

Notes on Make-up Exam for A Semester 2019-

The make-up exams for A Semester 2019 that have been postponed due to the outbreak of COVID-19 will be conducted through online as indicated below:

Course	Date	Period	Method
Mathematics II① (PEAK)	Tuesday, May 26	Period 1 (8:40-10:10)	ITC-LMS
Mathematics I① (PEAK)	Tuesday, May 26	Period 4 (15:05-16:35)	ITC-LMS
Information (PEAK)	Tuesday, May 26	Period 5 (17:00-18:30)	Zoom

➤ Notes on Taking Online Examinations through ITC-LMS

1. Exam method

Online examination will be conducted on the ITC-LMS course site for Mathematics II① (PEAK) or Mathematics I①(PEAK) you registered in 2019 A Semester.

Exam questions will be posted on the " Assignments " section of ITC-LMS. For examinees, please check the exam questions on your device at home, write the answers on a sheet by hand (Use A4 or B4 size white sheet), upload the file for the answers (images, PDF, etc.) electronically using a smartphone / digital camera / scanner, etc. to " Assignments " on ITC-LMS.

You can submit your answers until 20 minutes after the exam end time, please be prepared in advance so that you can submit them smoothly in time.

2. Answer sheet test submission period: from Monday, May 11 to Wednesday, May 13

For examinees, please make sure to do a answer sheet test submission. Questions will be posted on the " Assignments " section of ITC-LMS during the above period. Please create an answer sheet as instructed and upload the digital file through ITC-LMS.

If you have any problems, please submit a report online through the following form: <https://forms.gle/RcMsd3V2FY7EZOqu6>

3. Notes on the exam day

Please follow the instructions given by the course instructor if any.

- Exam duration: 90 minutes

- Items permitted during the exam : Prints distributed in the course and notes written by yourself

- Answer sheet: A4 or B4 size is preferable.

- Your full name, student ID number, course title of the make-up exam, and the name of the instructor must be written on the upper part of each sheet.

- If you have several answer sheets, please number each answer sheet like 1/3, 2/3, 3/3.

(Submission of the answer sheets)

- Please write the answers legibly by hand. If the answer cannot be read, it will not be evaluated.

- To create the digital file, you can use a smartphone, digital camera, tablet etc., or convert to PDF with a scanner. Please upload an image or PDF file.

- You may submit the answers before the exam end time.

- The submission deadline of the answer sheet is 20 minutes after the exam end time. You cannot upload after the deadline.

- If you are not able to submit your answers through ITC-LMS due to a malfunction of ITC-LMS or network failure, etc., create an email explaining the situation and reason, attach the answer to the email, and promptly send the email to your instructor. (Please note that email submissions will not be accepted after a certain period of time from the submission deadline.)

The email address of the course instructor will be specified during the make-up examination.

➤ Academic misconduct

- It is considered to academic misconduct to refer to anything other than permitted items, to have someone else take an exam on your behalf, or to take any help of other person during the exam. Please do not take any action that may be considered as academic misconduct, such as taking the exam with others in the same room or contacting with others.

- Any student found to have engaged in improper conduct will have the grades for all courses taken during the semester including both two terms within the semester nullified. In addition, any student that is found to have engaged in improper conduct in the second year will have any Senior Course Selection Procedure (Shingaku-sentaku) or official acceptance revoked.

- This applies equally to any student that assists others in engaging in cheating or similar dishonest behavior.

➤ Note

If you have any essential problems when taking the make-up examination, please submit a report online through the following form **as soon as possible within the exam day**:

<https://forms.gle/RcMsd3V2FY7EZOqu6>

PEAK/GPEAK Section, Academic Affairs Division,
College of Arts and Sciences