



## SUMMARY OF THE MOST RELEVANT PARTS OF THE EXAM.NET GUIDELINES IN ENGLISH

### What is it?

Exam.net is a website to be completely used online so you do not need to install a software on your computer.

You don't have to create an accounts or password.

You will access the website through a key code provided by the professor (via MS Teams, e-mail or other methods chosen by the professor).

Enter the key code on the Exam.net homepage and, afterwards, enter your name, surname and further data requested by the professor.

You will be able to see a exclusively a full-screen page through which you will verify your identity via webcam. You will not be able to search in the internet, nor to consult other material present on their PC [see the images on the Complete EXAM.net guidelines in Italian]

### Exam procedure

#### Access to Microsoft Teams

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

In order to access Microsoft Teams platform, it is necessary to use your Office 365 account ([name.surname.studente@unier.it](mailto:name.surname.studente@unier.it)), previously provided.

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 the access e-mail

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

It is advisable to download the MS Teams app in your computer by clicking on the appropriate icon at the bottom left 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 teams 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 inform all students to disable the microphone and webcam. The President will summon the student to be examined by calling him/her by 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].

### **Preliminary communications from the professor before the start of the written exam**

1. the Board might cancel the exam and require the student to take a recovery 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.
2. The professor will ask all students to turn on the microphone and webcam within the MT Teams app and to keep them active for the complete duration of the written exam.
3. The professor will inform students that the failure to turn on the microphone and webcam during the exam will lead to its annulment.
4. The professor will also inform students that during the exam he/se will be able to call students by their name and surname, who will have to promptly respond "present" to the professor.
5. The student's failure to respond to the professor's call will lead to the exam annulment.
6. The professor will explain the students the security blocking system of Exam.net website if a student leaves the protected exam area.

## Written exam

1. Through the MS Teams chat, the professor will provide the key code.
2. Students will open the Exam.net homepage, enter the key code and see the exam questions.
3. If the exam is active, students can start answering the exam questions. If the exam is deactivated, students will wait until the professor activates the exam. If a student arrives late, he/she will directly access the exam with the key code.
4. If a student accidentally or intentionally leaves the website on which the exam is being displayed, the exam will be blocked. The professor will inform students of the unlock procedure at the start of the exam.
5. In case of repeated interruptions or anomalies, the Board might cancel the exam and require the students to take a recovery exam.
6. Students will complete the exam in time and send it to the professor.

## Communication of grade and grade registration

1. At the end of the exam correction, students will receive an email with their grades.
2. The student will have to confirm acceptance of the grade no later than 24 hours after receiving the e-mail, following the CINECA guidelines that will be provided later on.
3. If the exam does not provide for a mark but only a "passed"/"not passed" grade the student will not be required to follow the procedure referred to in point 1, but he/she will be able to see it directly on their Esse3 system booklet/libretto.