

# Notes for Taking Online Exams

## ● Online Exams

From the AY 2021 fall semester some courses may hold final exams during the final exam period, while some courses may hold exams during the course period.

Please follow your instructor's directions regarding whether an exam will be held, the exam date, and the exam method.

If you have any network issues during an exam that makes it impossible for you to do the exam, etc. please contact your course instructor as soon as possible.

## ● Preparing for Online Exams

Please make sure you have the following equipment and environment before taking an online exam.

### Required Equipment / Environment

- Computer or Tablet
- Webcam
- Stable Internet Connection

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**You must use your official (APU) account to take online exams (on manaba or Zoom)**

Using someone else's manaba or Zoom account to access the exam is considered academic misconduct.

The instructor will be monitoring / checking IDs during the exam

**Keep your Student ID close during exams**

If you don't have your Student ID, please prepare some other type of photo ID (passport, driver's license, etc.).

During the exam, if the instructor asks you to show your ID, please show your ID card (or other form of ID) on the screen as quickly as possible.



**Keep your Video ON during Exams**

During the exam, we will use the video to check IDs. If you are told by the instructor to turn on your camera, please follow the instructions and show your face.

If you have circumstances that make it impossible to turn on your video, please talk with the instructor **before the test.**

If you do not consult ahead of time and your ID cannot be checked during the exam, your grade may be affected.

In some cases, the instructor may take a screenshot during the exam for monitoring purposes. The data will only be used for checking ID after the exam, will be saved in an appropriate location, and will not be shared.