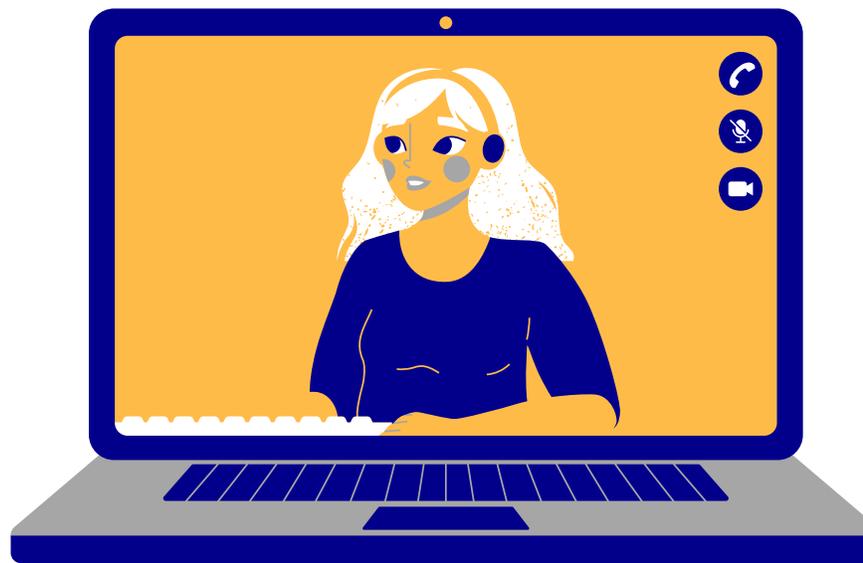


# Live Online Exams

## Preparation and Procedure Guide

TAV College, Montreal



### 1. INTRODUCTION

Due to the continued public health concerns associated with the COVID-19 pandemic, most TAV College instructors will be delivering their final exams in an online format for the Fall 2020 semester.

Please note that the final exams for most science-program-specific courses will be maintained on campus to fulfill competency requirements. In other words, final exams for mathematics, biology, physics, and chemistry will be given on campus. However, please rest assured that we are confident in our ability to ensure the safety of our staff and students while on campus and we have implemented strict measures to ensure the safety of our community.

### 2. WHAT WILL ONLINE EXAMS BE LIKE?

Students will log into a synchronous (live) virtual classroom, from their home or workspace, the same way they would during a normal online class, and will write their exam while being invigilated by the course instructor within an allotted amount of time.

### 3. HOW WILL ONLINE EXAMS WORK?

- Exam instructions, dates and times will be posted by the course instructor in the announcements tab on Léa - OmnivoX well before the exam date.
- Students will log into OmnivoX on the day of their exam and will use the Léa - Online Classes feature to log into Zoom and begin their exam.
- Once logged into Zoom, the course instructor will explain the exam to the students, allow time for questions and will then post a hyperlink to the exam in the chat feature of Zoom and the students will begin.
- Students will **STRICTLY** only be allowed to write their exam on physical sheets of paper with a pen or pencil. Students will not be allowed to write their exam on a computer and will not be allowed to have any devices present.



### 4. IMPORTANT TO NOTE:

- Students will be required to keep their webcam **LIVE** for the entire duration of the exam.
- Students will be required to keep their sound **ON** for the entire duration of the exam.
- All online exams will be recorded.
- \*Exam invigilators / course instructors will have access to view the screen of each student during the online exam. The exam-taker as well as the exam-taker's screen will be recorded and will be available for future review, if necessary.
- **If a student is suspected of plagiarism, the course instructor will submit a report to the Office of the Dean. The Office of the Dean will have the authority to review the recorded exam session including the screen of the student. If the student is found to have committed plagiarism, their exam will not only receive a mark of 0 but, the student may face suspension or other serious reprimands.**

### 5. RECORDED SESSION DISCLAIMER

It is your right to know that all online exams, including your screen, WILL BE RECORDED and stored on a drive for the purposes of future review by the Office of the Dean in the event of a plagiarism suspicion report.

- When the exam begins, the only time you will be allowed to use your computer will be to open the exam instructions or to ask a question to your instructor.

### 6. EXAM SUBMISSION PROCEDURE

- Once you have finished your exam, you will use either the [GeniusScan mobile application](#) or a scanning device to create a digital, PDF copy of your exam.
- You will then have no more than 10 MINUTES to upload a scanned, digital copy of your exam to Omnivox.
- The file must be uploaded as follows: EXAM-TITLE\_DATE.pdf

#### 6.1. ALTERNATE EXAM SUBMISSIONS

All students will be expected to have a plan for scanning and uploading their exam BEFORE THE DAY OF THE EXAM. This means, you are independently responsible for downloading and testing a scanning app and ensuring that it works before the exam. If you do not have access to any scanning software, contact your instructor ASAP to find a solution.

### 7. OTHER CONSIDERATIONS

- Will final exams also be online?
  - The College will continue to monitor the COVID-19 situation and will reach a decision well before final exams. Rest assured that all students will be notified.
- Special Measures
  - Students who have permission from the Office of Special Measures (an IEP) MUST contact their instructor before the exam date to schedule an extended exam session.
- What if I cannot make it to me exam for health reasons?
  - These exams should be treated with the same level of authority as regular, in-person exams. As such, there will be no exceptions made and students will be expected to be available and on time during the day of their exam.
  - The only extraordinary circumstance for exam date deferrals that the College will allow is the presentation of a doctor's note. Only then may the student make a [Request for an Alternate Exam Date](#).
- What if my teacher is using a different procedure than the one listed above?
  - If your course instructor(s) decide to use a different evaluation method or virtual classroom platform (Google Meet for example), the same rules and conditions apply.

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### 8. LIVE ONLINE EXAM ETIQUETTE

Because students will be required to keep their sound and camera on for the entire duration of the exam, we ask that you maintain a certain level of etiquette during the exam to ensure that everyone has the better possible chance to succeed. This means:

- When you begin the exam, you may lower your computer's volume to avoid being distracted by the sound of your classmates, however, you **CANNOT** mute yourself.
- Refrain from any distractions in your screen and environment. Please try your best to set yourself up in a space that is quiet and free of any unnecessary distractions, i.e. family members in the background, mirrors, posters, etc.

### 9. ON-CAMPUS COMPUTERS AVAILABLE

If a student does not have access to a high-speed internet connection, a webcam and a microphone, they may make a request to do their online exam from the College. The student will be provided with a computer and quiet space while respecting public health guidelines and social distancing measures.

### 10. SUMMARY



Léa

1. ACCESS THE EXAM LOGIN ON LÉA



2. LOG INTO ZOOM



3. LISTEN TO EXAM INSTRUCTIONS



4. OPEN THE EXAM INSTRUCTIONS LINK ON YOUR COMPUTER



5. MAKE SURE YOUR CAMERA AND MIC ARE ON AND STAY ON



6. YOU MAY LOWER YOUR COMPUTER'S VOLUME TO AVOID DISTRACTION BUT, YOU CANNOT MUTE YOURSELF



7. BEGIN WRITING THE EXAM



8. QUESTIONS? SAY "I HAVE A QUESTION." THE INSTRUCTOR WILL AUTHORIZE YOU TO USE THE CHAT FEATURE TO ASK



9. WHEN YOU'RE WITH DONE YOUR EXAM, YOU WILL SCAN AND SEND IT TO YOUR INSTRUCTOR



10. YOU WILL HAVE NO MORE THAN 10 MINUTES TO UPLOAD YOUR SCAN TO OMNIVOX