

X Cautions

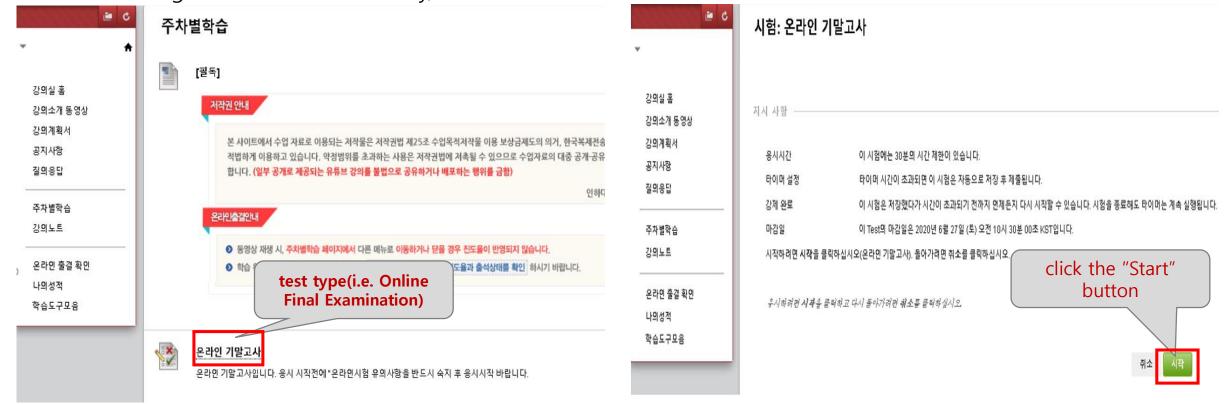
- 1. Make sure to use PC/laptop with Chrome browser for online testing.
- 2. Pre-check your I-Class(https://learn.inha.ac.kr) login account.
- 3. Pre-check test-related notices such as location, etc., on I-Class notices.
- 4. Close all browsers other than the test browser, before starting the test.
- 5. Access to I-Class before the test actually begins.
- 6. Access to the test menu on time, as test content is displayed on time when test begins.
- 7. Unable to re-enter after the exam began.
- 8. Make sure to 'Save and Submit'(저장 후 제출) before the end of the test, as the answers entered will be automatically submitted at the end of the test time.
- 9. In the event of an error during the test, please capture or record the screen at the time of occurrence (It can be used as evidence)
- * Make sure to check the professors' announcement of the subject, as the online exam can be conducted at the discretion of the professors.
- X Using of dual monitors is prohibited.



1 How to take the test – Step. 1

- 1. PC, laptop required(Do not use mobile devices such as smartphones, smart pads, etc. It is test-taker's own responsibility if any problem arise in regards to using mobile devices.)
- 2. Chrome browser required (for iOS devices, Safari browser required)
- 3. At the time of the test, refer to the professor's notice and click the test name in the folder.

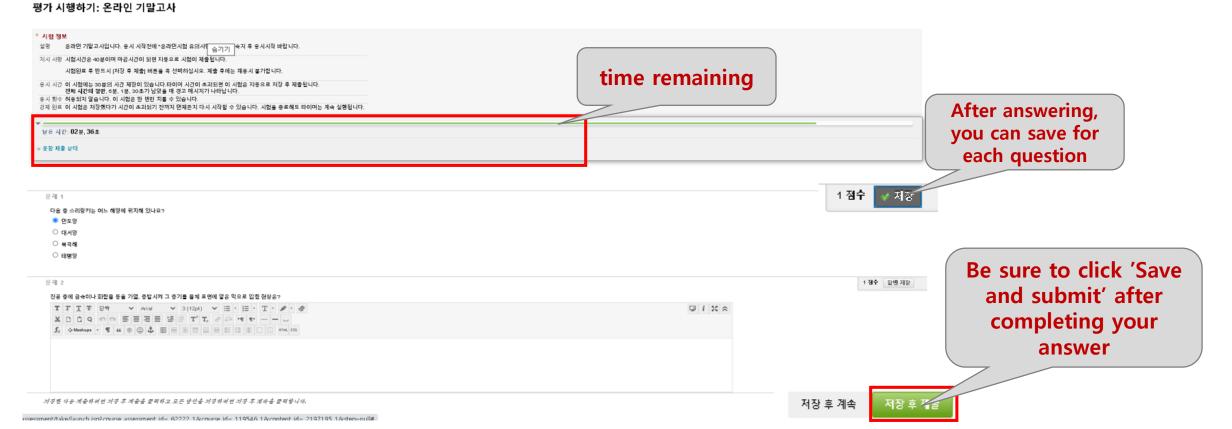
4. After reading the instructions carefully, click the "Start" button.





1 How to take the test - Step. 2

- 5. After the beginning of the exam, check the "time remaining" and the question you solved. (If the remaining time reaches 0 minutes and 0 seconds, the test will automatically end. The answers that were saved right until the text termination time are automatically submitted.)
- 6. After clicking the 'Save and submit' button, the test will be terminated. (Test takers CANNOT resubmit.)





2 End(Completion) of the online test

7. When the submission is successfully completed, the screen showing the test termination will appear as below.

시험 시간이 끝났습니다. 시스템에서 작업한 내용을 저장하고 제출하였습니다.

시험응시 완료: 온라인 기말고사

시험답안이 저장 및 제출되었습니다.

학생:

시험: 온라인 기말고사

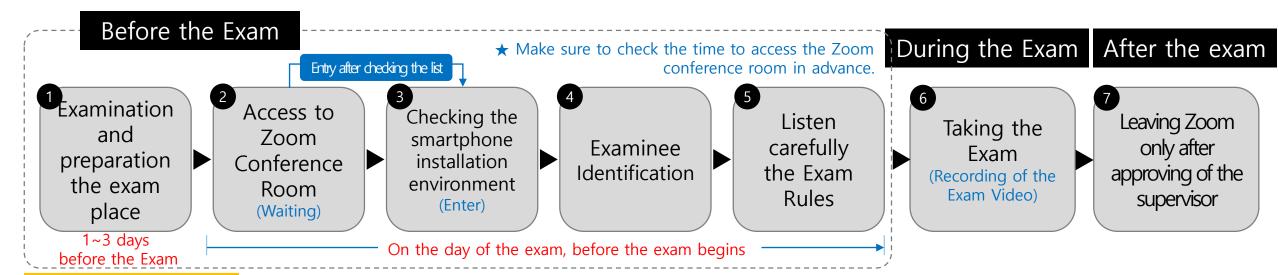
코스:

시작 시간: 20. 6. 12 오후 4:35 제출 시간: 20. 6. 12 오후 5:00 마감일: 20. 6. 27 오전 10:30

응시 시간: 24분 /30분

결과를 검토하려면 **확인**을 클릭하십시오. 2020년 6월 12일 금요일 오후 5시 00분 01초 KST





Major Cautions

- 1. Install the Zoom application on your smartphone before the Exam
- 2. Check of the precautions noted in the I-Class subject notice before the Exam and follow the supervisor's instructions
- 3. After the Exam begins, you can not re-enter the Zoom conference room and do not leave early the conference room
- 4. All exam processes are recorded, and the recorded files are used as evidence.
- 5. Before the Exam, be sure to install/sign in the Zoom app and change the display name (student Number & name)
- 6. Oral exam will be held for suspected cheating students
- 7. Students who are caught cheating will take 0 at the class and proceeding with school regulations
- 8. Reading this manual is essential

The examination manual 한 눈에 보는 동영상 매뉴얼





- 1 Examination and preparation of the exam place 1/2 before the Exam
 - 1. PC, (notebook)Laptop required (Do not take the Exam with mobile devices such as smartphones and smart pads. In case of problems own responsibility)
 - 2. Recommended use of Chrome Browser
 - 3. Internet speed check (Recommended use of wired Internet)

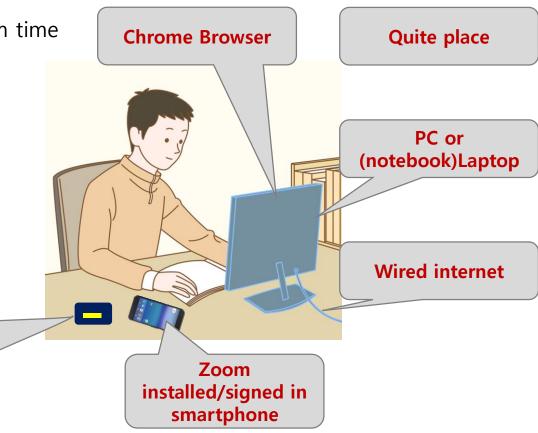
4. Securing a quiet, independent place unobstructed during the Exam time

5. Identification preparation

① Student ID, resident registration card, driver's license, passport (one of the above)

② Protect personal information by covering the last digits of card number and social security number with post-it, etc.

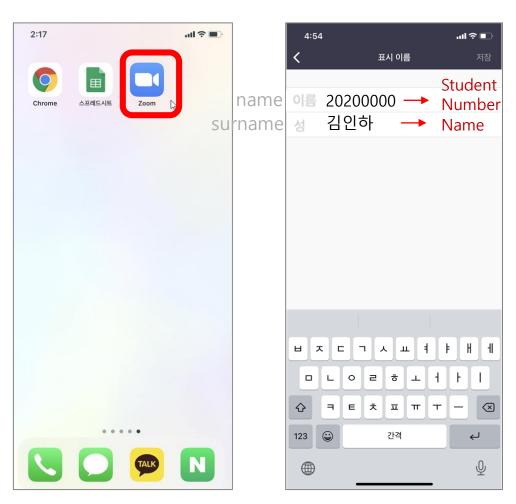






- 1 Examination and preparation of the exam place 1/2 before the Exam
 - 6. Install Zoom application on your smartphone
 - 7. Change Zoom name as written at the application form

Open the app Zoom > settings > my profile > name> 이름: Student ID, 성: Name enter in order (The supervisor will check the list of the students by their Student number and name (insert both: Student number ad name) ex: 20200000 김인하

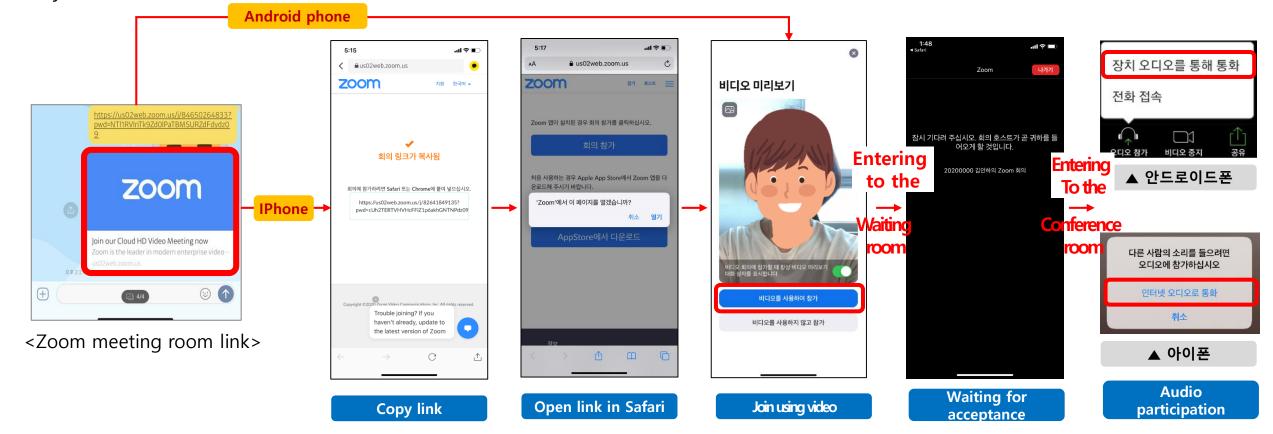


<Intall Zoom App >

<Enter display name >



- 2 Access to Zoom Conference Room On the day of the exam, before the exam begins
 - 1. Entering the Exam room on <u>smartphone</u> 30 minutes before the Exam with Zoom link (or conference ID and PW)
- 2. The Android phone enters the waiting room immediately, and the iPhone must be accessed from Safari after copying the address.
- 3. Waiting to the supervisor to check your student ID and name at the list of students(Make sure to access after changing your Student ID and Name)





3 Cell Phone Settings Environment

On the exam day, Before the exam

Set up your cell phone as below so that the supervisor can monitor it

- ① Expand your screen(Your screen will be expanded if you tap your screen)
- ② Mute your voice
- ③ Set up the cell phone on your side to show your computer monitor, organized desk, face, hands, etc. (Fix with tripod, book, etc.)



Your voice is unmuted





Your voice is muted



<Correct cell phone settings>





4 Examinees Identification

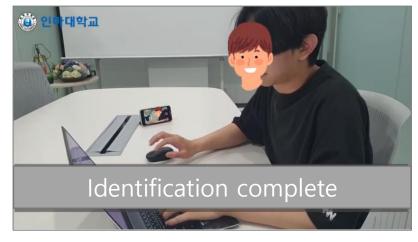
On the exam day, Before the exam

Identify one by one according to the voice of the supervisor

- ① Available ID : Student card, Driver's license, Passport
- 2 Show your ID and face in front of the camera when your name is called
- ③ Stare straight ahead after your identification and wait for the next instruction until identification of all students is complete (Focus on the voice instruction)









5 Listening to the exam guidelines •

On the exam day, Before the exam

- 1. Check the cell phone charging and set it mute (No ringtone and vibration settings)
- 2. Set the cell phone "Do not disturb" mode so that Zoom connection is not interrupted by call, notification, etc. during the exam
- 3. The whole exam taking process is recording and the recording will be used as evidence
- 4. Unnecessary items must not be placed on the desk
- 5. No proxy test, taking notes of the questions, photography, cheating
- 6. In case of an unexpected situation
 - * If system error occurs during the exam, submit evidence(PC screen&video captured)
 - * If there is problem when you upload files or submit the answers, submit them by email, SNS, etc.
- 7. You can not re-join and exit early from the meeting room after the exam starts due to "Lock meeting"
- ★ It is possible to re-join meeting room before the exam starts. However, if the exam has already started, you can not re-join due to "Lock meeting".
- 8. If the supervisor approves, you can exit from the meeting room after finishing the exam (You can't leave the meeting room without approval)
- 9. The exam will be re-taken within 3days for occurred system error or students suspected cheating.



6 Taking the exam

During the exam



<Example of taking exam>

- 1. The exam will be conducted according to the instructions given in advance
- 2. Be well acquainted with this manual so that you can respond to an unexpected situations
- 3. Never do any suspected behavior during the exam

Exit from the meeting room

After finishing the exam

- 1. Stare at the PC screen and wait for the next instruction after finishing the exam
- 2. Close the Zoom app after hearing the instructions to end the exam
- 3. * The whole exam taking process is recording and the recording will be used as evidence

