

OE44115 Arctic Engineering: Procedure Online Exam of 17 April 2020, 9h00

If you have any questions or remarks regarding this procedure, please send an e-mail to j.s.hoving@tudelft.nl.

General:

- The exam of 17 April 2020, 9h00 will be offered digitally and online through **Brightspace**.
- To participate in the exam, you must be enrolled in this year's (2019-2020) Brightspace-page, entitled "**OE44115 Arctic Engineering (2019/20 Q3)**" using your own **NetID**.
- You are yourself responsible to assure a proper internet connection during the time of the exam, and the ability to download the exam questionnaire and to upload your answers.
- Instead of the regular closed-book written exam this course usually has, this exam is offered as an **open-book exam**, meaning that you are allowed to use books, your own notes and any other offline or online material available during the exam. *As a consequence, the form and style of this exam will differ somewhat from the regular exam and any practice exams that you have available!*

Practicalities regarding the exam questionnaire and submission of your answers

Only if you have officially registered for the exam, your own personal area for this exam will be available (via the given Brightspace-page) under "**Assignments**" by clicking "**Online Exam - 17 April 2020, 9h00**" and then clicking **your own name**. Here, you will find your own personal exam questionnaire and the option to submit your answers.

Students without an extension:

- As for the regular exam, you will have **3 hours to finish** the exam.
- At the end of the exam, you have an extra 15 mins, so **until 12h15, to upload your documents**. Any material submitted after the 12h15 deadline will not be included in the grading.

Students with an extension:

- **If you are eligible for extra time** and you want to make use of this during the exam, you must **submit a digital copy of a document that proves this**, at the latest 24 hours before the exam, by e-mail to j.s.hoving@tudelft.nl.
- You have an extra 30 minutes, and thus you will have **3 hours and 30 minutes to finish** the exam.
- At the end of the exam, you have an extra 15 minutes, so **until 12h45, to upload your documents**. Any material that is submitted after 12h45 will not be included in the grading.

Submission of your answers:

- You are yourself allowed to choose the manner in which you prepare the answers to the exam, however you are expected to properly organise your answers and submit them as a pdf-file. Thus, you can either:
 - work by writing your answers on paper and make photos or scans of your written answers, collect and organise these photos/scans in a single document and convert/print to pdf and upload your submission, or
 - work in a digital environment (for example use Word and/or Excel), organise your answers in a single document and convert/print to pdf and upload your submission.
- You are yourself responsible for the legibility/readability of your submitted work; If part of your answer is lacking because it is not included in your submission, you cannot get points for that.

Integrity Statement and Proctoring:

- As a part of the exam, you must **sign an integrity statement** by which you declare that by taking part in the exam, you follow the TU Delft code of conduct and that you yourself have produced all material submitted as a part of this exam. This integrity statement will be available on Brightspace prior to the exam.
- Together with the signed statement, you must **upload a copy of your campus card**.
If you are unable to submit a copy of your campus card, you must include a copy of a document that proves your identity including a picture, i.e. a driver's license, identity card or passport.
- Additionally, as part of the integrity statement you must submit a **Skype name** and/or **mobile phone number** at which you are available for an hour after the exam; so from 12h15 to 13h15 (no extension), or from 12h45 to 13h45 (with extension). During this time, we will contact randomly selected students and ask:
 - whether you took the exam yourself, and
 - to explain one of your submitted answers.

Not answering a Skype/phone call and/or not being able to answer these questions will be considered an attempt at fraud of which the Board of Examiners will be informed. Not submitting a Skype ID/phone no. excludes you from this exam; if you are not willing to submit a Skype ID/phone no. you are referred to the next regular exam.

Please note here that your Skype name and/or mobile phone number will only be used for proctoring purposes as a part of this exam and that this information will not be stored or used for any other purposes.

- Note that, despite the signed integrity statement, all submitted work will be checked and compared to each other for plagiarism and that plagiarism is a fraud.

For the sake of time efficiency, it is useful to prepare your integrity statement, including a copy of your campus card (or identity document) and your Skype name/phone no., prior to the exam.