

June 3, 2020

Dear All,

On June 15<sup>th</sup>, the final exam is scheduled at 2:30pm until 3:50pm. You will take the exam at your own desk under the webcam turned-on environment. Any kinds of cheating are strongly prohibited, where it causes a F grade. Your webcam must be installed in front of you to fully cover your desk, test materials, yourself, and even your next two seats. According to the university guideline, it is recommended to be installed at 1.5 m away from you. The final exam is an open-book test, so that you can provide any material. From the beginning to the end, the image appeared on zoom through your webcams will be saved and stored in my office computer temporally until all exam guideline issues are resolved. The stored personal information will not be used any other purposes except for the exam matters. Upon taking the final exam, it is assumed that you have agreed on this personal information related matter.

Your exam scores will be announced by June 18th. If you do not agree with your exam score, you may come see me and check it by 6pm on June 22, 2020. After that, your exam scores are fixed without further corrections, and the webcam stored images will be deleted completely and permanently.

For the test, you provide A4 papers by yourselves as answer sheets. After the exam you take a photo your answer sheet one by one, and email it to me right away but before 3:55pm. Your original answer sheets must be submitted to my office right after the exam at Dasan 205 within 10 min. Do not forget to write your name and student id on your answer sheets.

Importance: if you cannot satisfy the webcam environment, come to room B-203 of ECE bldg. by 2:30pm to take the exam. In this case, you must notify me until 12 noon on June 15th by email. In B-203, you must take a seat keeping distance at least 1.5 m from others. You must keep your masks for the corona virus protection.

Prof. BS Ham

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