Exam Preparations

This text has another focus as the general description of the examination process in detail. The focus of this text is to outline the necessary steps to be fully prepared for the exam.

Before the exam

1. Having marked all readings as read.
2. Having done a demonstration exam!
   - Requirements
   - Trouble Shooting of SMOWL CM Installation
   - Other FAQ from the manufactorer
3. Registration of ID Card is done
4. Use wired networks if possible instead WLAN
5. Inform your roommates or family members or others not to disturb you and to spare the networks.
6. Ensure even illumination of the face, i.e. switch on indirect light and darken windows if there is a lot of light coming from the sides

Some hours before the exam

1. Restart your computer early enough to handle updates from OS or applications
2. Tidy up your desk before the exam starts
3. Ensure that you have quiet room where you are alone

Start of the Exam

1. Enter the exam by using the test activity
2. Something doesn´t work? Then goto Troubleshooting SMOWL (en)
3. Support hotline is reserved for hard network issues. That means you tried out the trouble shooting and you get no connection. If you´re blocking the support hotline, when Zoom chat with support is possible, then the phone call will be aborted. If you are breaking this rule to often, then your case will be discussed after the exam and

Zoom Meeting

1. Enter the meeting before the exam starts or at least if gets neccessary during the exam-
2. The Zoom meeting will start before the exam where, according to the announcement, the exam director and TU support staff will be waiting to discuss any final questions. If necessary, the exam director will also address you briefly

3. Disable microphones and webcams for the Zoom meeting (don’t disable it for SMOWL)
4. All inquiries, responses, and announcements will be made through chat
5. Break out rooms will be used as needed to discuss things oraly or having a screen sharing session
6. Rules of the Meeting:

- Write to the Examination Head for any questions regarding the assignments. This will be a person with “[head of examination] in the name
- For a registration to use the restroom, write to the person with “[restroom management]”(or mutatis mutandis) in the name
- For technical problems write to persons with “[Support]" in their name
- Address other requests to the persons with “[Support]" in their name
- If the environment of the examination room is disruptive, please contact a person with “[Support]" in the name. If necessary, further clarification will be required by the examination management
- Call the person with “[phone hotline]" in their name via phone or write to them in the aftermath of network crashes or reports for logging

Behavior during the exam

- During the exam, the microphone and the webcam for the SMOWL CM and Webapplication in must remain switched on.
- The exam guidelines and the terms of use must be followed, as well as the instructions of the proctor and the exam administration
- During the exam, behave as if you were taking the exam on site

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Revision #4
Created 2024-01-02 13:34:17 UTC by Julian
Updated 2024-11-22 08:22:32 UTC by Julian