Notice & Guideline for Taking Online Exam Using i-Campus

성균관대학교
1398
SUNG KYUN KWAN UNIVERSITY(SKKU)

Please use your Computer to take exams!

Please use your computer instead of your smartphone or tablet for exams.
Prevent disruptions caused by unexpected operations such as phone calls, SNS, and app notifications,
and take exams in the most stable condition.
In addition, some exam types cannot be submitted on your smartphone (file upload type questions cannot be submitted on the smartphone).

Please use the Chrome browser for the exam!

i-Campus is most optimized for the Chrome browser.
Please take exams through Chrome, not other Internet browsers.

Make sure your Internet environment is Stable!

Most exams have limited time to take.,
So unstable Internet environments can disrupt test applications.
(Please avoid cafeterias, public transportation, outdoor, etc. where the Internet environment is unstable)

Please Conduct a Pre-test before the Official exam!

To help both instructors and learners adapt to the online exam and check their PCs and Internet environments,
please conduct a pre-test in advance.

For the detail,
Please refer the follow pages.

Learner

Detail Guideline

온라인 시험 구성 및 시험 운영 안내

성균관대학교
SUNG KYUN KWAN UNIVERSITY(SKKU)

Index

Notice & Guideline for Leaners

Before the Exam

Checking PC and Internet Environment by Pre-test 6

Required Checkpoints Before Taking an Exam 7

During the Exam

Cautions during the Exam 11

Instructions for Procedure in Starting and Taking Exam (on [Assignments]) 12

Instructions for Procedure in Starting and Taking Exam (on [Quizzes]) 14

Guide for Real-time Online (Use When Needed)

Notice & Guideline for Real-time Online Exam (Webex) 18

Notice & Guideline for Real-time Online Exam (Webex+Meet) 27

Learner

Before the Test

온라인 시험 구성 및 시험 운영 안내

성균관대학교
SUNG KYUN KWAN UNIVERSITY(SKKU)

Checking PC and Internet environment by Pre-test

i-Campus를 활용한 시험 운영 가이드 및 응시 유의사항

✓ **Take the pre-test before the official exam.**

Learner should check the computers and the Internet you use to see if they are working properly.

- **Using PC and Checking**
  - **Take the exam on your PC**, not on your smartphone or tablet.
    (There may be a type of question that is not acceptable through your smartphone. - File upload type questions etc.)
  - Check the PC condition and internet connection environment for the exam.
  - Shut down all P2P (Torrent, etc.) games, and unnecessary programs.
- **Checking exam**
  - Ensure that the exam shows the questions, that the submission of the exam is normal and that there are no other abnormalities. If you find a problem while taking the exam, please contact your professor or Quick response team immediately.
  - Quick response team(031-299-4000)

Required Checkpoints before taking an exam

i-Campus를 활용한 시험 운영 가이드 및 응시 유의사항

Log in and get ready for 10 minutes in advance

○ Login may be a little slow at the beginning of the exam.

At the beginning of the exam, multiple users may attempt to log in at the same time in a hurry, which may slow down the connection. However, if you refresh multiple times or try to connect to multiple devices, your network environment can add to the problem. Even if it's a little slower than usual, please try to log in only once and wait.

○ Prepare for at least 10 minutes before starting the exam.

Please log in at least 10 to 20 minutes before the start time and wait for the exam to be more stable. Please shut down other browser windows or running programs to ensure a stable exam. If there are other problems such as not being able to log in even after 10 seconds of login attempt, or not being able to display the exam page after logging in, switch to another PC and prepare in advance so that there is no problem with taking the exam.

Required Checkpoints before taking an exam

i-Campus를 활용한 시험 운영 가이드 및 응시 유의사항

Stable Internet connection environment

As it is an online exam, you should maintain a stable internet connection environment.

If the internet connection is unstable or lost during the examination, the submitted answer may not be delivered to the server. Therefore, please check if there is any problem with internet connection and if there is enough speed before taking the exam * ref) Internet speed check site: https://fast.com/ko/#

Check for PC malfunction

If your PC goes down frequently or is infected with malware or viruses, you may not be able to conduct a normal exam. Therefore, be sure to check your PC's condition before taking the exam to make sure that there is no problem.

Recently, there are some cases where LMS connection is not smooth due to personal PC environment of students. As this is a software configuration issue for students' personal PCs that cannot be controlled from the center of the school, please effectively control the [Program] > [Configuration] to achieve an optimized environment.

Required Checkpoints before taking an exam

i-Campus를 활용한 시험 운영 가이드 및 응시 유의사항

Close other programs

Close any other programs that are not related to the exam, such as messenger program, e-mail, or P2P program, before you take the exam. Errors caused by other programs may not lead to normal exam runs.
Also, please note that message exchange can be considered cheating.

Take the exam on PC, not on mobile

Take the exam on your PC. A PC connected to a wired network is most stable. But, if you need to use wireless Internet inevitably, please take the exam at the most stable network conditions (it may be impossible to take the exam normally because of unstable network conditions in public transportation, outdoors, on-the-go, and similar situations).

Learner

During the Test

온라인 시험 구성 및 시험 운영 안내

성균관대학교
SUNG KYUN KWAN UNIVERSITY(SKKU)

Cautions during the Exam

i-Campus를 활용한 시험 운영 가이드 및 응시 유의사항

Access the exam page

You should access the test page on time.

Submit punctually

Exam in [Assignments] Menu

After the due date has passed, the submission is marked as late and the submission time is recorded.
(Discounting points or zero points can be processed at the discretion of a instructors.)
You can't submit your assignments after the available time.

Exam in [Quizzes] Menu

You can't submit your answer after the test time.
You must submit your answer before the due time because the submission is blocked after the due time.
If answers are automatically submitted, the answers written before the submission are automatically saved and submitted.
Time remaining before the automatic submission is shown by pop-up notification (When 5 minutes and 1 minute left)

If an error occurs during the exam

If a system or network error occurs during the exam, learners should capture or record the screen with the time when the error occurs. It can be used as evidence later.

Instructions for Procedure in Starting and Taking Exam (in [Assignments])

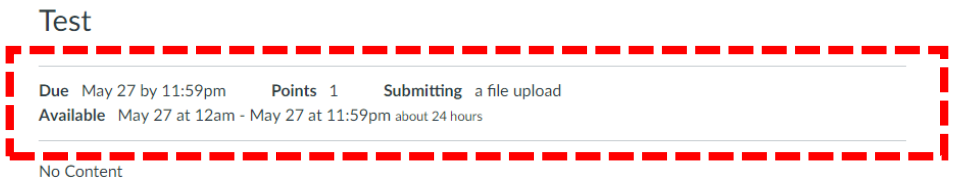
i-Campus를 활용한 시험 운영 가이드 및 응시 유의사항

Check Exam Time: Available time & Due date

Available time means test time and you must submit until Due date.

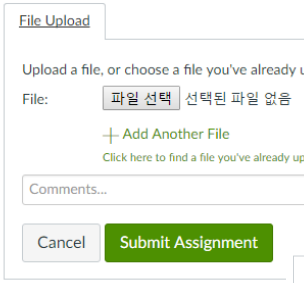
※ After the due date has passed, the submission is marked as late and discounting points or zero points can be processed at the discretion of a instructors.

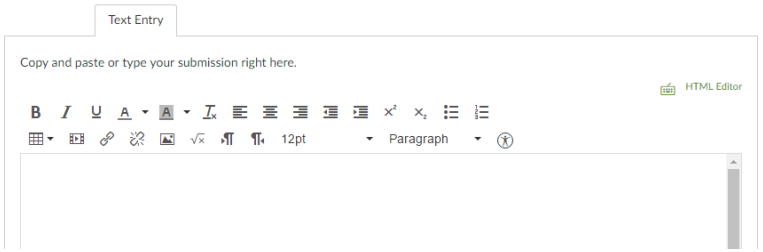
※ You can't submit your assignments after the available time.



Check Question & Prepare an Answer

When it's time for the test to be ready, You can check the questions from [Assignments] Menu and You can submit the answers by clicking the [Submit assignment] button.





Instructions for Procedure in Starting and Taking Exam (in [Assignments])

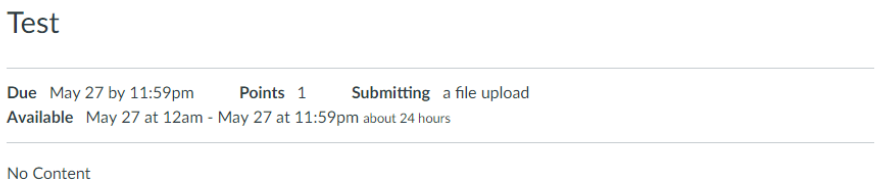
i-Campus를 활용한 시험 운영 가이드 및 응시 유의사항

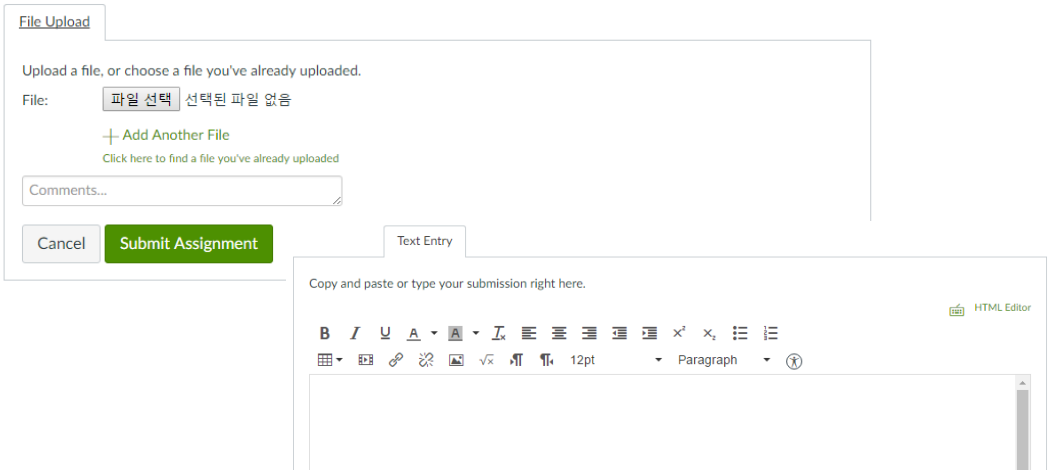
Cautions for preparing and submitting an Answer

- It is possible to submit the answers in ① File Uploads ② Text Entry ③ Other formats (e.g. E-mail submission) formats according to the instructor's choice.
- In [Assignments] Menu, you can submit in only one format, so please check the submission format in advance so that it does not interfere with the submission of the answer.

  ex) You cannot submit answer in [File upload], [Text Entry] formats at the same time.
  Use one of them.
  If you need to enter text with uploaded files, enter comments in [File Upload].

- It is not possible to delete an answer already submitted, and previously submitted answer file is maintained even if a new answer is submitted again. On the instructor's screen, it basically shows the most recently submitted answers, but also it is possible to see the answer file that was submitted previously.



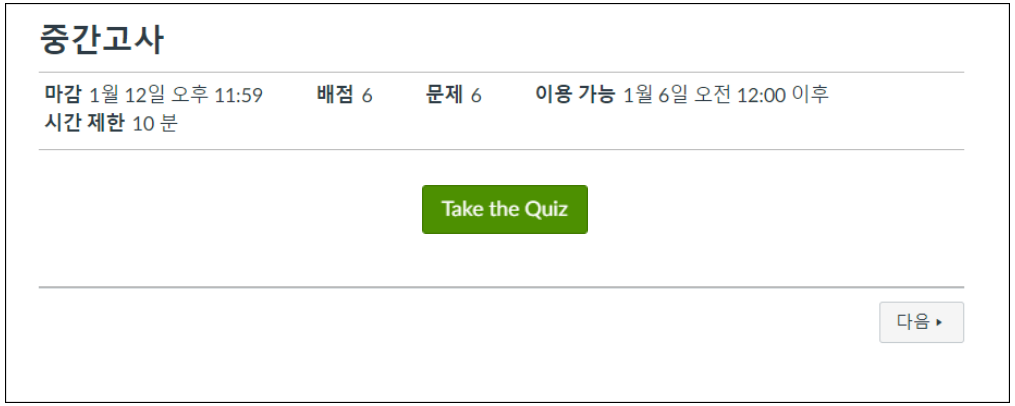


Instructions for Procedure in Starting and Taking Exam (in [Quizzes])

i-Campus를 활용한 시험 운영 가이드 및 응시 유의사항

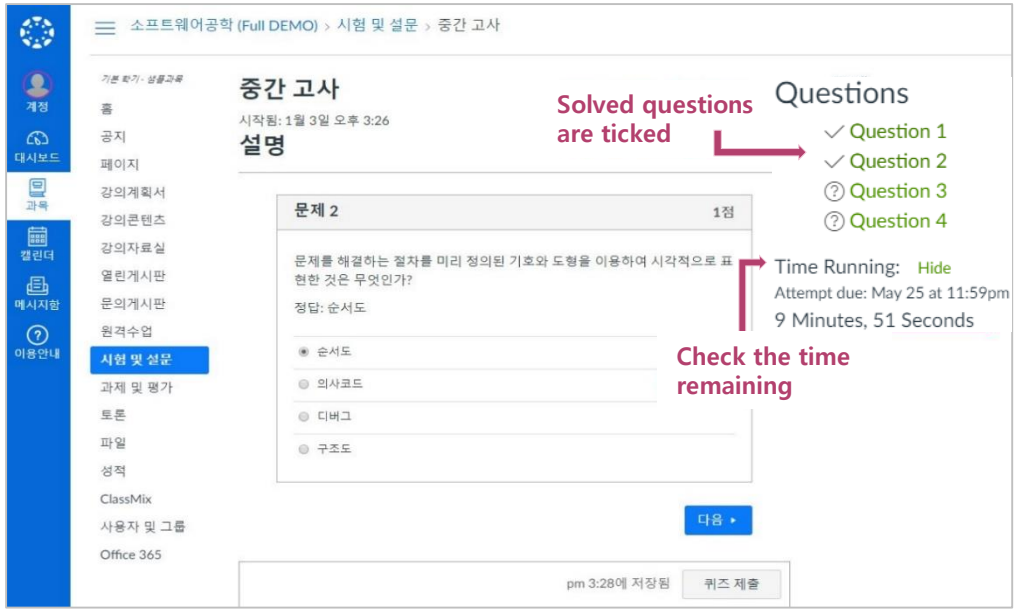
Click **Take the Quiz** to start the exam.

You can start the exam by clicking **Take the Quiz** button after the available time.



Check the time remaining and the questions answered.

Exam time is counted from the moment you press the 'Start' button.
The remaining time is shown on the right side of the page, and solved questions are marked with a check(v), distinguished from unsolved questions.



Instructions for Procedure in Starting and Taking Exam (in [Quizzes])

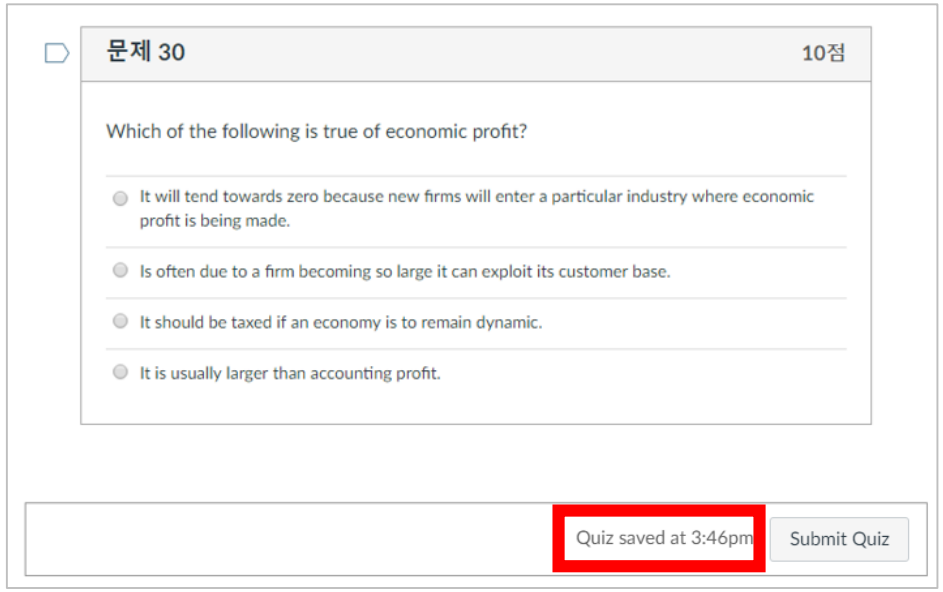
i-Campus를 활용한 시험 운영 가이드 및 응시 유의사항

Be careful: If you log in simultaneously on other PC, your account can be logged out automatically

If you log in to LMS on other PC or devices while taking the exam, your account will be logged out from the PC you are taking the exam on automatically.

Your answer is saved automatically.

Once the answer is checked, it is sent to the server and saved.
If the saved time is not shown as the picture, check the network status for the final submission without any problem.



Instructions for Procedure in Starting and Taking Exam ([Quizzes])

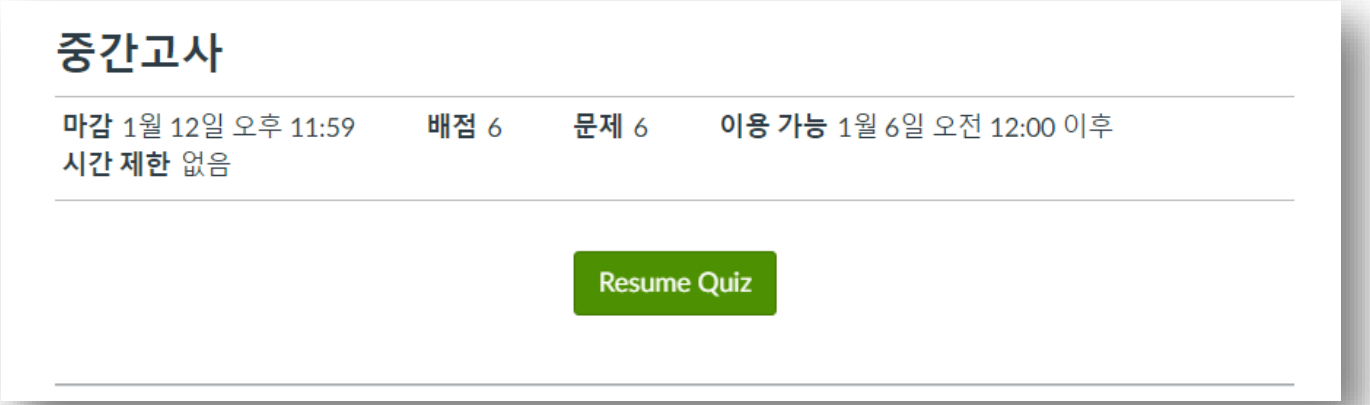
i-Campus를 활용한 시험 운영 가이드 및 응시 유의사항

If an abnormal shutdown occurs, you can **Resume Quiz** and take the exam using the time left.

If the website abnormally shuts down while taking the exam because of problems in the browser or computer, you can log in again to LMS and resume the exam(The answers you've already checked are saved automatically).

Even if some problems occur such as the shutdown of PC during the exam, you can keep taking the exam within the remaining time until the submission deadline.

Besides, because the time limit keeps running, you'd better get back to the exam quickly.



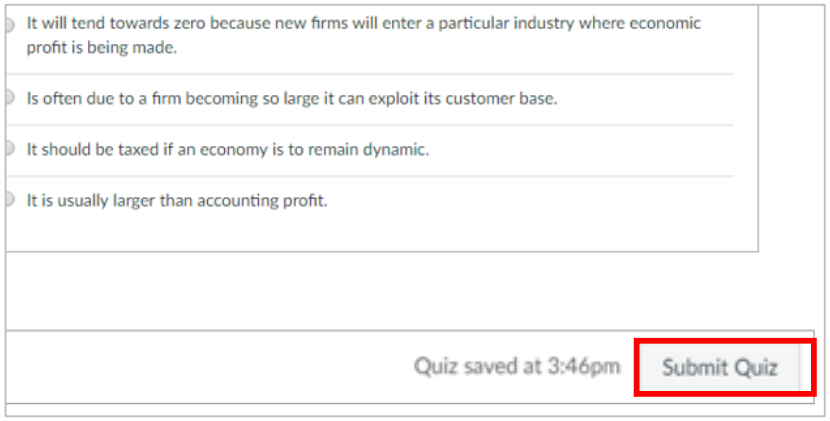
Instructions for Procedure in Starting and Taking Exam ([Quizzes])

i-Campus를 활용한 시험 운영 가이드 및 응시 유의사항

After finishing answering, click **Submit Quiz** to submit the answers.

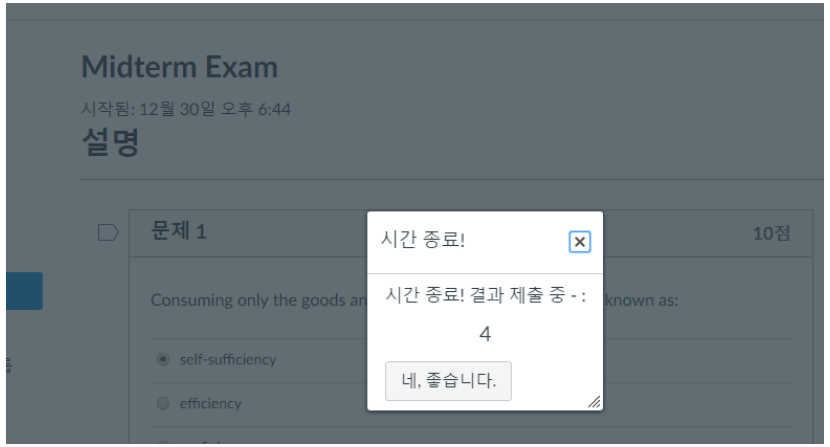
Before closing the website, You should click **Submit Quiz** button to submit your answer after you finished solving the exam..

Because you can't retake the exam after **Submitting Quiz**, submit it carefully.



If the given time ends, your answers are automatically submitted.

Even if you don't **Submit Quiz**, the exam is automatically closed and the answers you've written are automatically submitted when the given time ends. The remaining time will become 0 min 0 sec(It can take some time to complete submissions because many people simultaneously access and take the exam at the same time).



The automatic submission screen when the time remaining becomes 0 min 0 sec▶

Learner

Notice & Guideline for Real-time Online Exam (Webex)

온라인 시험 구성 및 시험 운영 안내

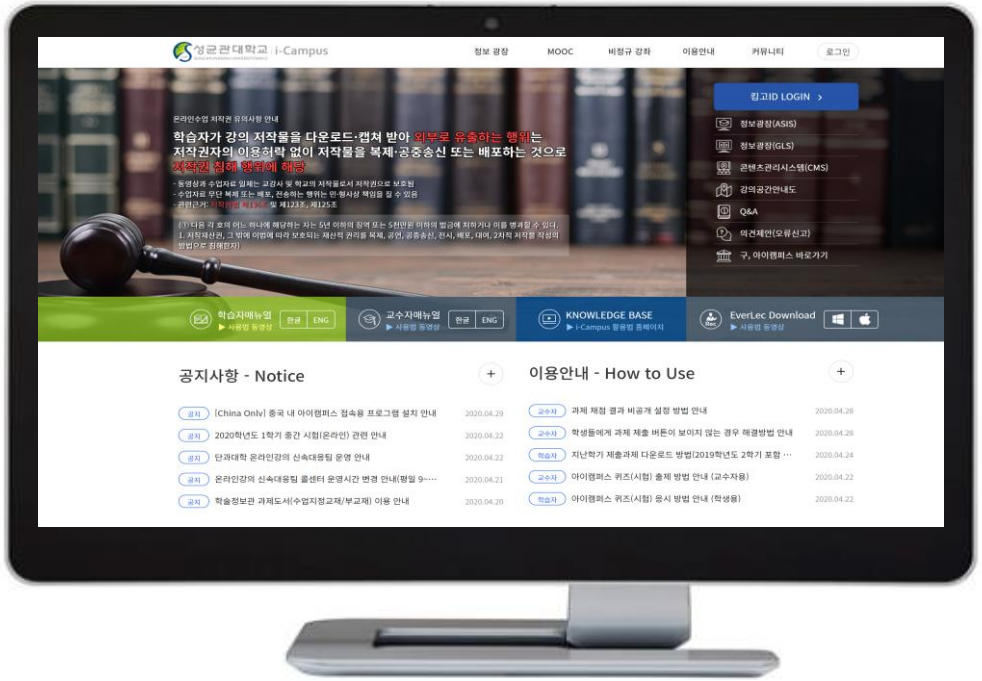
성균관대학교
SUNG KYUN KWAN UNIVERSITY(SKKU)

How to Real-time Monitor(Webex)

i-Campus를 활용한 시험 운영 가이드 및 응시 유의사항

성균관대학교 SUNGKYUNKWAN UNIVERSITY(SKKU)

✓ PC : Taking exam via i-Campus

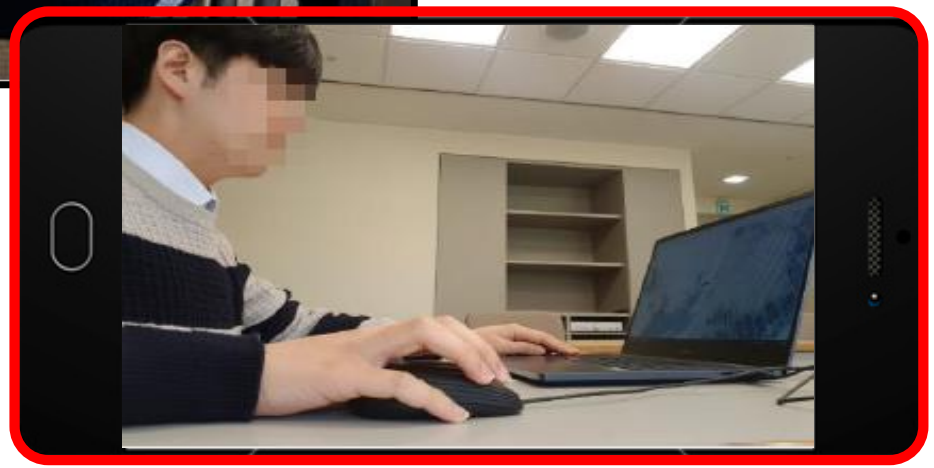


+

✓ Smart phone : Monitoring via Webex

←Placing smart phone

Smart phone screen→



Online Exam Using Real-time Monitoring (Webex)

i-Campus를 활용한 시험 운영 가이드 및 응시 유의사항

Preparation for Online Exam

- Smart phone for real-time monitoring(Webex) (Front camera video settings)
- PC or laptop for accessing i-campus (Other electronic devices are strictly prohibited.)
- ID card (student ID card, resident registration ID card, drivers' license card, passport)
- Engineering calculator, pencil, mechanical pencil, pen, eraser and any other writing instrument
- A4 paper (Used as answer sheet)
- Application for scanning (download required in advance before exams)

Online Exam Using Real-time Monitoring (Webex)

i-Campus를 활용한 시험 운영 가이드 및 응시 유의사항

성균관대학교 SUNGKYUNKWAN UNIVERSITY(SKKU)

Basic Rules for Online Exam

- Typing test and Webex test for i-Campus simulation questions before testing
- Keeping Webex connected and seated until the end of the test time
- Using lecture notes, books, Internet materials, KakaoTalk messenger, etc. during test is not allowed
- If you have any questions during the exam, ask them in your individual chatting
- End programs that are not i-Campus programs required for testing
- Both test start and end are recorded in real time and are not used for any purpose other than monitoring
- If an act that interferes with a fair evaluation is detected later, the subject will be scored as 0 points and the school regulations will be processed.
- Keep our honor as SKKU students!

Required Checkpoints Before Taking Exam (Smartphone)

i-Campus를 활용한 시험 운영 가이드 및 응시 유의사항

Pre-requisition for Smart Phone

- Charge the battery completely and set to a 'do-not-disturb' mode so that the connection to the screen is not interrupted by a phone call/notification while taking exam.
- Connect to Webex in a Wi-Fi or mobile network environment where reliable network connectivity can be maintained.

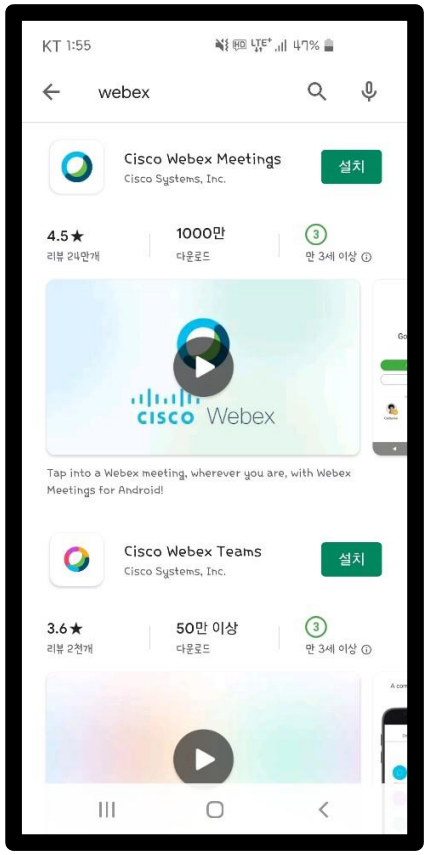
Pre-requisition for Environment around the Examinee

- Please take the exam at a place where you can concentrate on the exam without being disturbed by others (such as a home where you can take the exam with one room per person).
- During the test, the background should be the actual background.시험 중 배경은 실제 배경으로 합니다.
- Things that are not required to take exam except PC, writing instrument, problem-solving paper, smartphone holder, etc. cannot be placed on the desk.

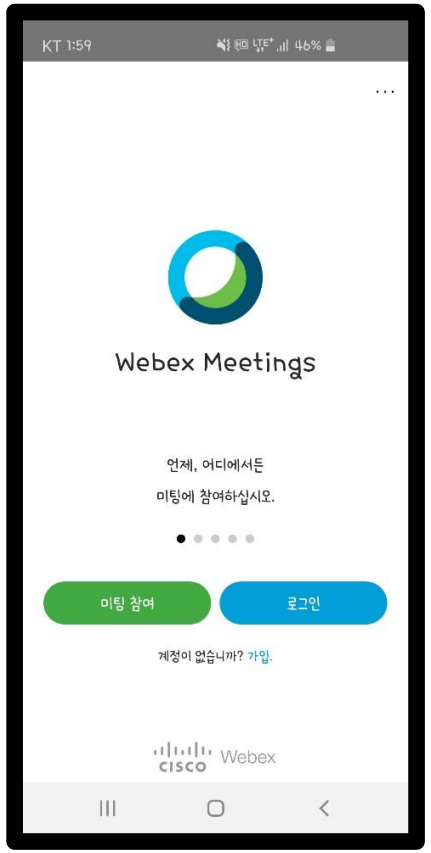
Enter Webex Meeting Room (Smartphone)

i-Campus를 활용한 시험 운영 가이드 및 응시 유의사항

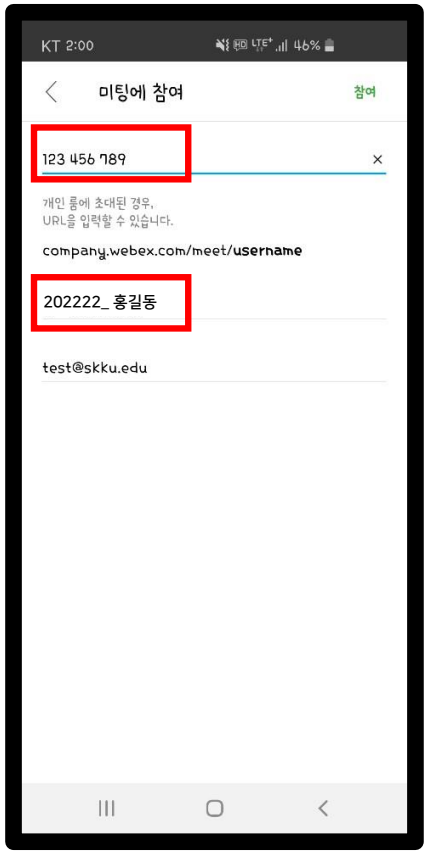
Enter Webex Meeting Room with Smartphone



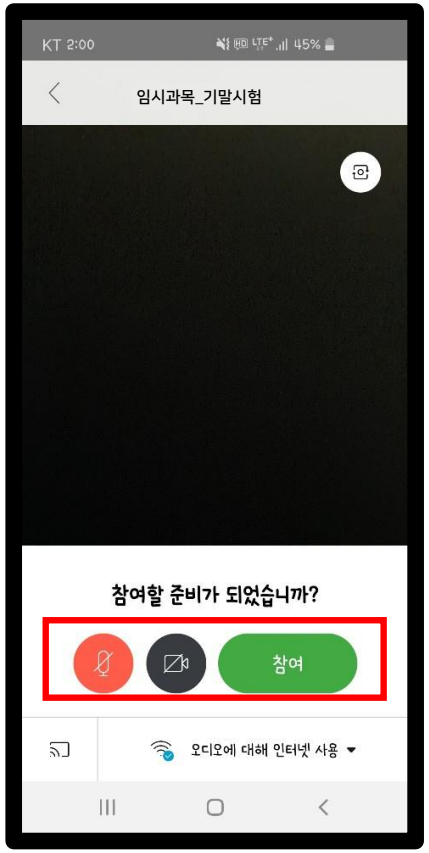
Search and Install Cisco Webex Meetings



Click the Join button



Participate by meeting room number notified in advance



Join after setting up video ON

Webex Screen Setting for Exam (Smartphone)

i-Campus를 활용한 시험 운영 가이드 및 응시 유의사항

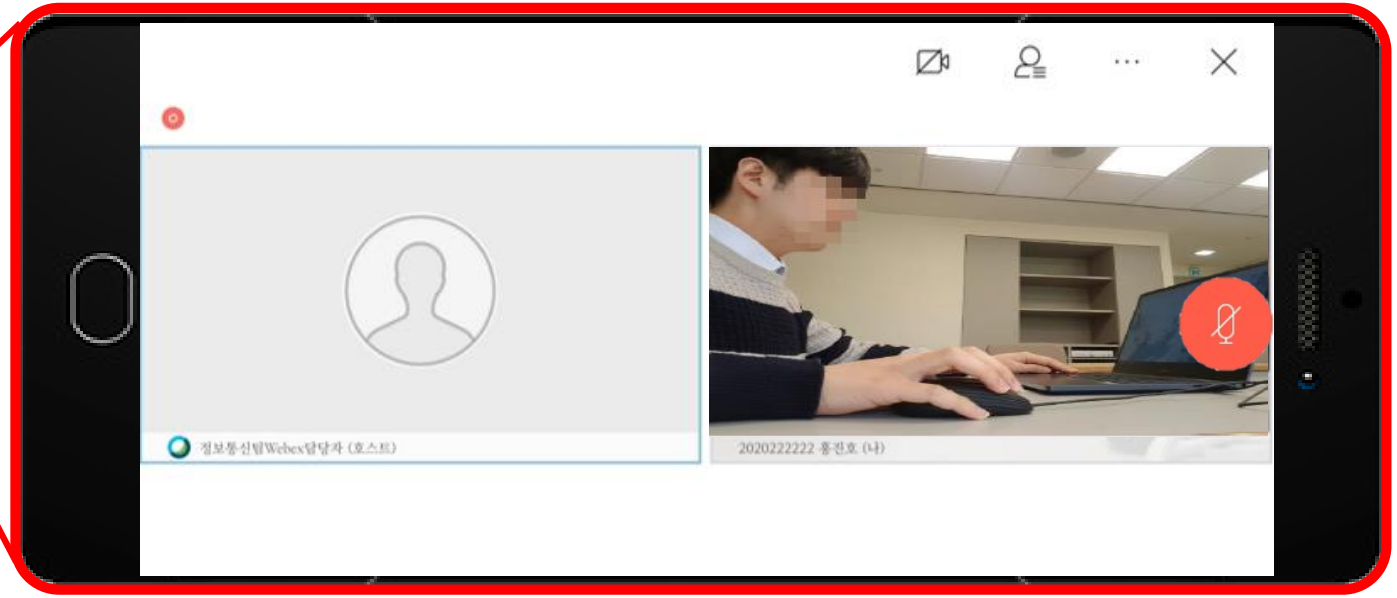
Webex Screen Setting for Exam

- Please enter the notified test meeting room at least 10 minutes before the start of the exam and check the examination screen.
- Use the horizontal mode view of the smartphone to place the smartphone horizontally.
- When you set up the video with the smartphone front camera, set it up to show your PC monitor screen, face, and both hands.

[Aerial View]

[Appearance from the Back]

[Smartphone Webex Screen]

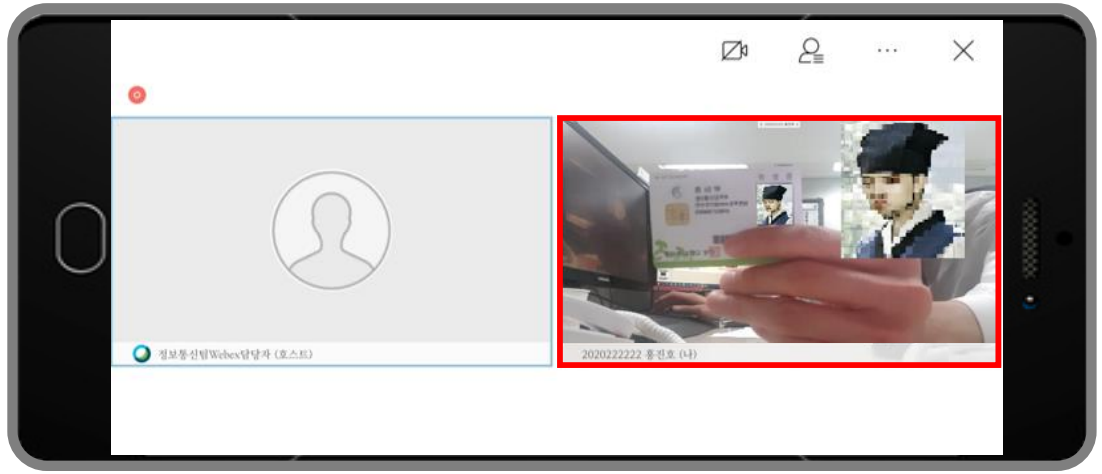


Identification and Monitoring using Webex

i-Campus를 활용한 시험 운영 가이드 및 응시 유의사항

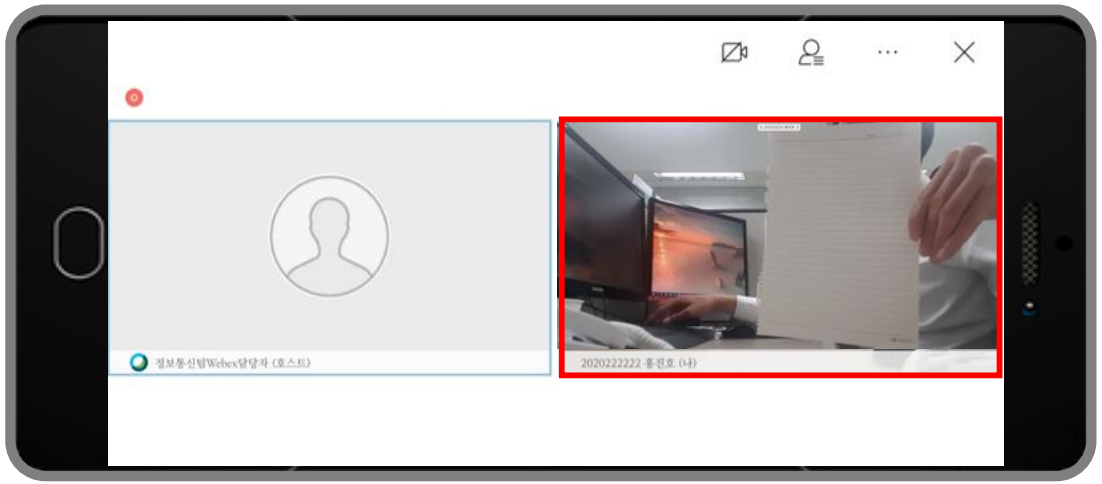
Identification

- Following the guideline of the instructor and TA, show your ID card on the smartphone screen during identification time.



Note Check

- Following the guideline of the instructor and TA, show the prepared note(A4) on your smartphone screen.



Precaution During Exam (Webex + Meet)

i-Campus를 활용한 시험 운영 가이드 및 응시 유의사항

Precautions for real-time monitoring via Webex + Meet

- **Do not leave the meeting room(Webex&Meet) early during the exam.**
- **Do not leave the meeting room if the online answer sheet is insufficient.**
- **You may leave the meeting room after approval by the instructor or TA in charge.**

Learner

Notice & Guideline for Real-time Online Exam (Webex+Meet)

온라인 시험 구성 및 시험 운영 안내

성균관대학교
SUNG KYUN KWAN UNIVERSITY(SKKU)

Method for Real-time Monitoring (Webex + Meet)

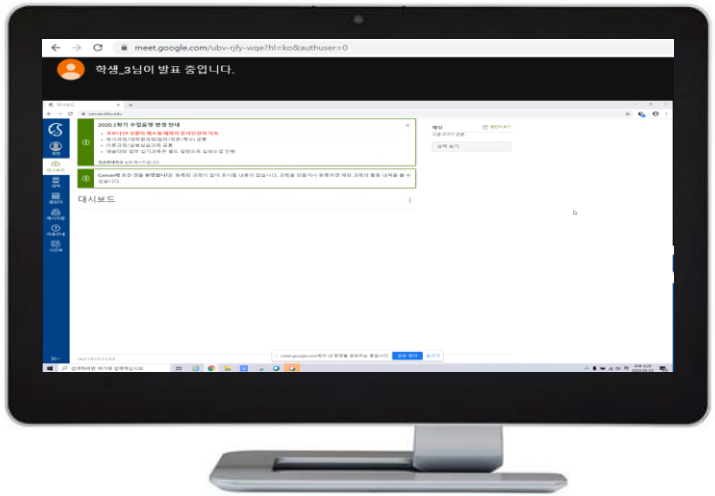
i-Campus를 활용한 시험 운영 가이드 및 응시 유의사항

✓ Smartphone: Monitoring examinees through Webex

✓ PC: Taking exam through i-Campus

+

✓ PC : Monitoring examinees' PC screen through Google Meet



Online Exam Using Real-time Monitoring (Webex)

i-Campus를 활용한 시험 운영 가이드 및 응시 유의사항

Preparation for Online Exam

- Smart phone for real-time monitoring(Webex) (Front camera video settings)
- PC or laptop for accessing i-campus (Other electronic devices are strictly prohibited.)
- ID card (student ID card, resident registration ID card, drivers' license card, passport)
- Engineering calculator, pencil, mechanical pencil, pen, eraser and any other writing instrument
- A4 paper (Used as answer sheet)
- Application for scanning (download required in advance before exams)

Online Exam Using Real-time Monitoring (Webex)

i-Campus를 활용한 시험 운영 가이드 및 응시 유의사항

성균관대학교 SUNGKYUNKWAN UNIVERSITY(SKKU)

Basic Rules for Online Exam

- Typing test and Webex test for i-Campus simulation questions before testing
- Keeping Webex connected and seated until the end of the test time
- Using lecture notes, books, Internet materials, KakaoTalk messenger, etc. during test is not allowed
- If you have any questions during the exam, ask them in your individual chatting
- End programs that are not i-Campus programs required for testing
- Both test start and end are recorded in real time and are not used for any purpose other than monitoring
- If an act that interferes with a fair evaluation is detected later, the subject will be scored as 0 points and the school regulations will be processed.
- Keep our honor as SKKU students!

Required Checkpoints Before Taking Exam (Smartphone)

i-Campus를 활용한 시험 운영 가이드 및 응시 유의사항

스마트폰 사전 준비 사항

- 배터리를 완충하고, 응시 중 전화/알림 등으로 화상 연결이 중단되지 않도록 방해금지 모드로 설정하기 바랍니다.
- 안정적인 네트워크 연결이 유지될 수 있는 Wi-Fi 또는 모바일 네트워크 환경에서 Webex 에 접속하기 바랍니다.

응시자 주변 환경 세팅

- 타인의 방해를 받지 않고 시험에 집중할 수 있는 장소 (1인 1실로 응시가 가능한 자택 등)에서 응시 바랍니다.
- 시험 중 배경은 실제 배경으로 합니다.
- 책상 위에는 PC, 필기구, 문제풀이 용지, 스마트폰 거치대 외 응시에 불필요한 물건은 비치 불가합니다.

Required Checkpoints Before Taking Exam (PC)

i-Campus를 활용한 시험 운영 가이드 및 응시 유의사항

Stable Internet connection environment

As it is an online test, you should maintain a stable internet connection environment.

If the internet connection is unstable or lost during the examination, the submitted answer may not be delivered to the server. Therefore, please check if there is any problem with internet connection and if there is enough speed before taking the exam * ref) Internet speed check site: https://fast.com/ko/#

Check for PC malfunction

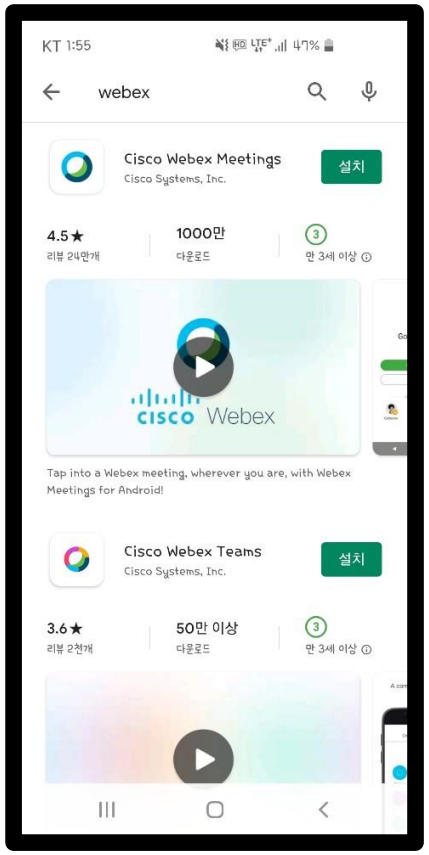
If your PC goes down frequently or is infected with malware or viruses, you may not be able to conduct a normal test. Therefore, be sure to check your PC's condition before taking the exam to make sure that there is no problem.

Recently, there are some cases where LMS connection is not smooth due to personal PC environment of students. As this is a software configuration issue for students' personal PCs that cannot be controlled from the center of the school, please effectively control the [Program] > [Configuration] to achieve an optimized environment.

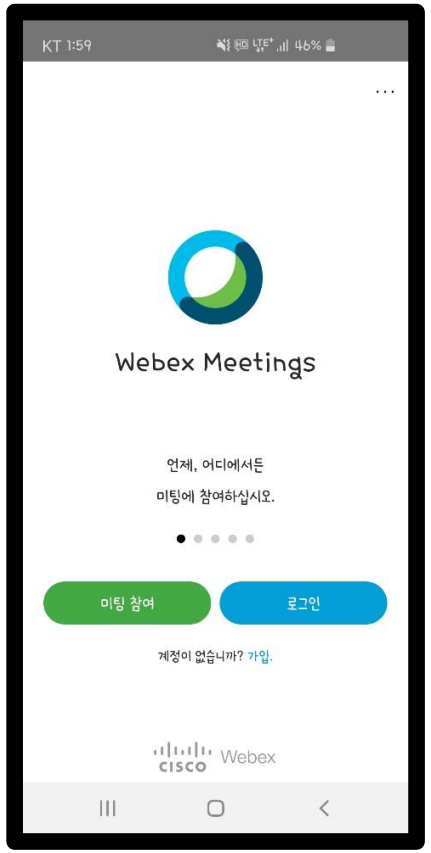
Enter Webex Meeting Room (Smartphone)

i-Campus를 활용한 시험 운영 가이드 및 응시 유의사항

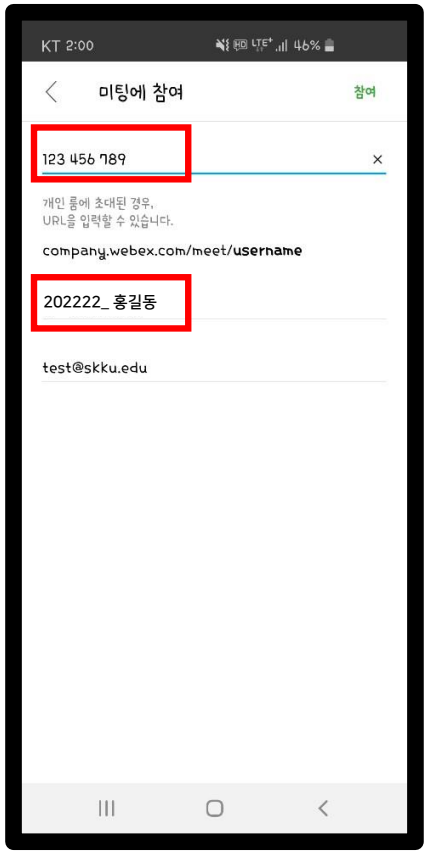
Enter Webex Meeting Room with Smartphone



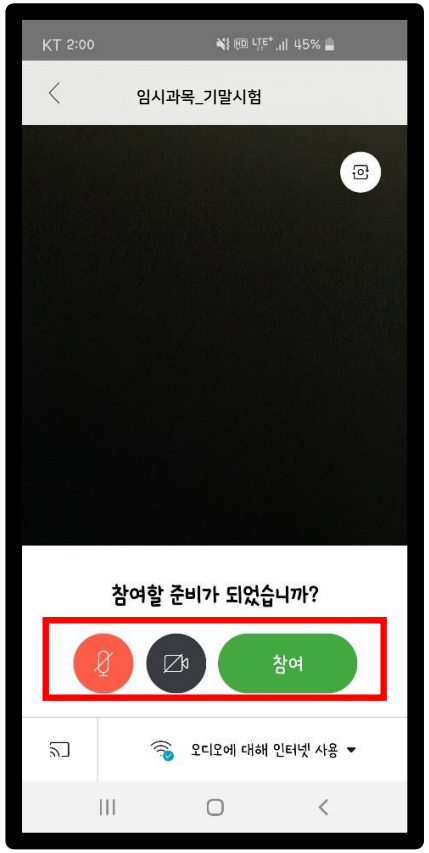
Search and Install Cisco Webex Meetings



Click the Join button



Participate by meeting room number notified in advance



Join after setting up video ON

Webex Screen Setting for Exam (Smartphone)

i-Campus를 활용한 시험 운영 가이드 및 응시 유의사항

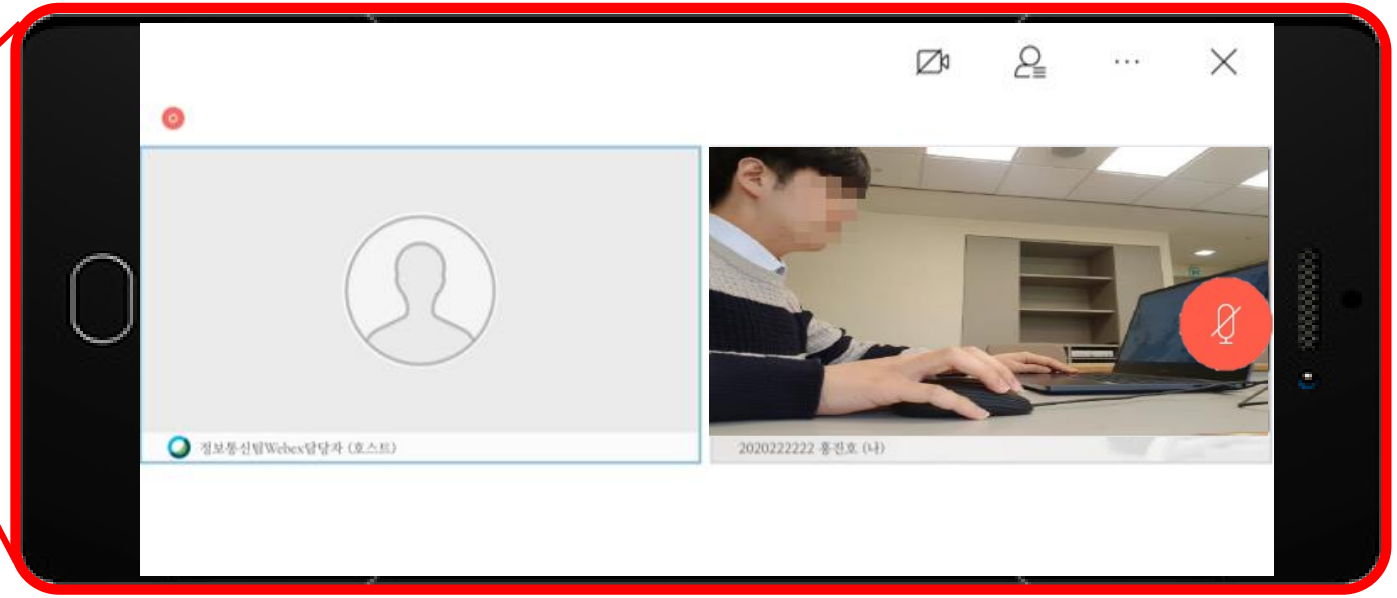
Webex Screen Setting for Exam

- Please enter the notified test meeting room at least 10 minutes before the start of the exam and check the examination screen.
- Use the horizontal mode view of the smartphone to place the smartphone horizontally.
- When you set up the video with the smartphone front camera, set it up to show your PC monitor screen, face, and both hands.

[Aerial View]

[Appearance from the Back]

[Smartphone Webex Screen]

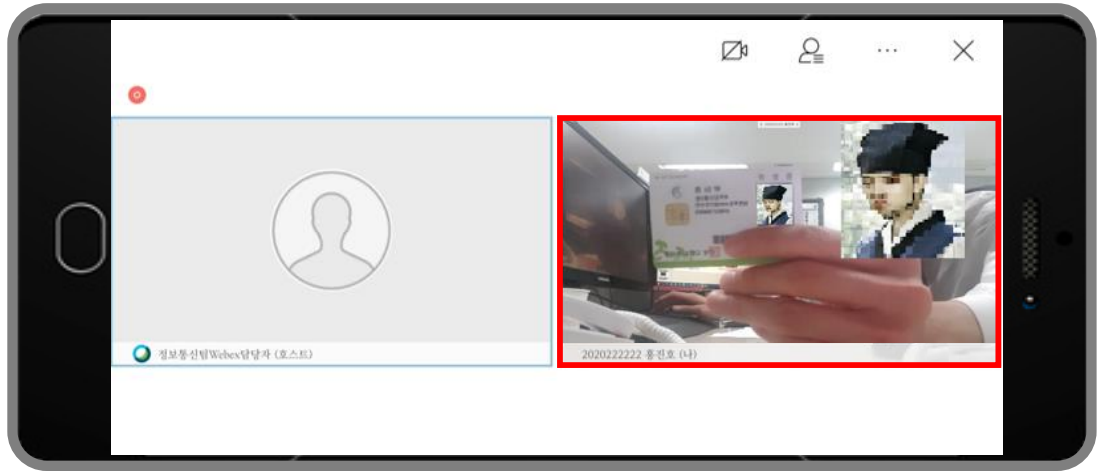


Identification and Monitoring using Webex

i-Campus를 활용한 시험 운영 가이드 및 응시 유의사항

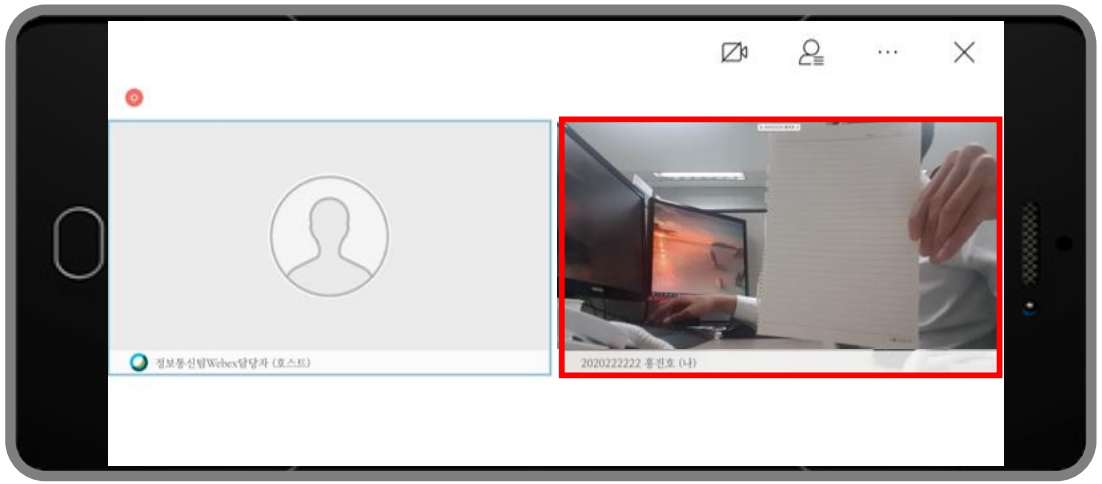
Identification

- Following the guideline of the instructor and TA, show your ID card on the smartphone screen during identification time.



Note Check

- Following the guideline of the instructor and TA, show the prepared note(A4) on your smartphone screen.



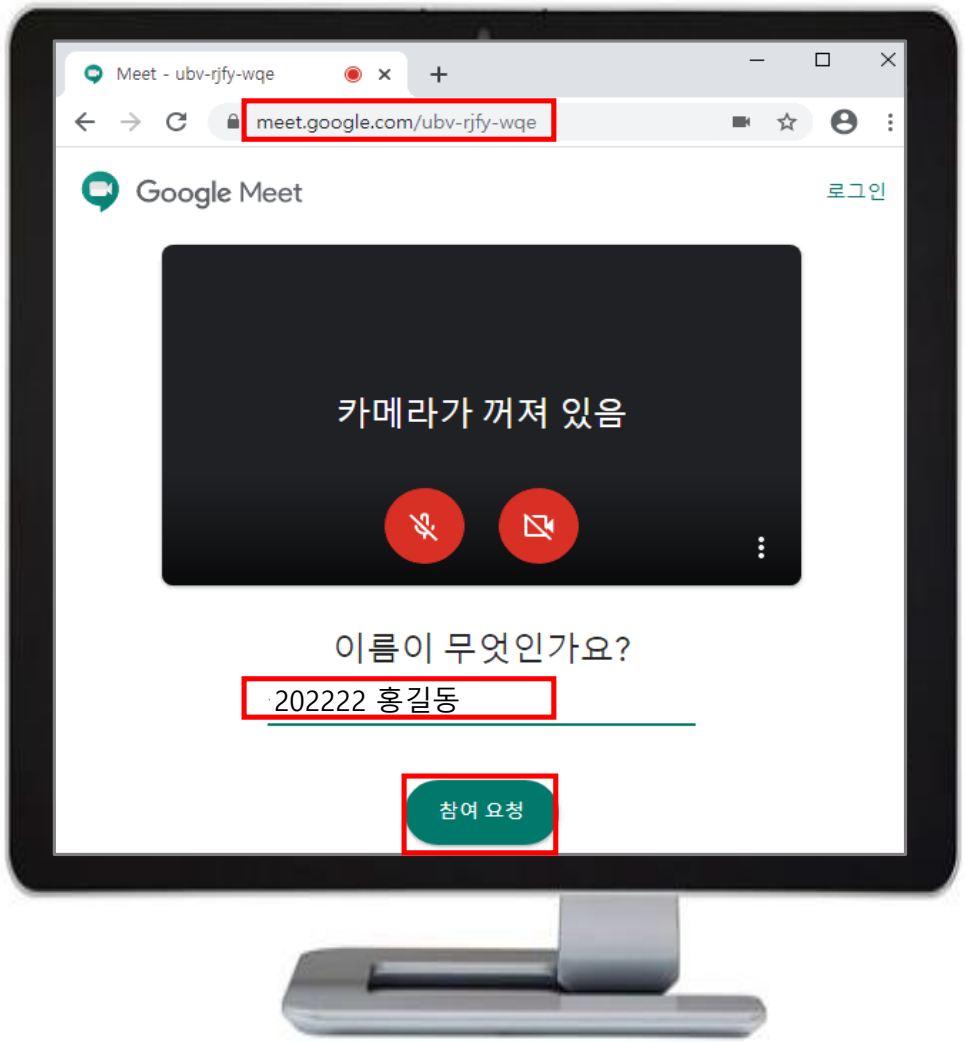
Access to ‘Meet’ Meeting room (PC)

i-Campus를 활용한 시험 운영 가이드 및 응시 유의사항

Access to Google Meet via PC

- Enter the "Meet" URL you received through Webex in the Chrome browser address bar on your PC.

- When the Meeting Room window appears, turn off the camera and microphone. Enter the student number+name, and press the Request Join button.



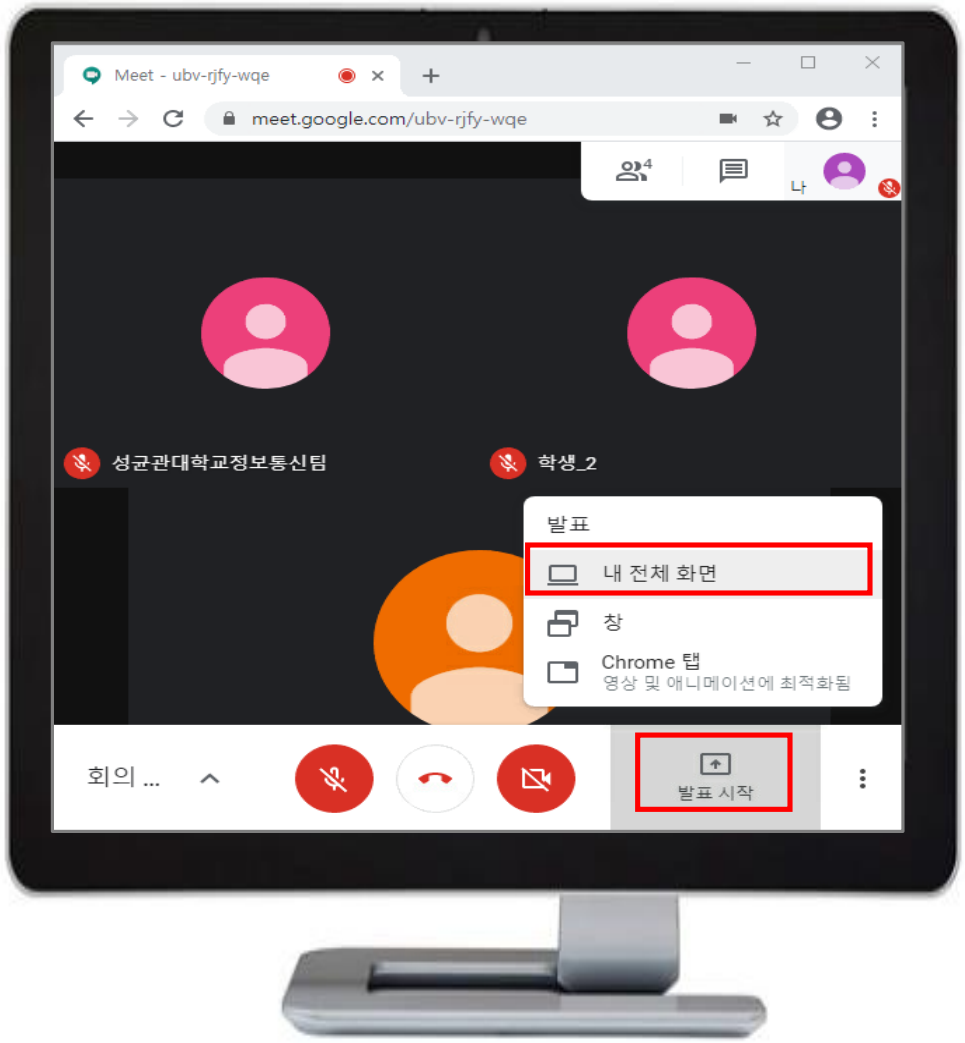
‘Meet’ PC Screen Setting (PC)

i-Campus를 활용한 시험 운영 가이드 및 응시 유의사항

Google ‘Meet’ PC Screen Setting

- Once the host accepts entry to the Meeting Room, click the "Start Presentation" button at the bottom to share "My Full Screen".

- Minimize the Meet Meeting Room window, then maximize the i-Campus window and display it on the monitor.

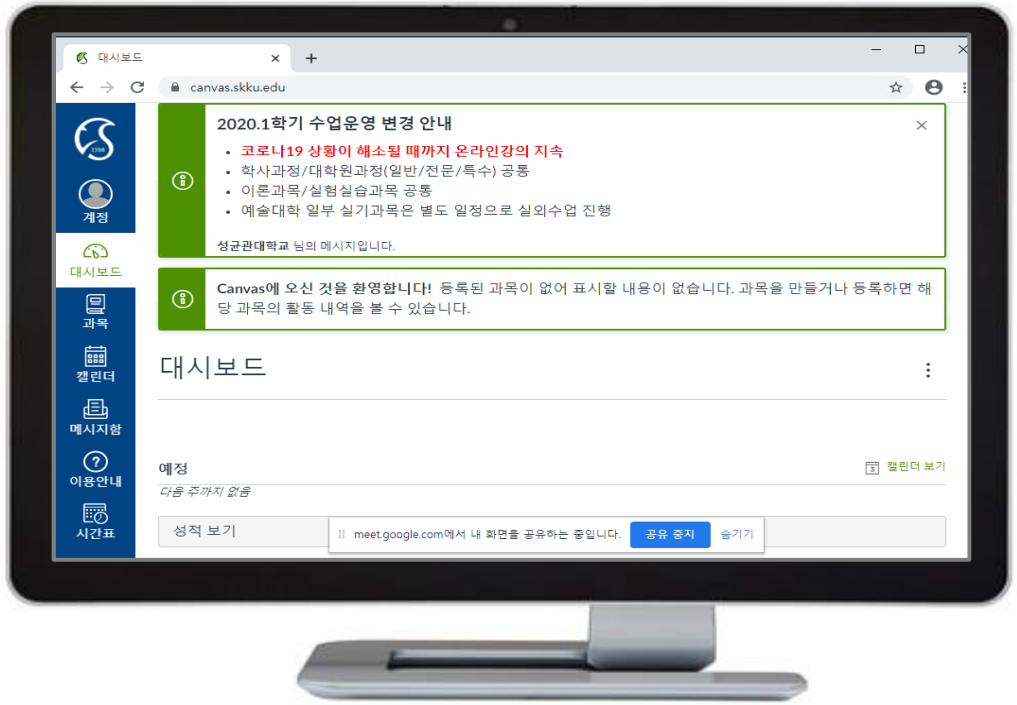


Monitoring Using Meet (PC)

i-Campus를 활용한 시험 운영 가이드 및 응시 유의사항

Adjust PC monitor to show i-Campus only

- Minimize the Meet window, then maximize the i-Campus window to take the exam.
  Do not switch to a screen other than i-Campus during the test.



Precaution During Exam (Webex + Meet)

i-Campus를 활용한 시험 운영 가이드 및 응시 유의사항

Precautions for real-time monitoring via Webex + Meet

- **Do not leave the meeting room(Webex&Meet) early during the exam.**
- **Do not leave the meeting room if the online answer sheet is insufficient.**
- **You may leave the meeting room after approval by the instructor or TA in charge.**