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| (COURSE)Final Exam – FE **Month XX, 20XX**  **Dear Student,**  You will have 120 minutes, counting from the official start time, to complete the following exam, thus, manage your time effectively. Carefully read the instructions below, as well as all of the exam questions, before you begin.  This is not an open-book exam; therefore, (1) any sort of communication with colleagues and (2) the use of any material, other than that specified hereinafter, are not allowed. Noncompliance with this rule will constitute a violation of Insper’s Code of Ethics and Conduct and will result in disciplinary action specified therein.  Work ethically!  1) This exam is proctored online. To take the exam, you will need:  • A desktop or a laptop computer with a conventional operating system (mobile devices will not be accepted)  • Microphone (built-in or external)  • Webcam (built-in or external)  • Google Chrome browser (the proctoring system only works in Google Chrome)  • To install the proctoring Chrome extension (required for the system to work)  To install the proctoring extension, go to <https://getproctorio.com/> and follow the steps as indicated.  If you have any questions or need assistance, please notify your teacher via chat and contact the Help Desk Team by [raising a support ticket](http://e.allin.insper.edu.br/bendar/?atmca=8722210&atmme=1&atmte=1&atmso=ck&utm_content=258134986) or calling (11) 4504-2550.  **2. The use of headphones/earbud/earplugs is prohibited during the entire exam.**  3. If possible, make available alternative at-hand internet devices and/or connection, in case your main internet source fails during the exam. One possible option, for instance, is to use your mobile internet network.  4. This exam is composed of X questions: XX open-ended question and XX multiple choice. If you find out that there is a missing question in your exam, please contact your professor immediately via Teams chat.  5. Before leaving the exam room, make sure you have submitted your exam properly. Ensure that the question files have been uploaded (if applicable) and that you have closed the exam at the end. You are responsible for the proper submission of all questions. Exams submitted after the deadline will not be accepted.  6. If you need to step away from camera – e.g. if you need a bathroom break – let your professor know via Teams Chat and/or speak to your camera, stating the reason for your momentary absence. This way your absence will be recognized and justified by the proctoring system. Remember to be quick and return to your exam promptly.  **Good luck!** |