



## ONLINE WRITTEN EXAMS Guidelines for students (Summer Window)

*The University of Pavia has decided to make online written exams possible starting from April 2020. In view of the summer session, the University has prepared a new online written exam modality (alternative to the one already tested) which allows a reduction in the overall duration of the tests, a faster correction of some forms of writing and therefore a faster response to the student as regards the outcome of the test. As for the previous method, students are required to collaborate and be ethically correct.*

*The following indications are aimed at students who want to take a written exam online in the appeals from 25 May 2020. These indications may eventually be integrated by the professor of the course.*

### 1. REQUIRED EQUIPMENTS.

#### Hardware:

- PC/Mac (laptop, desktop, ...) with di webcam and microphone.
- A smartphone or tablet (Android or iOS).

#### Software:

- Download and install the latest version of the software SEB (Safe Exam Browser) on PC or Mac ([https://safeexambrowser.org/download\\_en.html](https://safeexambrowser.org/download_en.html)).
- Install the app for videoconference required by the professor (e.g. Zoom, GoogleMeet, Skype for Business,...) on mobile or tablet.

For students who take the exam written on white sheets of paper, it is also necessary to:

- Install the Moodle App on your mobile phone / tablet from the Play Store (Android) or App Store (Apple).
- Install free software that allows you to scan your written work with your smartphone and transform it into a single pdf or jpg document.

The Google Drive app natively offers this feature. Alternatively, we recommend installing Office Lens or CamScanner. These applications (and others similar) are available for free for Android and iOS.

It is necessary to verify that the applications and software for the video call are updated to the latest version available.

### 2. BEFORE THE TEST.

#### 1. Students shall:

- a. Install the above mentioned software.
- b. Set in a room without other people and monitors; if it is structurally impossible to move a monitor, cover it so that it is not visible. The presence of other hardware (e.g. smartwatch, earphones, etc ...) in addition to that described in point 1 will not be allowed.

Students who take the exam written on white sheets will also have to:

- c. Before the exam, try to produce a single file containing two or more photos with the software for scanning from a mobile / tablet (*see final recommendation at the bottom of these guidelines*).



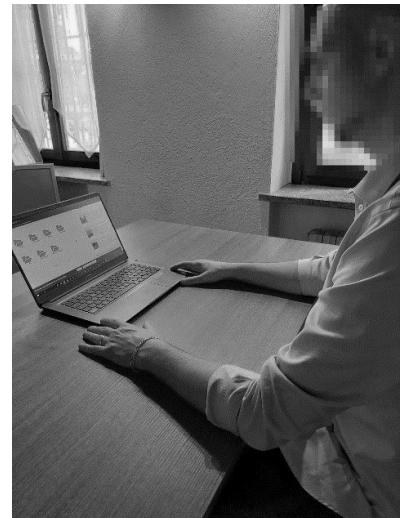
d. Have white sheets, a pen with a clearly visible line and any other material indicated by the teacher (e.g. a ruler, ...).

2. Students must respect the following rules:

- a. If a student is caught copying or has an ethically incorrect behavior, his or her exam will be canceled.
- b. If a student leaves the sit before the end of the written test, the exam will be canceled.
- c. The professor can ask the student for explanations on the test (express the logical process).

## 2. STARTING THE EXAM.

1. Student shall access the platform <https://kirotesting.unipv.it> with his/her University credentials and access the page of the unit for which the exam must be taken as indicated by the teacher.
2. The student sets the forwarding of calls to the mobile phone, accesses the email from the mobile phone and clicks on the link to activate the video conference that was communicated to him/her via email by the teacher.
3. Once the videoconference connection has started, the student sets the mobile phone so that it remains fixed, video-records – from a side - the desk and the student and the PC monitor, as shown in the figure on the right.
4. At the set time, the teacher communicates, through the videoconference software, the password to access the script in SEB mode and the test begins.



## 4. DURING THE EXAM THROUGH SEB.

1. The exam is timed and the students have a maximum time limit to complete it, after which the exam will end and the answers uploaded up to that moment will be kept valid.
2. During the writing, the teacher will ask the student to turn a few seconds to the mobile phone camera for identification.
3. If the answers, even if only in part, are written on white sheets, their registration takes place in the following ways:
  - if you use Microsoft Windows, the written answer to each question must be filmed with the PC webcam and loaded directly into the space below the question.
  - if you are using Mac, the written answer to all questions must be shown on the mobile phone camera and the teacher can view it through the recording made with the videoconference software.

## 5. SUBMISSION.

1. If the answers are all given directly online, via PC or Mac, once the last answer is completed, the student can communicate to the teacher in chat that he has finished. The teacher will provide him/her with the password via chat to quit SEB and the exam will be completed.
2. If the answers, even only partially, are carried out on white sheets, once the last answer is completed or if the time available is over, the student receives the password to exit SEB.

Only in this case, once s/he exits:

- scan the text with his/her mobile phone and save the images in pdf format by naming the file SurnameName.pdf;



- access KiroTesting through the Moodle App (already configured);
- save the written test in the special section created by the teacher;
- the student receives a notification of successful submission.

3. The teacher verifies the correct receipt of the written test and dismisses the student.

#### **6. TUTORIAL.**

In order to facilitate the written exam procedure, tutorials have been prepared:

<http://idcd.unipv.it/esami-scritti-online/>

#### **7. CANDIDATES WITH DIAGNOSIS OF SPECIFIC LEARNING DISORDER OR WITH CERTIFIED DISABILITY.**

These candidates can take the online exam and use additional measures established by law. In this regard, the candidate contacts the SAISD or the Referent Professor identified at each Department, at least five days before the date scheduled for the exam to verify the necessary measures to complete the test. The SAISD or the Referring Professor promptly sends the appropriate technical instructions to the President of the Examination Commission.

#### **8. FINAL RECOMMENDATIONS.**

Students wishing to take the written exams in June and July are recommended to TRY TO DELIVER A TEST PROCESS, prepared according to the procedures indicated on the site:

<http://idcd.unipv.it/esami-scritti-online/>