GUIDELINES FOR ONLINE EXAMS
English version for International Students

These guidelines regulate the management of online examinations from 8th June 2020 until the moment when the end of the epidemiological emergency is decreed.

EXAMS ON WRITTEN PAPER BY VIDEOCONFERENCE

The following instructions suit online exams on written paper by videoconference, with groups of 8-10 students maximum. This small number of students allows an easier check by the Commission and limits network problems. Larger numbers could be admitted if the effectiveness of network connection is verified.

STUDENTS MUST:

• Use a device with a webcam and microphone compatible with Google Meet videoconference software;
• Upload, in the space provided on the DIR page of the course:
   ✓ the "Dichiarazione per il sostenimento degli esami a distanza" in PDF format BEFORE the exam (download it on the Department website)
   ✓ the written document at the end of the test. To create PDFs with smartphones, you can use "Microsoft Office Lens" available for Android and IOS; with a notebook you can use a scanner and save the generated image in PDF.

Instructions to be followed before the written test

• Try to produce a single PDF file from two or more scans (or photographs) using the software installed on your computer or smartphone.

• Be sure that in the room where you take the exam there is no other people and that the desk / workstation is placed against a wall in order to exclude the presence of any people in front of you.

GCA/pp

• Prepare white sheets and a pen. Your face, hands and sheets should be visible in the webcam as in the following image.

Instructions to follow at the end of the written test

• Remove the pen and show the teacher the sheets of the written test via webcam.
• Produce the PDF of the written document (see above) using a scanner or use the camera of your smartphone or tablet.
• Name the PDF in this way:

<div align="center">

LAST NAME_STUDENT ID NUMBER.PDF

(e.g. ROSSI_20002020.PDF).

</div>

• Upload the PDF (LAST NAME_STUDENT ID NUMBER.PDF) in the DIR area of the course under the heading prepared by the teacher.
A short tutorial is available at
www.dir.uniupo.it/mod/book/view.php?id=81130&chapterid=113

2. EXAMS BY ONLINE TESTS (WITH MOODLE / DIR)

The following instructions suit online tests available on DIR, with groups of 8-10 students maximum. This small number of students allows an easier check by the Commission and limits connection problems. Larger numbers could be admissible if the effectiveness of network connection is verified.
The teacher can consider, if necessary, the possibility of an oral integration of the test.


STUDENTS MUST:

• Use a device (preferably a computer) with a webcam and microphone compatible with the Google Meet videoconference software;
• Upload the "Dichiarazione per il sostenimento degli esami a distanza" in PDF format in the space provided on the DIR page of the course BEFORE the exam (download it on the Department website).

Instructions to be followed before the test

• Be sure that in the room where you take the exam there is no other people and that the desk / workstation is placed against a wall in order to exclude the presence of any people in front of you.
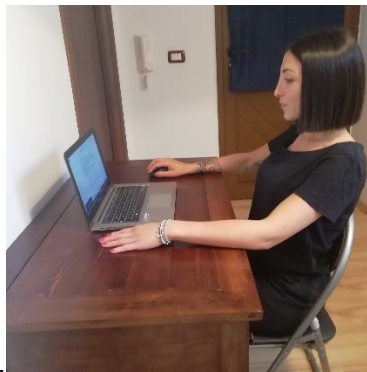
Your face and hands should be visible in the webcam as in the following image. Keep the microphone on all along the test.
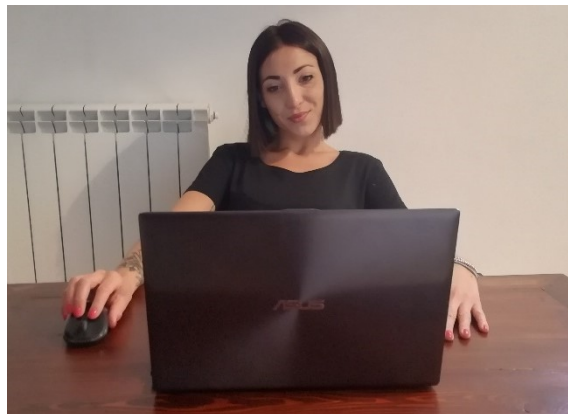
• Log into the DIR test using the link that the teacher has previously sent you via Google Meet "Chat".

Instructions to follow during the test
• Answer test questions in the given time and keep the eyes turned towards the monitor.
• Do not consult any sources (local and online) during the exam.
• During the test, the teacher may ask you to share the monitor through the "PRESENTA ORA IL TUO SCHERMO" function in Google Meet.
• Click on "TERMINA TENTATIVO" at the end of the test and follow the instructions to submit it for correction.

3. INDICATIONS FOR ONLINE WRITTEN EXAMS
FOR STUDENTS WITH SENSORY AND LEARNING DISABILITIES

In compliance with the regulations on sensory and learning disabilities, please, refer to the guidelines for managing online examinations - see link
https://multiblog.uniupo.it/sites/default/files/istruzioni_esami_scritti_online_disabili_e_dsa.pdf

Preliminarily, the student must complete the forms related to the request for the supports that they intend to use during the test. Please, use this link:
https://forms.gle/m1dGEZ328bwXdpXg9.

4. ONLINE ORAL EXAMS — INSTRUCTIONS FOR THE STUDENTS

1. Students can take online oral exams through the Google Meet platform. It is everyone's responsibility to be able to participate in a video conference session through this easy system. In any case, numerous tutorials are available online.
2. Professors will convene the students by the platform www.studenti.uniupo.it (Esse3). Students will receive an email with the date and time of the exam.
3. Students must upload in PDF format, in the space provided on the DIR page of the course:
   a. the Self-Declaration, which can be downloaded from the University/ Department website;
   b. an ID-document (identity card, passport, residence permit, smartcard)

   To create PDFs from smartphones you can use "Microsoft Office Lens" available for Android and IOS.

   No one who does not send the signed form to his/her Professor can take the exam.
4. Professors will send the link to the video session to the institutional email address of the candidate at least one hour in advance
5. After logging in, Professors will identify the student through www.studenti.uniupo.it (Esse3), where you have uploaded your photograph at the time of your enrollment. In case of doubt, Professors can view the copy of the ID document that you have uploaded on DIR.

6. At the end of the exam, Professors give their assessments orally and record them. At this point, the student can leave the video-session. At least one witness must keep online for the next exam.

7. Students with disabilities can use compensatory tools (L. 104/92 and L. 170/2010), or conceptual maps, previously approved by the Professor and viewed by the Student Service, or non-scientific calculators.

8. To prepare your private place where you are going to take the exam, please follow the video tutorial available on the Website. These are the most important indications:

   a. choose a bright room with front light;

   b. position the computer or mobile device so that the camera stays still and is approximately at eye level;

c. turn off all devices that may disturb or interrupt the exam session;

d. turn off the microphone while attending other students' exams.