南京航空航天大学

线上考试申请书 Online Exam Application Form

中文名 Chinese Name		性别 Gender		班级 Class		学号 Student ID	
专业 Major				在境内或境外 Inside/Outside China			

| 线上考试

要　求

Requirements

for online

exams | **1.** <u>考试物品准备</u> **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. <u>线上考试设备要求</u>：电脑 1 台+手机 1 部+稳定的网络接入

<u>Required facilities for online exams</u>：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 and 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"学习通"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 "Superstar" APP in your cellphone. Make sure you can log in the APP to see the exam questions and 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.
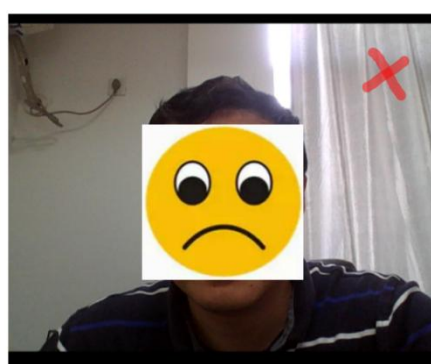
3. 考试环境要求 Environment requirements

（**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.
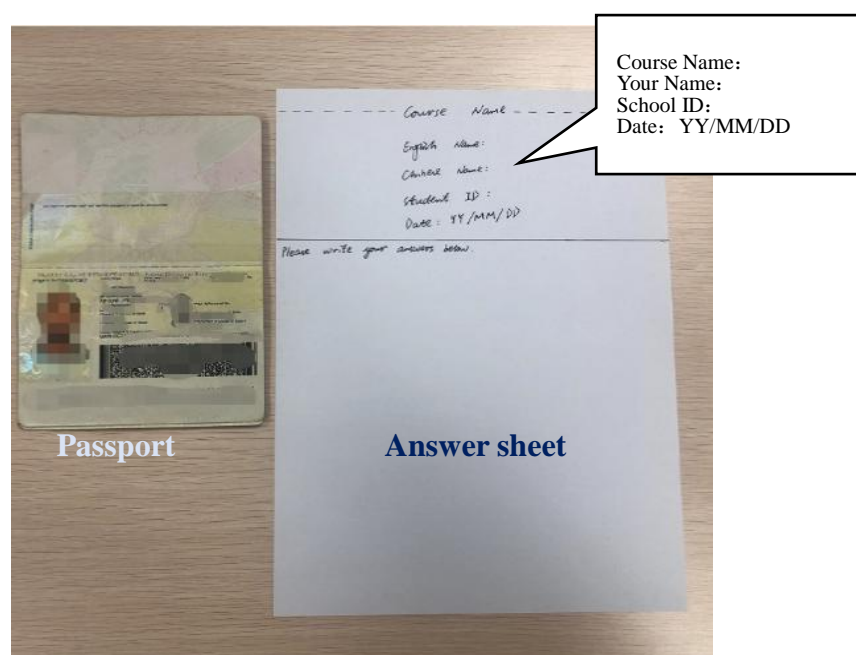
4. 提交答题结果

（1）使用手机登录"学习通"APP 查看考试试题，题目解答要求写在自备的答题纸上。

Students are asked to get exam questions through "SuperStar" APP using cellphones and write down the answers to the questions on the Answer Sheets.

（2）完成答题后，将答题结果拍照后上传"学习通"APP，一题一传、无遗漏。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：

Take a picture of the Answer Sheet for each question and upload in the "SuperStar" APP . For each question, students are asked to upload the Answer Sheet image in the given area. When taking pictures, students must put personal passport page together with the Answer Sheet as the example given below:

Course Name：
Your Name：
School ID:
Date：YY/MM/DD

Passport   Answer sheet

本人承诺 及签名 Promise and Signature	我自愿申请参加 2019-2010 学年第二学期线上考试。我已认真阅读以上线上考试要求，并承诺做到： I apply to attend the online exams of semester 2019-2020-2. I have carefully read and understood all the above requirements. I also promise: 1. 考试前，按线上考试要求做好各项准备工作。 I will fully prepare for online exams according to the requirements. 2. 克服时差问题，按时参加考试。 I will overcome time differences and attend online exams on time. 3. 考试过程中积极配合网络监考，遵守考试诚信，杜绝一切作弊行为，独立完成试卷，并在规定时间内、按照规定要求提交答题结果。 I will cooperate with online exam invigilation, obey exam rules of integrity, resist any cheating behaviors, complete all questions independently and submit answers in time as required. 4. 若考试过程中发生违规、违纪情况，或试卷批改过程中发现与他人试卷雷同的，本人自愿接受处罚，并承担相应的后果。 If I violate regulations or rules during the online exams, or my submitted answers are found uncoincidental similarities with others, I will accept the punishments and take all corresponding consequences. 签名（E-Signature） 年（Y）　　月（M）　　日（D）