

GUIDANCE FOR WRITTEN EXAMINATIONS OR LABORATORY WORK

This guidance for written exams to be carried out remotely recalls and completes the general regulation of online oral exams approved with DR 358 of 12 March 2020.

Mandatory requirements for the remote-mode written exams:

A. Hardware

- Desktop or laptop PC/Mac or tablet equipped with a webcam and audio input compatible with the video conference software indicated below
- A smartphone with a fully charged battery or access to power.
- A scanner if available

B. Software

-A videoconference software. The University suggests using ZOOM or GoogleMEET (for technical aspects, refer to the instructions published on the site). The instructor, however, can also choose different solutions, authorized by the President of the School after consultation with IT Services.

If the exam has to be carried out with pen and paper, a scanning software installed on the smartphone or tablet is required (eg G Drive for Android, Adobe, Camscanner, Genius, etc) so that you can scan and upload their papers in pdf or jpg format.

C. Internet connection

You will need to have access to an internet connection that is reliable and reasonably fast. (ADSL, 4G, fibre with a good signal). We advise you to limit as much as possible any other connections to the modem during the exam time (such as other people streaming films, video calling, etc).

Make sure you have bookmarked the link to the videoconference so that you can reconnect as quickly as possible in case the connection drops.

D. Issues with the required hardware or software

If you do not have any of the necessary devices you need to let your instructor know BEFORE the exam date so that they will be able to define, together with the President of the School, alternative methods for carrying out the test.

PLEASE NOTE: If you lose the connection during the exam session, the written exam is converted into an oral test with the possible solution of exercises;

E. Written exam (to be carried out on pen and paper or as an exercise on the computer/online)

- The instructor will organize all the details including date and time of the exam plus any material the students need to have and will share them with the candidates via a convocation on Google calendar, email and any other appropriate means. Instructions could also be uploaded onto MOODLE or GDrive.
- All communication must be carried out from the Unifi email address.
- Students need to send to their instructor a valid photo ID and have the same document handy to show in the webcam session.
- The students need to set up an appropriate area with the PC /laptop possibly against a wall so that nobody is standing behind the camera. Students must be alone in the room.
- The instructor can ask for a 360-degree pan of the room at any time.
- The exam session will be recorded.
- By participating in the session, you give your consent to the recording. Information on data processing can be found on the Unifi website.

For pen and paper exams:

- students must provide themselves with enough white paper and pens/pencils and set up the camera so that the frame covers their upper body, the desk space, their hands and their smartphone placed face down. We recommend sitting 1.5-2 from the camera.

The sheets of paper must have their name, student number and any other information the instructor deems necessary;

keep the smartphone always visible and face down;

PRIOR to the exam, you need to carry out some testing with the scanning software so that you can produce a single file with multiple pages in case it is needed.

For exams done on the computer:

make sure the webcam frames the head of the candidate, their hands, keyboard, mouse and screen.

If you do not have a detachable webcam you can connect with your smartphone/tablet. In this case the computer will not be connected to the videoconference. Make sure the device has enough charge for the entire session or that it has access to power.

Please note that if the connection drops because the device has switched off the exam will be void;

make sure your computer hardware and software are working properly and you have your ID handy;

keep your webcam/smartphone/tablet on at all times ensuring that you are always in the frame have only one microphone on. If more than one mike is active, they will cause severe audio interference.

Your instructor will fix a number of rules, including:

- if you lose the connection your exam will be transformed in an oral exam where you might be asked to solve some problems.;
- if you are caught cheating your exam will be voided, pending further measures;
- if you leave your seat without authorisation before the exam is over your session will be voided.

F. The exam procedure

Before you start:

keep your smartphone in full sight and face down and show 360 degrees view of the room (unless your phone is used for the filming)

During the exam:

your instructor will share with the participants the exam questions/tasks;

At any time during the exam, they can ask any student to show a panoramic of the room, to verify that no one is in the room and the exam is being carried out correctly.

Handing in your paper:

At the agreed time all students drop their pens and show their papers to the webcam (it can be done at the same time for everyone as the session is recorded);

In case the test is on the computer all students upload the file at once as per instructions given;

In case of pen and paper exam the students need to scan the sheets into a single file and name the file with their name and student number and upload it as per instructions given;

The session is terminated when the instructor confirms to having received all tests and declares the session concluded.