

2019-2020-1 学期线上补考要求

Requirements of Online Makeup Exams for Semester 2019-2020-1

1. 考试物品准备 General preparation for exams

(1) 考生本人护照 Personal Passport

(2) 答题纸（空白纸）、草稿纸、笔、计算器等考试所需文具。White paper used as Answer Sheet, draft paper, pens, calculator, etc.

(3) 若为开卷考试，请准备相关资料。If it is an open-book online exam, prepare the necessary materials such as textbooks, notes, exercise books and so on.

2. 线上考试设备要求：电脑 1 台+手机 1 部+稳定的网络接入

Required facilities for online exams: 1 computer+ 1 cellphone+ Reliable INTERNET Connection

(1) **电脑：**建议使用笔记本电脑进行考试；如使用台式机，需增加摄像头和话筒，并确保正常使用。已安装 VOOV MEETING 视频会议软件。

Computer: Laptops, fully charged, are highly recommended for online exams. If you have only desktops, an extra camera & microphone are also needed. Moreover, install VOOV MEETING software in your computers before exams.

Website of VOOV MEETING: <https://voovmeeting.com/>

(2) **手机：**已安装微信 APP，可正常登录以查看试题，可正常用于拍摄、上传图片文件。

Cellphone: Install Wechat in your cellphone. Make sure the camera of your

cellphone is good enough for taking very clear pictures of your own answers.

(3) **网络**：稳定的有线或无线连接网络，避免考试过程中长时间中断。

INTERNET: Reliable INTERNET connection is very important whether it is wired or wireless. **Try best to avoid long time or frequent off-line status happening during the exams.**

3. 考试环境要求 Environment requirements

(1) 考试须在独立、封闭、安静的房间进行。考试过程中，除考生本人外，其他人不得进入房间。

Find yourself a separate, closed, quiet room to do the online exam. **During the exam, no one is allowed to enter the room except yourself.**

(2) 考前 15 分钟，根据给定的会议 ID 码和密码，在电脑上登录 VOOV MEETING 视频会议软件，开启摄像头和话筒。摄像头正对考生，保证学生的头、肩部及上半身应始终处于视频画面正中间。示例如下：

Students are required to enter the VOOV MEETING room using the given conference ID number and password to test the video and voice connection, 15 minutes before exam starts. **Students must adjust the distance to camera to show the upper part of the bodies in the video as the left side example.** It is absolutely not acceptable if only a face is shown as the right side example.



(3) 考试过程中，摄像头和话筒须全程开启，学生不允许发言讲话。遇特殊情况，请在视频软件中留言。

During the exams, the camera and microphone must be on at all times and students should keep silence. Any problems, leave messages to teachers by using the “Chat” function in VOOV MEETING.

4. 提交答题结果

(1) 考试前，学院会建立补考课程的微信群。请考生注意：为满足线上监考的要求，每个补考微信群不超过 24 个学生。考试试题将于考试开始后在微信群中公布。

Before the exams, WeChat groups will be set up for each exam. Students should pay close attention to the updates in WeChat groups. Please note that the number of students in each WeChat group is below 24. **Students will be given the exam questions through Wechat right after exam starts.**

(2) 题目解答要求写在自备的答题纸上。

Students must write down all the answers to the questions on the prepared Answer Sheets.

(3) 完成答题后，逐一拍照答题结果，将所有图片打包压缩，并把压缩文件发送至监考老师指定的邮箱。请务必在考试结束 15 分钟之内发送上述邮件。以收到邮件的时间为准，超时提交的视为无效答案。邮件标题里，请注明本人学号和参加的考试课程。

After exam, **students must take pictures of all the Answer Sheets, compress all pictures into a zipped package (*.zip) and email it to the address given by the invigilator.**

Be sure to send the above email within 15 minutes after the end of the exam.

Subject to the time of receipt of the mails, answers received much later than the deadline will be regarded as INVALID.

Please write clearly in the email title about your students' ID number and the course name of the exam you took.

(4) 拍照时，应将护照个人信息页与每页答题纸一同拍摄，确保个人信息与每页答题纸在同一份图片中。示例如下：

When taking pictures, **students must put personal passport page together with the Answer Sheet** as the example given below:

