RE: IMPORTANT: Final Exam for UG CS courses, 2019-20 semester 2 [May 13, 2020]

Dear students,

The department would like to draw your attention to the following concerning the upcoming online exam arrangements.

1. To cater for students who may have difficulty in accessing printing facilities to prepare open-book exam materials, we have revised our exam guidelines concerning open-book exams. For exams that allow students access lecture notes and books, students have the option of displaying such materials on their laptop computers. For exams that allow cheat sheets, however, the cheat sheets have to be either printed or handwritten on paper. We have revised our webpage on online exam arrangement (https://www.cs.hku.hk/important-info) to reflect such changes.

2. Students are allowed to print out exam papers before work. If a student chooses to do so, he/she can only print the exam paper at the start of an exam. Also, he/she has to be visible in his/her Zoom video.

3. We have included a link to a FAQs page on https://www.cs.hku.hk/important-info. Students are advised to check the FAQs for commonly asked questions and answers.

Best regards,

Department of Computer Science

IMPORTANT: Final Exam for UG CS courses, 2019-20 semester 2 [May 8, 2020]

To all undergraduate students taking Computer Science (CS) courses

Dear students,

You should have by now received an email from Examinations Office regarding the important note for online examinations on the Online Examination System (OLEX). We would like to draw your attention to the following additional arrangement specific to online exams of CS courses:

 1) Registration with OLEX

All online exams of UG CS courses will be conducted via the HKU's online exam system (OLEX). You must register on OLEX at least one day before the first examination https://olex.hku.hk/exam/register.html. Otherwise, you will not be able to access the OLEX platform. You are strongly advised to try out the online examination in the drill site https://drill-olex.hku.hk/exam/drill.html before the examination.

2) Information on CS course exams

Please visit the following "CS exam info page" (https://www.cs.hku.hk/important-info) for the latest information concerning CS course final exams arrangement. Specifically, the web page shows, for each CS course, the format of the assessment (open-book or not and the materials allowed), exam date and time, schedule (for non-online-exam assessments). The "CS exam info page" will be continuously updated.

3) Materials for open-book exams

Please note that some CS exams are closed-book, and all open-book materials **cannot be digital**, they must be printed or written. You are not allowed to read digital materials during exams. For details of the materials allowed for specific course, please go to the CS exam info webpage.

4) On the day before the start of exam

Students are strongly advised to join the Zoom meeting of an exam early (e.g., at least 30 minutes prior to the start of an exam) so that they can be admitted orderly into the exam Zoom meeting room.

5) Format of answer submission

Students should write their answers on paper instead of typing them with a computer unless explicit permissions are given in the exam papers. At the end of the exam, you should scan them into a file before uploading. Students are advised to use mobile apps such as Adobe Scan and Cam Scanner to take photos of their answer script and then generate a single PDF file for submitting to the OLEX.

6) Environment requirements

To conduct the proctored written online exam, please note the following important points:
- Student's computer must have a working webcam and the webcam should be placed around 65 cm away from you (so that the Examiner and Invigilator can monitor your hands, eyes, desk and immediate environment).
- Students should have a reliable Wi-Fi connection. The minimal bandwidth requirement for a Zoom session is 800kbps/1.0Mbps (up/down).
- Students should not use headphones, earbuds, or any other types of listening equipment.
- Students should not use Zoom virtual background during the exam.
- Students should remain visible and "on-task" to exam invigilators through the camera.

Finally, you are reminded to read the "Instructions to Candidates Sitting Online Examinations" on the Examinations Office's webpage carefully before taking the exam.

If you have questions concerning the general arrangement of CS exams, please send your questions to exam@cs.hku.hk

Best regards,

Department of Computer Science