

## **Guidelines for distance examinations – first term academic year 2020-2021**

### **Foreword**

Please note that the University has approved the Student Regulations which have come into force on 12<sup>th</sup> February 2019. These regulations outline, among other things, students' rights and duties.

Specifically, articles n.44 Norme di Disciplina (Discipline Rules) and n.45 Accertamento dell'illecito disciplinare (Disciplinary Offence Investigation), regulate the consequences of a behaviour that, in the eyes of students might not be perceived as a serious matter, i.e. the act of cheating on a written test or on a lab test.

During the exam, it is not possible to consult notes or other materials (unless agreed with the teacher), it is not possible to communicate with anyone either in person or through computer devices.

Misconduct and/or non-compliant behaviour could result in:

- The integration of the exam with an oral test
- The invalidity of the exam.

This offence also entails disciplinary sanctions such as the exclusion from one or more exams and other forms of assessment for a period not exceeding six months or a temporary suspension from the University with consequent loss of exam sessions.

### **Introduction**

Next January-February 2021 exams will be held online, exam calls will be published on Esse3 platform. In order to sit an exam, students must register; registrations can be cancelled within 3 days before the exam date.

For additional information regarding registration and rules:

<https://www.economia.unimore.it/site/home/didattica/organizzazione-didattica/appelli-desame/articolo890017996.html>

### **Technical requirements:**

- A stable Internet connection
- a desktop or laptop computer equipped with speakers and a microphone,
- a smartphone or a tablet equipped with a webcam.

## Oral exams

Oral tests will be conducted on Google Meet or Zoom (or on any other videoconferencing tools chosen by the teacher).

Students will have to connect to the teacher's invitation link, sent by smartphone. They must sit the exam in a quiet room with closed door, their workstation must be without books, notes or any other materials useful for the exam. If the computer is on the workstation, it must be turned off. The teacher will ask to provide an overview of the room and the workstation during the identification phase to verify that rules are respected.

## Written exams

Written exams will be held on Dolly platform – see list of courses\* - and on Meet or Zoom for the visual monitoring of the exam.

Students will have to connect to the teacher's invitation link specifying the exact exam timing. The exam schedule published on Esse3 may be subject to changes.

It is mandatory for the student to remain seated facing the computer screen until the exam is completed.

In the case of disconnection from Meet or Zoom, the teacher may ask for further assessment.

Written exams will be either in **task mode** or in **quiz mode**. Each teacher (on their course page) will inform students about the chosen mode.

**Task mode:** Word, Excel or other tools may be used, a paper assignment to be scanned and uploaded to the Dolly platform is also possible.

**Quiz mode:** multiple-choice and/or open-ended questions can be submitted to testees. This mode requires the use of Safe Exam Browser (SEB) software.

As students are likely to sit exams in different modes and use various tools, it is necessary for them to familiarize with all the tools offered for online exams in order to avoid obstacles when taking the tests.

The technical instructions concerning the installation of SEB, Meet, Zoom and the software to scan paper assignments should be read carefully. They are available on Dolly (Generale – Istruzioni Appelli d'esame 1° Semestre a.a. 20-21) – here is the direct link <https://dolly.economia.unimore.it/2020/course/view.php?id=341>

\* Only for the purpose of sitting exams, discontinued CLEA courses correspond to CLEAM ones on Dolly (academic year 2020-2021)

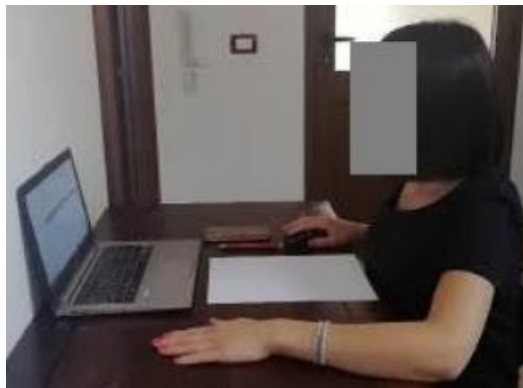
In particular:

- Economia aziendale II ----- Bilancio d'impresa
- Matematica finanziaria attuariale ----- Principi e modelli per le decisioni manageriali
- Economia delle aziende di credito ----- Economia e Management delle banche

Registration on esse3 instead must quote the correct designation according to the study plan.

Recommendations for written exams:

- If possible, students must use a room with a single access door.
- The room should be quiet and properly lit, no one but the testee should be in the room.
- The testee must Access Zoom or Meet on his/her smartphone and place it horizontally (disabling the rotation lock) so that it can always frame the student's face, hands, the computer, the entire workstation and the door of the room, which must be closed during the test.
- The workstation must be without unnecessary items (pen and paper allowed, calculator, water if indicated by the teacher).
- The use of dual screens connected to the computer is prohibited
- It is not allowed to use ear-buds and other devices (including smartwatches)
- All devices, computers and smartphones must obviously be fully charged and connected to the network. A battery charger must be kept nearby.
- The teacher will ask to provide an overview of the room and the workstation during the identification phase to verify that rules are respected.
- Once the identification procedures are over, microphones must be kept on.



In case of network connection problems or disconnection from Meet or Zoom, each teacher will evaluate the maximum amount of disconnection time allowed. In case of prolonged disconnection, the teacher can arrange a supplementary oral exam, s/he can set the repetition of the written exam or decide for the student's exclusion from the test.

We remind students that by registering for their exams on Esse3 they implicitly accept the rules regarding their correct behaviour, the possession of the computer equipment, the conduct during the exam and the installation of the software.

The non-compliance with the rules illustrated in this document is a reason for exclusion from exams.