



## SUMMARY OF THE MOST RELEVANT PARTS OF THE MICROSOFT TEAMS GUIDELINES IN ENGLISH

### Equipment

In order to participate in the exam, it is essential to have:

- PC or notebook equipped with a webcam.
- Headphones with microphone for optimal audio management. If not having one, it is possible to use speakers and the computer's microphone, however it could compromise the audio quality of the exam.
- an adequate internet connection
- Microsoft TEAMS application.

Before the exam please:

- Place the computer on a table with no other objects rather than your ID card or passport and any other material authorized by the President of the Examination Board.
- Place yourself in a well-illuminated room.

Should you lose your credentials to MS Teams please inform the Student Care Office [and/or the International Relations Office] at least 5 days before the exam. Reports received after this deadline will not be taken into consideration and, therefore, it will not be possible to take the exam in that call.

### Access to MS Teams

To log in, connect to: <https://products.office.com/it-it/microsoft-teams/group-chatsoftware?market=it>

You can use the application by downloading it on your own computer, tablet or smartphone but it is advisable to use it from the computer. Click on "Accedi" and enter your Office account ([name.surname.studente@unier.it](mailto:name.surname.studente@unier.it)), previously provided.

Click on "Avanti" and enter your password [see the images on the Complete Microsoft Teams guidelines in Italian].

## Participation in the exam

It is advisable to download the MS Teams app in your computer by clicking on the appropriate icon at the bottom left [see the images on the Complete Microsoft Teams guidelines in Italian]

This operation allows the app to be easily accessible without having to enter a username and password at each access.

Within the app, you will see only the team you have been inserted. To participate in the exam, you must enter the "Nome del CDS Esami" (*Name of the exam Faculty*) (ex. Psicologia Esami) and access the channel "Esame COGNOME/I DEL/I DOCENTE/I" (*Exam Surname/s of the Professor/s*) (ex. Esame prof. Rossi).

If the corresponding course is taught by two professors, click on "INSEGNAMENTI MUTUATI Esami" team and then on the "Esame COGNOME/I DEL/I DOCENTE/I" channel (*Exam Surname/s of the Professor/s channel*) (Esame proff. Bianchi e Verdi)

## Identification of the student

At the beginning of the exam, the President of the Examination Board will ask all students to disable the microphone and webcam. The President will summon the student to be examined by calling him/her by his/her name and surname. The called student will have to activate the microphone and webcam showing the face and a valid identification document.

While examining other students, it is recommended to turn off the microphone and webcam [see the images on the Complete Microsoft Teams guidelines in Italian].

## Examination procedure

During the exam, the student must be in a room with no people. No one must enter the room during the exam.

1. The Examination Board proceeds with the questions and the student is required to answer:
  - focusing exclusively on the webcam and avoiding distractions
  - During the oral exam the student must place him/herself at 1.5 meter from the webcam, allowing the visibility of the upper part of the room.
  - without leaving the webcam's reach
  - avoiding behaviors not authorized by the Board
  - The President of the Board can ask the student to completely show the room from where he/she is taking the exam.
2. If the exam requires the use of text or other tools authorized by the Board, the webcam must show the student's table and hands. If requested by the Board, the student can also share a presentation using the Share function (see section "Sharing a presentation").

3. If the Internet connection fails, the Board may cancel the question and ask a new one. In case of repeated interruptions or anomalies, the Board might cancel the exam and require the student to take a recovery exam.

The Board may also cancel the exam if:

- the student leaves the webcam's reach.
- the student communicates or tries to communicate with another person in the room.
- the student uses or tries to use instruments or texts not authorized by the Board.
- the Board identifies other person in the room.

Should the student break these rules during the exam he/she can be banned from one or all exam calls according to the art.40 of the student's regulations.

4. Within two hours after the completion, the President of the Board will inform the student of the exam grade through the corresponding MS Teams channel.
5. The student must expressly and comprehensibly declare for all members of the Examination Board that he/she understands and accepts the grade in the following way:
  - "Io .... dichiaro di aver correttamente compreso di aver superato (non superato) l'esame di profitto, e la votazione conseguita" or
  - "I ... I declare that I have correctly understood that I have passed (failed) the exam and the grade obtained ".
6. Afterwards, the student turns off the microphone and webcam.

Grades will be published in the Esse3 system under the "libretto/booklet" section.

### Examination types

Exams will be written and/or oral according to course programme, that you can consult in the website. Nevertheless, professors can opt for an oral exam only, if they consider it more appropriate.

- Oral exam only: just connect to the meeting initiated by the Examination Board through the corresponding channel on MS Teams app.
- Oral and written exam: just connect to the meeting initiated by the Examination Board through the corresponding channel on MS Teams app. The webcam must show the student's face and table, on which there must be only the computer and the sheet provided for the Board.
- Written exam: use of EXAM.net app (see guide attached). The typology of the written exam (ex. multiple choice, a paper, open answer, use of particular software, etc.) will be communicated through the publication of a specific explanatory document, by the professor in charge of the course, on the [Corsi online platform](#) by 14th May 2020.

### Sharing a presentation

If you want to share a PowerPoint presentation, you can use the Share function present in the button bar [see the images on the Complete Microsoft Teams guidelines in Italian].

Using the controls at the bottom left, you can move the presentation forward or backward or stop it.