UNIVERSITÀ DEGLI STUDI DELL'INSUBRIA

General information concerning exams taken remotely

By the Vice-Rector for Education and Innovation and the Executives from the Research and Education Area and the IT Systems and Communication Center General information

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1. General information

Considering the exceptional nature of the conditions determined by the urgent containment and management of the epidemiological emergency from COVID-19, professors will be able to evaluate whether to modify the learning verification methods foreseen in the teaching syllabus (for example, from written test to oral or mediated Quiz-Moodle).

Privacy statement

We inform you that the examination or parts of it may be recorded for the purpose of verifying its correct performance and preventing any possible fraud.

The legal basis of the processing, according to art. 6, par. 1/e) of the GDPR and to art. 9 par. 2/g), as well as art. 2 sexies, par. 2/bb) of the Legislative Decree 196/2003 and subsequent amendments is the need to fulfil the public interest tasks with which the Data Controller is invested, as the primary location for higher education and research, which operates in implementation of art. 33 of the Constitution and art. 6 of the law n. 168/1989 and as amended and the Statute of the University of Insubria, published on GURI March 31, 2012, n. 77).

Any registration will be kept for a period that is strictly necessary to verify the test. In the event of a dispute by the student, the legal basis for the use of the recordings will be represented by the protection of rights, and its conservation may last as long as necessary to assert them. It is forbidden for anyone to disseminate the records by any means.

The data controller is the University of Insubria, which has appointed a Data Protection Officer (DPO) available at privacy@uninsubria.it.

Exams are public and this is guaranteed by allowing virtual access to viewing and listening to the session by third parties in addition to the candidate.

Students with disabilities or SLD

Consistent with the Individual Training Project already signed and in accordance with the provisions of the Charter of Services for students with disabilities and / or specific learning disabilities (SLD), students are invited to contact by e-mail with the didactic secretariats and teachers (adding in CC disabilita@uninsubria.it) at least 10 days before each exam session, to agree on the concrete modalities of the exam. The student is invited to attach the signed Individual Training Project to the email.

For students with motor disabilities causing particular difficulties in the communication, the presence of other people in the examination room may be allowed.

If the presence of a tutor for reading is normally needed, the use of a personal vocal synthesis system or provided through the Sensus Access service, which can be activated by the student from the web page http://w3.ateneo.uninsubria.it / SensuAccess / is allowed.

General information on the examination procedure

The remote performance of the exams must guarantee:

- The correct identification of the candidate through an ID document;

- The conduct of the examination in a public form, thus allowing virtual access to viewing and listening to the session by third parties;

- The regularity of the test;

- The due fulfilment for the correct registration of the exam.

The objective of these guidelines is to define general procedures allowing to guarantee what is described above. Such procedures may be modified by professors, upon communication to the students, if the characteristics of the examination require it, without prejudice to the implementation of the procedures listed above.

2. General information for the students

Acceptance of the remote procedure and of the Code of conduct

By enrolling in the exam session via the regular procedure **students automatically accept to take the exam online as well as the Code of conduct** later described in the paragraph *Errore. L'origine riferimento non è stata trovata.*.

Those who have already registered to an exam but do not intend to take it electronically are invited to delete their registration, provided the system still allows it. **Failure to respond to the online call will be reported as absence.**

The exam's registration procedure is the regular one.

Students who are aware of connection problems are kindly invited to contact the professor a few days before the exam's date.

Setting up of the student's workstation

The student connects from a computer station equipped with camera, microphone and audio devices (speakers or headphones) using the software and methods defined for the type of test to be taken (details are listed in the sections dedicated to the different types of exams hereinafter).

Students have to install Microsoft-Teams, instructions as to its installation and use are available here https://www.uninsubria.it/sites/default/files/File_Servizi/SIC/istruzioni-didattica-distanza_ms-teams_studenti.pdf

The student's workstation must be set up in a room with no other people either already present or entering while the test is ongoing. The PC used for the exam must be connected to one monitor and one keyboard only.

The Teams meeting used for surveillance can be recorded by the professor. The privacy policy is available here: https://www.uninsubria.it/sites/default/files/Informative_privacy/informativa_esami-distanza.pdf

Students shall also prepare:

- an ID document to present upon request of the professor;
- white sheets and a pen with a clearly visible line and any other material the professor might require;
- they shall also be equipped with a mobile phone connected to the web that is able to record, scan and send pics of the tests if/when requested by the professor.

General rules concerning exams taken remotely

- Throughout the exam students shall be connected with their camera on, as to the use of the microphone they shall follow the instructions given by the professor at the beginning of the exam.

- Throughout the exam students shall be constantly framed by the camera of the computer they are using to take the exam and, if requested by the professor, they shall film the surrounding area.

- In case of connection problems throughout the exam, students shall send the professor an email, using the University's institutional email address, with a phone number they might be reached at right after the exam.

- Throughout the exam students shall not have other devices at hand, in particular smartphones, smartwatches and earphones, apart from the ones specifically required for the exam.

- Throughout a written exam when a device able to scan or take pictures is required, students shall silence it and display it in front of their desk.

- **Exams taken by students who are caught in the act of copying or show an ethically incorrect behaviour will be invalidated.**

- **Professors detecting a suspicious or fraudulent behaviour can decide to stop the exam (either for a specific student or for all students).**

- **Exams taken by students who leave their workstation before the end of the test or in any case without the professor's permission, will be invalidated.**

- In case students lose their connection throughout the exam, the latter will be automatically turned into an oral test.

3. General rules concerning oral exams

When professors choose this method, students take the exam by means of videoconferencing tools.

What students shall do to take an exam remotely

Students shall read the *General information for the students* paragraph and consequently set up a workstation suitable to take the exam.

What professors shall do to plan an exam

Professors shall plan the interviews in order to inform, in due time, via the e-learning platform all the students enrolled in the exam and therefore have enough time to proper manage connections and avoid overflows.

Professors configure the exam's schedule through a Microsoft Teams conference and invite students to participate in it (for further information please refer to the document https://www.uninsubria.it/sites/default/files/Didattica/Uso di Microsoft Teams per didattica a distanza.pdf). When they publicize the invitation on the E-learning platform they actually ensure that the exam is conducted in a public form.

Professors might agree to share the monitor as well as hw/sw writing tools with students who happen to have proper devices.

Examination procedure

At the time scheduled for the beginning of the exam:

- Professors activate the conference that is also attended by the other members of the exam commission;
- Students join the conference via the link published on the E-learning page.

Professors then proceed with interviews following the planned order.

- They identify the candidates through their ID card then proceed with the oral exam.
- They remind the students that participating in the exam implies the automatic acceptance of both the remote procedure and the code of conduct (see paragraph *Code of conduct*).
- Throughout the exam students shall be constantly framed by the camera of the computer they are using to take the exam and, if requested by the professor, they shall film the surrounding area.
- **Professors detecting a suspicious or fraudulent behaviour can decide to stop the exam.**
- In case of connection problems throughout the exam, professors can decide whether to interrupt or continue the exam.
- Exams taken by students who are caught in the act of copying or show an ethically incorrect behaviour will be invalidated (either for one student or for all of them).

At the end of each interview, professors inform the candidates about the outcome of their exam that will be therefore registered according to the regular methods.

4. General rules concerning written exams via Quiz-Moodle

When professors choose the Quiz method, students take the exam by means of the E-learning platform; surveillance is done by means of videoconferencing tools.

It is highly recommended that these exams are reserved for small groups of students (up to 16) and that their duration is carefully planned in order to avoid the chance of consulting sources and/or third parties.

What students shall do to take an exam remotely

Students shall read the *General information for the students* paragraph and consequently set up a workstation suitable to take the exam.

What professors shall do before the exam

1. Professors configure the exam's schedule through a Microsoft Teams conference and invite students to participate in it (for further information please refer to the document https://www.uninsubria.it/sites/default/files/Didattica/Uso_di_Microsoft_Teams_per_didattica_a_distanza.pdf), but for the communication of the meeting's address that will not be sent via the "annuncio" option, instead the meeting's address will be saved in a notepad and sent via Esse3); the Teams conference will take place as a regular teaching conference with a few slight differences as detailed in the paragraph *General rules for monitoring students during the exam with Teams*, see specific appendix for professors.

2. Professors shall inform, in due time, all the students as to the exam's method. We also suggest professors should inform the students about the teaching's A.Y. that will be used as a reference to distribute the exam and to deliver back the papers, among those available on the E-learning platform. Such communication can be made through the "Comunicazione agli iscritti" option available on Esse3 by means of the form available in the specific appendix for professors (containing the operational steps necessary to specify the link to the e-learning page).

3. Professors arrange for the Quiz on the E-learning platform; the steps for its creation are described in the paragraph *General rules for creating a "quiz" on the e-learning platform*, see specific appendix for professors.

Examination procedure

At the time scheduled for the beginning of the exam:

- Professors activate the Teams conference.
- Students join the conference via the link published on the E-learning page of the course or received with an Esse3 e-mail.
- Professors identify the candidates through their ID card and at the same time verify that their workstation complies with the instructions given, they can also ask the students to film the surrounding area.

- Professors remind the students that participating in the exam implies the automatic acceptance of both the remote procedure and the code of conduct (see paragraph *Code of conduct*).
- Professors ask the students to keep both their video camera and microphone on till the end of the exam.
- Professors inform the students whether to ask for clarifications about the exam via chat or vocally and how.
- Professors begin the exam and supervise the students throughout the test (see the paragraph *General rules for monitoring students throughout the exam with Teams* of the appendix specific for professors).
- Professors detecting a suspicious or fraudulent behaviour can decide to stop the exam.
- In case of connection problems throughout the exam, professors can decide whether to interrupt or continue the test.
- Professors detecting a suspicious or fraudulent behaviour can decide to stop the exam (either for a specific student or for all students).
- Students who might need clarification call the teacher's attention according to the instructions given by the professor thus paying attention not to disturb.

5. General rules concerning written exams with pen and paper

This method can be used for exams that cannot be reasonably carried out using a text editor as they involve formulas or graphs and therefore cannot be delivered through the above-mentioned methods. With this method on the e-learning platform: professors distribute the exam and carry out video surveillance using videoconferencing tools, students deliver the test taken.

It is highly recommended that these exams are reserved for small groups of students (up to 16).

What students shall do to take an exam remotely

Students shall read the *General information for the students* paragraph and consequently set up a workstation suitable to take the exam.

Students shall also prepare any other material required by the professor for the exam.

Students shall prepare the sheets used that will be used by writing on each page or sheet, in the upper left corner, their name, last name and matriculation number; each sheet has to be numbered.

Throughout the exam, students will place their camera so that both the sheet and hands are clearly visible (students should sit 80 cm./1 m. far from the camera) and the smartphone that (in the absence of a scanner) will be used to scan the exam must be positioned with its screen face down.

If the exam has to be delivered via the Moodle's "Task" option, in the absence of a scanner, the photographs taken to scan the papers must be transferred by any appropriate means (cable, Bluetooth, cloud drive, and so on...) to the pc used to open the Moodle course.

It's is possible to run a test before the exam to check all the steps necessary to upload one's papers in the E-learning platform. The course is available here https://elearning.uninsubria.it/course/view.php?id=8636 in case of problems, please refer to elearning.supporto@uninsubria.it .

Once the upload is complete, press the grey button "Consegna Compito" then confirm by checking the box next to "*This assignment is my own work, except where I have acknowledged the use of the works of other people*". Press the green button "Consegna" to send the papers.

What professors shall do before the exam

1. Professors configure the exam's schedule through a Microsoft Teams conference and invite students to participate in it (for further information please refer to the document https://www.uninsubria.it/sites/default/files/Didattica/Uso_di_Microsoft_Teams_per_didattica_a_distanza.pdf disponibile sulla intranet di Ateneo but for the communication of the meeting's address that will not be sent via the "annuncio" option, instead the meeting's address will be saved in a notepad and sent via Esse3); the Teams conference will take place as a regular teaching conference with a few slight differences as detailed in the paragraph *General rules for monitoring students during the exam with Teams*, see specific appendix for professors.

2. Professors shall inform, in due time, all the students as to the exam's method, with particular attention as to the delivery method and the material required for the exam apart from the one described in the paragraph *Setting up of the student's workstation*. We also suggest professors should inform the students about the teaching's A.Y. that will be used as a reference to distribute the exam and to deliver back the papers, among those available on the E-learning platform. Such communication can be made through the "Comunicazione agli iscritti" option available on Esse3 by means of the form available in the specific appendix for professors (containing the operational steps necessary to specify the link to the e-learning page).

3. Professors prepare a file document containing the text of the exam that they upload in the e-learning platform by means of any text processing program, then they create an accessible pdf version.

4. Professors define the papers delivery method from the students.
   For both the distribution of the exam and its delivery we recommend the use of the "Compito" option available on the e-learning platform. Please note that e-mail delivery may not be successful when students need to send large files.

Examination procedure

At the time scheduled for the beginning of the exam:

- Professors activate the Teams conference.
- Students join the conference via the link published on the E-learning page of the course or received with an Esse3 e-mail.
- Professors identify the candidates through their ID card and at the same time verify that their workstation complies with the instructions given, they can also ask the students to film the surrounding area.
- Professors remind the students that participating in the exam implies the automatic acceptance of both the remote procedure and the code of conduct (see paragraph *Code of conduct*).
- Professors ask the students to keep both their video camera and microphone on till the end of the exam.
- Professors inform the students whether to ask for clarifications about the exam via chat or vocally and how.
- Professors begin the exam and supervise the students throughout the test (see the paragraph *General rules for monitoring students throughout the exam with Teams* of the appendix specific for professors).
- Professors detecting a suspicious or fraudulent behaviour can decide to stop the exam.
- In case of connection problems throughout the exam, professors can decide whether to interrupt or continue the test.
- Professors detecting a suspicious or fraudulent behaviour can decide to stop the exam (either for a specific student or for all students).
- Students who might need clarification call the teacher's attention according to the instructions given by the professor thus paying attention not to disturb.

Delivery of the papers

- Professors communicate that the exam is over.
- Students move the pen away from their sheets.
- Professors ask the students to scan or photograph their paper. The sheets must clearly indicate name, last name, matriculation and page number, be scanned in the correct order and sent as a single file named "LastnameNameMatricula.pdf" (please refer to the Appendix for a list os scanning sw). Those taking pictures shall take care that they are correctly oriented, clear and legible. Papers shall be turned into a single pdf or jpeg/jpg document.
- Professors verify the correct delivery of the papers and therefore dismiss the students
    - for deliveries through the e-mail system, they will check the receipt of the documents
    - for deliveries through the E-learning platform, they will check by clicking on the task activity name. Then they will click on the grey button "Visualizza tutte le consegne" to view a table listing all the students who have accessed the exam. Finally they will verify that each student has checked "Consegnato per la valutazione".

6. Code of conduct

During exams/final exams students must avoid behaviours that might cause disturbance, obstacle or harm and/or dishonesty towards both other students and the Institution. Students must also avoid plagiarism or copying or any other improper behaviour that might lead to an incorrect assessment of their exams.

Throughout an exam, students:

1) cannot make use of any external aid or support, be it paper or electronic (e.g. manuals, handouts, personal notes, books, publications, mobile phones, hand-held computers or any other electronic devices), unless expressly authorized to do so by their professor;
2) cannot copy or look at the exam of other candidates;
3) cannot contact or try to contact other people in any possible way;
4) during another student's exam, must keep their microphone off, unless expressly asked to do so by their professor.

Sanctions

The violation of the above-mentioned rules or of any other instruction given by the professors lead, in any case, to the cancellation of the exam and the subsequent notification to the President of the Degree Course/Department's Director so to evaluate the possible imposition of the disciplinary sanctions (see article 28, Regolamento d'Ateneo per gli studenti) on the transgressor.

7. APPENDIX FOR STUDENTS

Free scanning applications via smartphone

There are several free applications allowing the scan via smartphones or similar devices. These applications allow students to take photos of their papers, cuts and resize them, increase the contrast improving readability and so on... These apps are usually able to create a single file consisting from several scanned pages (photographed) and save the document on a smartphone or share it via cloud or wireless systems. The key point is to deliver a document through the stated channels (e-mail or Moodle).

In particolare, per la posta elettronica è necessario porre particolare attenzione alla dimensione dei file mentre per la consegna tramite "compito" Moodle è necessario rimanere entro i limiti di 20MB e riuscire a rendere disponibile il file con le scansioni al calcolatore usato per visualizzare il compito moodle (tramite cavo, Bluetooth o altro)

In particular, as to the delivery via e-mail please pay particular attention to the size of the files, as to the delivery via "compito" Moodle please do not exceed the 20MB limit.

Following please find a few App:

- Camscanner,
- Genius Scan – PDF Scanner