

Bilkent University

# At least one day before the exam

- In your AIRS screen you have a new “Exams” button as in the following page. When you press it, you will see the Proctoring Passwords of all your exams.
- Share the relevant Proctoring Password with all your proctors.

# “Exams” button on AIRS

stars Student Academic Information Registration System  
Bilkent University

lecturer  
David Davenport (333)  
Semester: 2020-2021 Fall

Your last successful login was on 10.09.2018 at 11:21:38 from 139.179.40.184 | See all logins

Today's Courses & Exams Weekly Online-Only Courses Weekly Hybrid Courses

Moodle Zoom Zoom Logs Guidelines HES Code Students in Quarantine

Request Change in Evening Course Hours Exam Proctoring Exams

**Courses in 2020-2021 Fall Semester**

Course Code	Course Name	# of	Credits	Links
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# New proctoring system in AIRS

- In AIRS screen you will also see “Exam Proctoring” button as in the previous page.
- Similarly, in SRS screen graduate students will see “Exam Proctoring” button.
- It is only possible to enter this system if you have the Proctoring Password.
- You should decide which proctor is assigned to which classroom and inform them about their assignment.
- If you have other faculty helping you as proctors, they can enter Exam Proctoring system using the same Proctor Password you provided.

# Exam Proctoring System Entry point

## Exam Proctoring System

To log in to the Exam Proctoring System please enter the exam's proctor password.

If you do not know the proctor password of the exam, please contact the course instructor or the department.

**Proctor Password**

Log in

# Exam Proctoring System

- In Exam Proctoring System, you will see Proctor Password for your exam.
- Under Zoom Info tab, you will see the Zoom classroom accounts and their passwords assigned to this exam.
- You should decide which proctor is assigned to which classroom and inform them about their assignment.

# Exam Proctoring System

## CS 101 Final Exam

Exam Date/Time: **25.12.2020 13:00 - 18:30**

Exam E-mail: **cs101exam@bilkent.edu.tr**

Proctoring Password: **ex7ty84w**

[Proctor Classrooms](#)

[Zoom Info](#)

[Section View](#)

[i Tabs Information](#)

Classroom	Zoom Account	Zoom Account Password	Zoom Meeting Information (For Student Use Only)
B-305	b305@bilkent.edu.tr	F452762d	Zoom Meeting ID: 961 7548 7668 Zoom Student Password: 833993 Zoom Meeting Link: <a href="https://zoom.us/j/96175487668?pwd=N05Qd0VqSDJET3hrd0JRQUozV2pwdz09">https://zoom.us/j/96175487668?pwd=N05Qd0VqSDJET3hrd0JRQUozV2pwdz09</a>

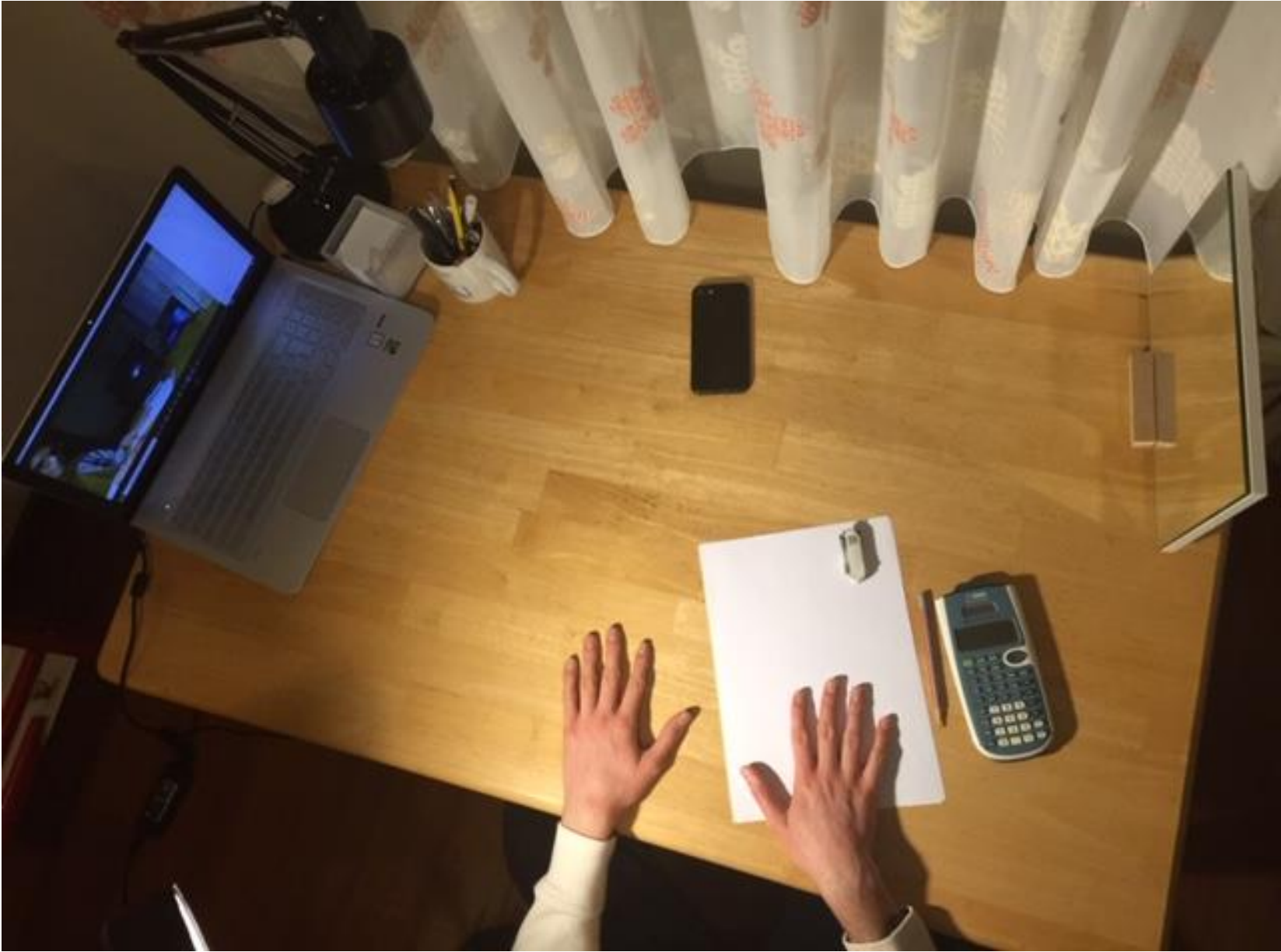
# Zoom link for the exam

- Zoom link will be available to the proctors 10 minutes before the exam time (8:20, 12:20 or 16:20) in the AIRS/SRS screen.
- Please, do not login to the Zoom classrooms any earlier. There may be another exam in the same classroom.
- All instructors and proctors are recommended to be at the campus during the exams to minimize internet and power connection problems



# Procedure before the exam starts

- Students enter Zoom classrooms through the waiting room (link to classroom is found in their own SRS screens)
- Allow the students into classroom one-by-one checking their IDs.
- Students turn on cameras and microphones
- Students adjust their mirrors so that the computer screens are visible through the camera (a document is ready to be sent to students)
- The faces and hands of the students should be visible
- Talk to each student separately to make sure that you can hear their voices loudly and their microphone is ON.





# Sharing of a unique picture

- Share a picture (your own selfie or any other unique picture) on the Zoom.
- If you have proctors, they should also share a picture that they choose (for example, their own photo or any other unique picture)
- The shared picture should be unique, so that only the students in the Zoom classroom can take this picture in their selfie photo.

An example  
unique  
picture  
shared on  
screen



# Selfie

- Ask students to take a photo of the shared screen and their own face as a selfie.
- They should email the photo to course exam address (e.g., [cs101exam@bilkent.edu.tr](mailto:cs101exam@bilkent.edu.tr)) with their Student ID as subject.
- They will receive a confirmation e-mail indicating that the attachment is received.
- This step registers the student's cell phone with our system.

Selfie  
to be  
sent



# Checking submission of selfie photos

- The instructors will be able to see the names of the students who completed (or didn't complete) the selfie step in their AIRS screens. Press "Refresh List" button to see the final state.
- Proctors will be able to see the same thing in their SRS screens, once they enter through their exam password.
- If there are missing submissions for some students, ask those students to complete the step.
- Students place their cell phones upside down in a visible location.



# Instructor monitoring submissions in all classrooms (under Section View tab)

## Exam Proctoring System





### CS 101 Final Exam

Exam Date/Time: 25.12.2020 13:00 - 18:30    Exam E-mail: cs101exam@bilkent.edu.tr    Proctoring Password: ex7ty84w

[Proctor Classrooms](#)   [Zoom Info](#)   **Section View**   [Tabs Information](#)

**Instructor**   David Davenport   [Show Students](#)

**Student List**   [Refresh List](#)   [Hide Photos](#)

#	Photo	Bilkent ID	First Name	Last Name	Classroom	Last Upload Time	Number of E-mails	Number of Attachments	Operations
1		21702933	Nasuh	Dinçer	B-305		0	0	<a href="#">Display Large Photo</a>
2		22003149	Ahmet	Özkurt	B-305		0	0	<a href="#">Display Large Photo</a>

# Proctor monitoring submissions in his/her class (after choosing the right classroom)

## Exam Proctoring System

### CS 101 Final Exam

Exam Date/Time: 25.12.2020 13:00 - 18:30      Exam E-mail: cs101exam@bilkent.edu.tr      Proctoring Password: ex7ty84w

Proctor Classrooms    [Zoom Info](#)    [Section View](#)    [Tabs Information](#)

Classroom: B-305    [Proctor Students](#)

#### B-305 - Student List

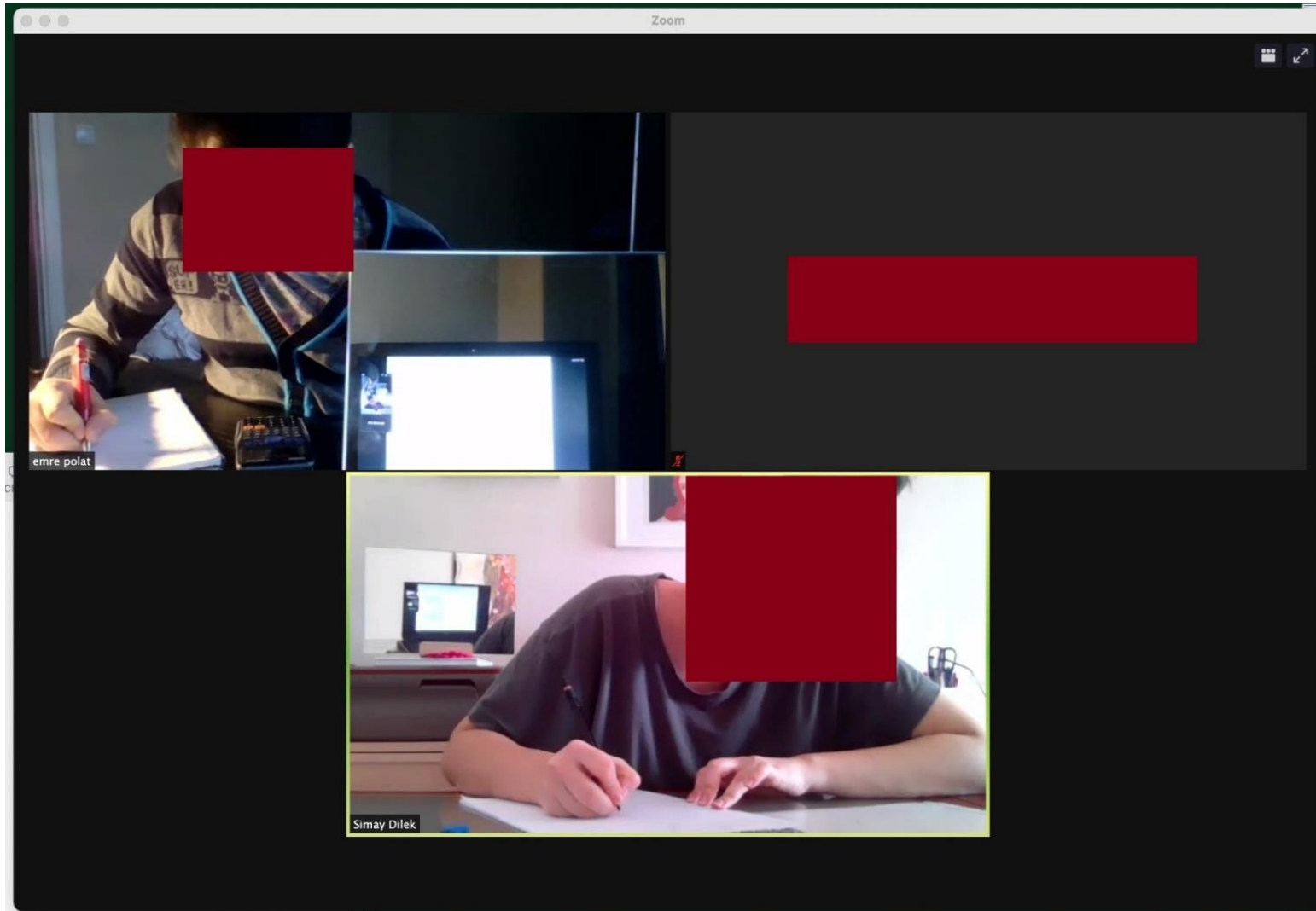
[Refresh List](#)    [Hide Photos](#)

#	Photo	Bilkent ID	First Name	Last Name	Last Upload Time	Number of E-mails	Number of Attachments	Operations
1		22002643	Vedat Eren	Arican	15:34:55	3	4	<a href="#">Display Large Photo</a>
2		21903357	Korhan Kemal	Kaya	15:08:55	2	2	<a href="#">Display Large Photo</a>

# Exam starts

- If you have proctors, email the questions to proctors at this point so that they can share the questions in their own Zoom classroom.
- Share the questions in your Zoom class.
- Students start answering the question on paper with their own handwriting.
- “Show non-video participants” option must be turned ON, to detect any turned off videos easily.

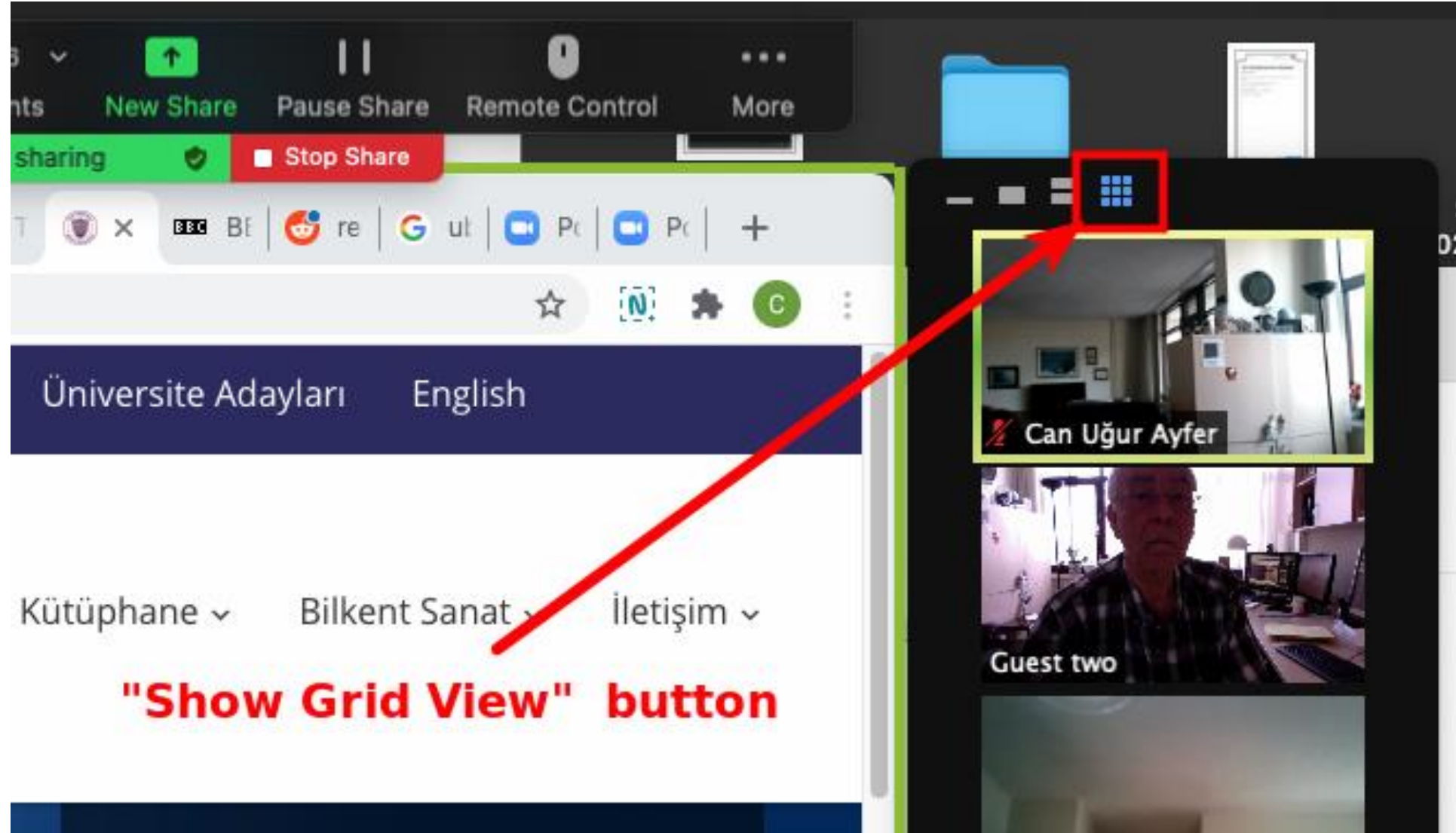
# A screen shot from an exam with mirrors



# Monitoring the exam

- Click on “Show Grid View” icon on the top of videos to see all student videos.
- Choose “Hide self view” to make space on the screen.
- You can increase the size of the window to the full screen by clicking on the stretching handle on the lower left corner (this useful option is available with a recent Zoom upgrade).
- If all videos of students do not fit, use the scroll arrow to scan through student videos.

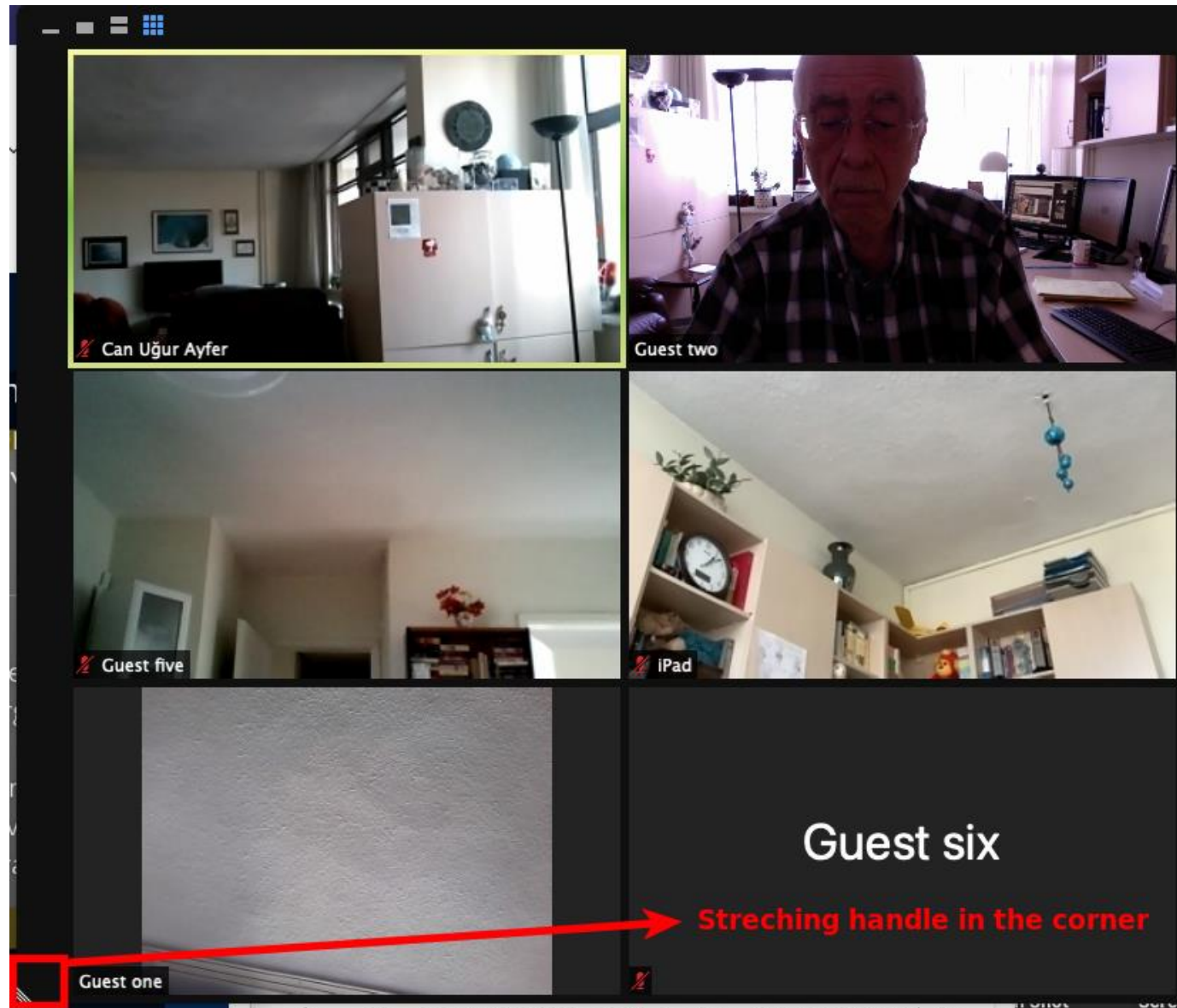
Seeing all  
student  
videos



The image shows a Zoom meeting interface. On the left, a browser window is open, displaying a page with the text "Üniversite Adayları English" and "Kütüphane Bilkent Sanat İletişim". A red arrow points from the text "Show Grid View" below to a grid view icon (a 3x3 grid of blue squares) in the Zoom meeting window. The Zoom window shows a video gallery with two visible video thumbnails: one for "Can Uğur Ayfer" and one for "Guest two".

**"Show Grid View" button**

Stretching  
the video  
window to  
full screen



# Time is up

- Students scan their answer sheets and send the scan to course exam email address (again their Student number as Subject)
- They should receive the confirmation email
- The instructor and proctors are able to see the number of submissions for each student on their AIRS/SRS screens, sorted with the least count on the top when they press the Refresh List button.
- If there is a missing submission, warn the relevant student to complete the submission.
- If all students submitted correctly, you should see at least two submissions per each student (one for selfie, one for exam)



# Exam with several parts

- Share the next part of the exam
- Students do not need to take a new selfie for this part
- Students can start answering immediately
- When the time is up, they scan and send the email in a similar manner
- Instructors and proctors can see the list of students and their submission count (the submission number should be at least one more than the number of parts of the exam. It is OK, if some students make multiple submissions of the same thing).

# End of exam

- Students should stay in the Zoom room until the submissions of all students are confirmed.
- Four hours are reserved for exams. Make sure that you finish the exam within the allocated time. Some students may have another exam in the following period.

# The video recording of exam

- Recording of online exams is a Higher Education Council (YÖK) requirement.
- The exams will be recorded automatically on cloud as soon as the Zoom session starts. Cloud recording allows student videos (up to 25) to be recorded full-screen without the shared screen, even when there is a shared screen.

# Exceptional cases

- If a student drops out of the classroom due to technical reasons, accept them back into the classroom.
- Record the duration of absence and ask the student for a short description of the problem via chat.