

Operative manual on online exams for teachers and students - following the DR n. 341 of 24/03/2020

Following the provisions of the Rectoral Decree no. 341 of 24 March 2020 (Health emergency COVID-19: Distance learning: provisions on how to carry out exams and degree exams), we communicate the operating lines illustrated below.

Equipment and installation

The University supports the use of the tool Microsoft Teams. Teams is included in the Office 365 package which is available to teachers and students under the Microsoft Education license. In order to use the Microsoft Teams tool, teachers and students must comply with the following prerequisites:

-have a device with a webcam, microphone, built-in or external speakers (the use of headphones is prohibited) and an internet connection.

The program and instructions for its download can be found on the following pages of the University website:

Staff: https://www.unica.it/unica/it/ateneo_s08_ss03_sss05.page

Students: https://www.unica.it/unica/it/studenti_s08_ss12.page

The use of MS-Teams, for which the University will provide technical support, is strongly recommended but teachers are allowed to use alternative audio-video connection tools that the same teachers consider more effective and of which they are experts.

Exams

The dates of the exams are set in the calendars of each Faculty. Teachers manage exams via the University Esse3 application, as usual. Any changes of dates must be communicated by the president of the commission to the interested students through the function COMUNICAZIONE AGLI ISCRITTI, available for the management of exams in the Esse3. In case of exams with numerous candidates, the president of the commission establishes and communicate in due time to all members any subdivision into subgroups, in order to establish a calendar of interviews. The President informs candidates about how to carry out the exam and on the possible need to use specific tools to carry out the exam.

Registration to exams

Students enroll to exams following the usual online procedure through Esse3.

Commission

Please note that the examination commission must be composed of at least two commissioners (according to the provisions of the University Didactic Regulations, Art. 22, paragraph 6, and according to the provisions of the DR 341 of 24 March 2020, Art. 6) connected remotely.

After the deadline for registration and before the day set for the exam session (or at least

before the scheduled time), the president of the commission, or the commissioner in charge, creates a group (team) adding all the members of the commission. Instructions for creating the session are contained in the specific operating guide for teachers. The group must be made public with an easily identifiable name, eg: "Exam of (subject) of (date)" in such a way that the interested students not registered to the exam can identify it and ask to join (there is a specific function on Teams). The President, via the Esse3 procedure, will send students the link to the group so that they can connect.

Instructions for completing exams

All online exams must take place in the oral form.

On the date and at the time established:

Phase A

- a. the president or commissioner in charge activates the connection;
- b. the president or commissioner in charge identifies the candidates, asking to show their identification document;
- c. candidates, at the request of the commissioners, provide an overview of the environment from which they are connecting;
- d. the president reminds candidates that it is forbidden the recording of the session;
- e. the president starts the test.

Phase B

- a. At the end of each exam, the president or the commissioner in charge temporarily inhibits the audio-video interaction with the candidate and with the other students present;
- b. The commission establishes the mark;
- c. The president or the commissioner in charge re-establishes the audio-video interaction with the candidate and with the other students present;
- d. the commission continues the session with another candidate.

Phase C

at the end of the exam session (or of the session dedicated to each subgroup of students, in the case of exams with numerous students), the President communicates the results of the exam to all the examined students and proceeds to the verbalization according to the procedures in force.