Hi Everyone,

I hope all is well. Here is a quick summary/reminder of the exam details...

To study for the exam you will just study as for any in-person exam. Please note that the exam is cumulative.

The date, time and duration of the exam is the same as originally scheduled (i.e. the time allocated to work on the exam is the same). You will be given a Zoom invite to join the virtual session in which you will receive further instructions. You should join the Zoom session 10 minutes before the exam starts to ensure your internet connectivity works and you do not miss any exam instructions (Note: Please use your name when you log into Zoom so we can identify you in the Zoom chat window). The exam instructions will be announced similar to what you are familiar with in an in-person exam. Once the exam instructions have been announced, the exam will become available to you on Quercus. From that point forward the clock will start.

As in any exam you are expected to uphold academic integrity by not collaborating with anyone. Any collaboration is an academic offence. If you are aware of this happening and you are not directly involved, it is expected that you report this to the exam invigilator(s).

You will require the following for the exam:
- Microsoft Excel with Analysis Toolpak, Solver, Developer Tabs (similar to the settings in the FLC)
- If you like, you could bring a Pen/Pencil and Papers for your own use
- Access to Quercus and E-Mail
- T-Card (or Government Issued ID) and a Camera to take a picture for ID verification

To ensure fairness and consistency, everyone will receive the file(s) and will submit the same file(s) with your solutions/work (i.e. similar to what you are already use to). *Note: Your webcam can be turned off and will not be needed.*

When the exam time is up, you will e-mail in all files. *A day before the exam, it is HIGHLY RECOMMENDED that you practice taking a picture of a sample page with your camera/phone and can e-mail it. It doesn't take long to take a picture and to e-mail it.*

You will be given a FAIR amount of time to e-mail the files to a specific e-mail address once writing has stopped. It is similar to an in-person exam in which when the time has stopped you are required to stop writing and the invigilators are to pick up the exam booklets (or collect files). In this case you are e-mailing the files.

Anyone that continues working on the exam after the clock has stopped has committed an academic offence.

Again, please be present for the exam instructions in the beginning so the exam experience can run smoothly for you. The specific process for ID verification will be announced then. The invigilators, TAs and myself will be available in the Zoom chat window for questions. If the chat window doesn't work for some reason, you will be able to reach me (us) by alternative means (e.g. e-mail or text/phone).