

KU Department of Mathematics

Remote Qual Procedure Fall 2020

Qualifying exams for Fall 2020 will be held remotely using Zoom (invite to be emailed on 8/13), according to the following schedule (CDT, Lawrence time):

- Monday, August 17, 9am-12pm – Analysis
- Tuesday, August 18, 9am-12pm – Numerical Analysis
- Wednesday, August 19, 9am-12pm – Algebra
- Thursday, August 20, 9am-12pm – Probability and Statistics

To participate, students will need:

1. To respond to all emails from the Department about your intention to participate.
2. To register [here](#) no later than Tuesday, August 11.
3. A computer with reliable internet access and camera, available for the full time period 8:30am -12:30pm on the designated day(s), with [Zoom](#) installed.
4. A smartphone with Zoom and scanning software installed. Free scanning apps include [Adobe Scan](#), [Genius Scan](#), [Microsoft Office Lens](#), and [Scannable](#).
5. To participate in a “trial run” to become comfortable with remote exam procedure. Trial runs will be held Wednesday August 12 and Thursday August 13 starting at 9:00am via <https://kansas.zoom.us/j/99428559593> (password: **973171**).
6. To grant your permission to be recorded while taking the exam.
7. To submit your work as a scanned PDF file (not a photo!)
8. To consent to waiting after you upload your exam while we make sure your file is complete and legible, and if needed, coordinate with the proctor to make it right.
9. To certify, **on your honor**, that you have taken the qual without consulting any textbooks, papers, notes, websites, or received any other help or clarification, from any other human or online source.

If you need any kind of help (tech setup, quiet space to work, etc.), contact Kate Pleskac (kate.pleskac@ku.edu) **by Monday, August 10** (the sooner the better) so we can make sure you have what you need.

Examination Day Procedure:

1. Ensure that you have a quiet place in which you can be alone and undisturbed for three hours.
2. Clear your workspace of everything except for your computer, paper and pens, graphing calculator (if permitted), drinks and snacks, and a copy of these instructions. You should also have a cell phone nearby for scanning and for emergency use.

3. The Zoom link will be sent to your KU email account prior to the exam.
4. The Zoom meeting will open at 8:30am each day, 30 minutes prior to the start of the exam. **Enter the Zoom meeting no later than 8:40am.** If you enter later, you may not be allowed to participate. Set your Zoom name to your real name. **The proctor will be recording the Zoom meeting.**
5. Make sure your video is on and your computer camera positioned so your face and workspace are visible. During the exam, your computer speakers should be on and your microphone should remain off. The exam will not start until the proctor confirms that everyone is set up correctly.
6. Kate will share a link to the exam from the Zoom chat. You will work on the exam from 9 am to 12 noon. You may not consult any source whatsoever, whether physical, remote, human or machine.
7. Solutions must be handwritten on white paper. Start a new page for each problem and number the pages. Do not write your name (so the grading can be anonymous).
8. If you have a question, send Kate a private message and “raise your hand” in Zoom so she has visual queue to check the chat.
9. Please limit yourself to at most one brief restroom break, which should not be before 10:00am. Before you take a break, inform the proctor by private chat.
10. Call or text Kate at 785-592-1608 immediately if you encounter an emergency, such as an Internet outage.
11. **When Kate calls time, scan your work into a PDF file and email it to kate.pleskac@ku.edu. Wait for confirmation that it was received and is legible before you exit Zoom.**

Updated 8/4

Q: Can I use a tablet to write out my answers?

A: Everyone should use pen(cil) and paper. (The Michigan rules, from which ours are adapted, permitted tablets, but we decided to require pen and paper for uniformity between test-takers.)

Q: Can I use a calculator?

A: Calculators are allowed on the Numerical Analysis and Prob/Stat quals, but not on the Algebra and Analysis quals.

Q: What if I have a question regarding an exam question?

A: A faculty member will be on Zoom when you receive your exam. They will stay on Zoom for at least 10-15 minutes so students have a chance to ask questions. If a question arises during the exam, you can send Kate a chat and she will ask a faculty member to rejoin the Zoom session if needed.

Q: How should scans of our answers be submitted?

A: Each exam question should begin on a new piece of paper. It is important to clearly label which question you are answering and include page numbers. Do not include your name on the exam to allow for anonymous grading. Scan your answers as one pdf file. Students will be assigned a letter on the day of the exam. Please name your pdf file with your assigned letter, e.g., Student A_ProbStat_Qual.pdf, and email this file to

kate.pleskac@ku.edu. Kate will confirm receipt of file and will check to see if the file opens. It is the student's responsibility to check to see if scans are complete and to ensure no work is cut off.