Guidelines for online exams

Students
This presentation describes some standard procedures for online exams in the summer session 2019/2020. Every teacher, as part of his or her teaching, may define specific exam procedures in addition to those indicated in this presentation, informing his or her students of the procedures for his or her exams.
Type of exams – May-September 2020

- ORAL EXAMS
- HANDWRITTEN EXAMS
- TESTING (MOODLE – AULAWEB)
Oral Exams
Necessary technical equipment

Install OFFICE 365!

Microsoft TEAMS
Microphone
Camera

https://cedia.unige.it/didattica-a-distanza
Step 1 – Before the Exam

1. Check the technical equipment required by the teacher (Office 365, Teams)

2. Check the code for access to the Exam Team

   If sent by the teacher by e-mail or by Aulaweb
Step 2 – During the Exam

1. Prepare your university badge for recognition
2. Access the exam Team if requested by the teacher
3. Frame your face and worktop (hands resting on the clear work surface - unless otherwise instructed by the teacher)
4. At the end, leave the meeting

You must ensure maximum silence and there must be no other people in your room during the exam.
Handwritten Exams
Necessary technical equipment

Install OFFICE 365!

Microsoft TEAMS
Microphone
Camera

https://cedia.unige.it/didattica-a-distanza
Step 1 – Before the Exam

1. Check the **technical equipment** required by the teacher (Office 365, Teams)

2. Check the **code for access to the Exam Team**
   
   If sent by the teacher by e-mail or by Aulaweb
Step 2 – During the Exam

1. Prepare your **university badge** for recognition
2. Access the **exam Team** if requested by the teacher
3. **Frame your face and worktop** (hands resting on the clear work surface - unless otherwise instructed by the teacher)

You must ensure maximum silence and there must be no other people in your room during the exam.
Step 3 – End of the Exam

When time runs out, follow the delivery procedures:

1. **scan your exam sheet** via your smartphone camera
2. save it in PDF format
3. **upload** it via delivery link suggested by the teacher (e.g. Microsoft Forms)
   
   *the teacher may suggest other delivery procedures than those explained in this presentation*
4. wait for the teacher to close the exam
5. leave the meeting
Delivery procedures

**iOS**

Use your «Note» application – select «New note» – «Camera»
Delivery procedures

iOS

Frame your document

If the device is in automatic mode ("Auto" in the upper right corner) the document will be recognized, squared and scanned automatically.

If the device is in manual mode ("Manual" in the upper right corner), select the button at the bottom center to scan.

You can drag the corners of the document to square the sheet.

Repeat the procedure to scan as many sheets as you want. To finish, tap Save (n), where (n) indicates the total number of scanned sheets.
Delivery procedures

**iOS**

Tap Share at the top right to send the file in PDF format through the desired app (e.g.: Teams)

Scroll down to see the “Save to File” command, which allows you to save the file as a PDF on your device or in the cloud (OneDrive, iCloud Drive, Google Drive, etc.).
Delivery procedures

Android

1. Select the App Google Drive ▶
2. Select + in the bottom right corner +
3. Select «scan» 📷
4. Take a picture of the your exam sheet
5. Select «add» to add other pages +
6. Save your document selecting «End» ✓
Delivery procedures

Microsoft Teams

(Select «upload file»)
Testing (Moodle AulaWeb)
Necessary technical equipment

Install OFFICE 365!

Microsoft TEAMS
esami.aulaweb.unige.it
Microphone
Camera

https://cedia.unige.it/didattica-a-distanza
Step 1 – Before the Exam

1. Check your access to Aulaweb
   
   Exam plateform

2. Check the technical equipment required by the teacher (Office 365, Teams)

3. Check the code for access to the Exam Team
   
   If sent by the teacher by e-mail or by Aulaweb
Step 2 – During the Exam

1. Prepare your university badge for recognition
2. Access the exam Team if requested by the teacher
3. Frame your face and worktop (hands resting on the clear work surface - unless otherwise instructed by the teacher)
4. Access the AulaWeb platform for the exam
5. Follow the teacher’s instructions
6. At the end of the exam, log out (Teams and AulaWeb)

You must ensure maximum silence and there must be no other people in your room during the exam.