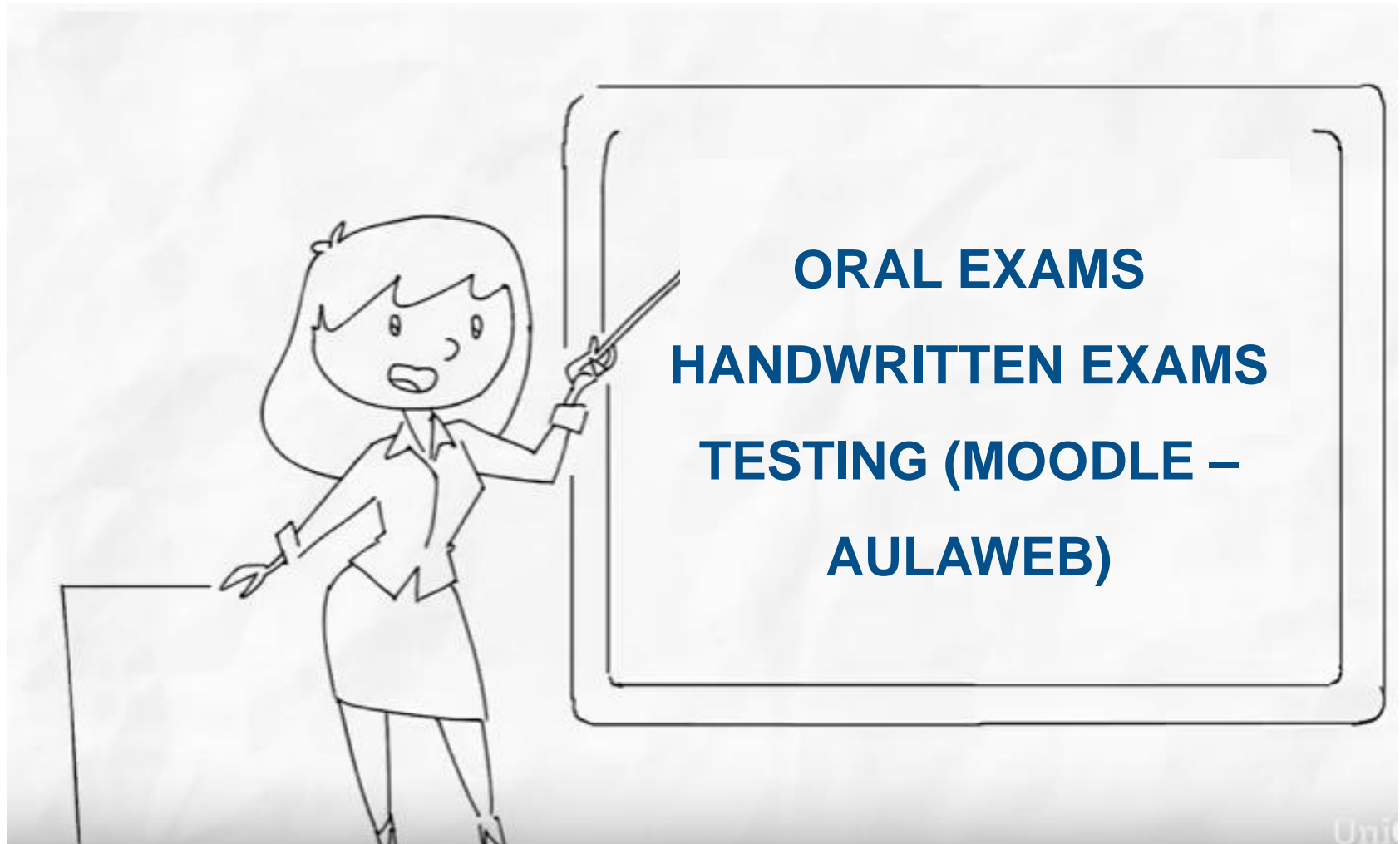


Guidelines for online exams

Students

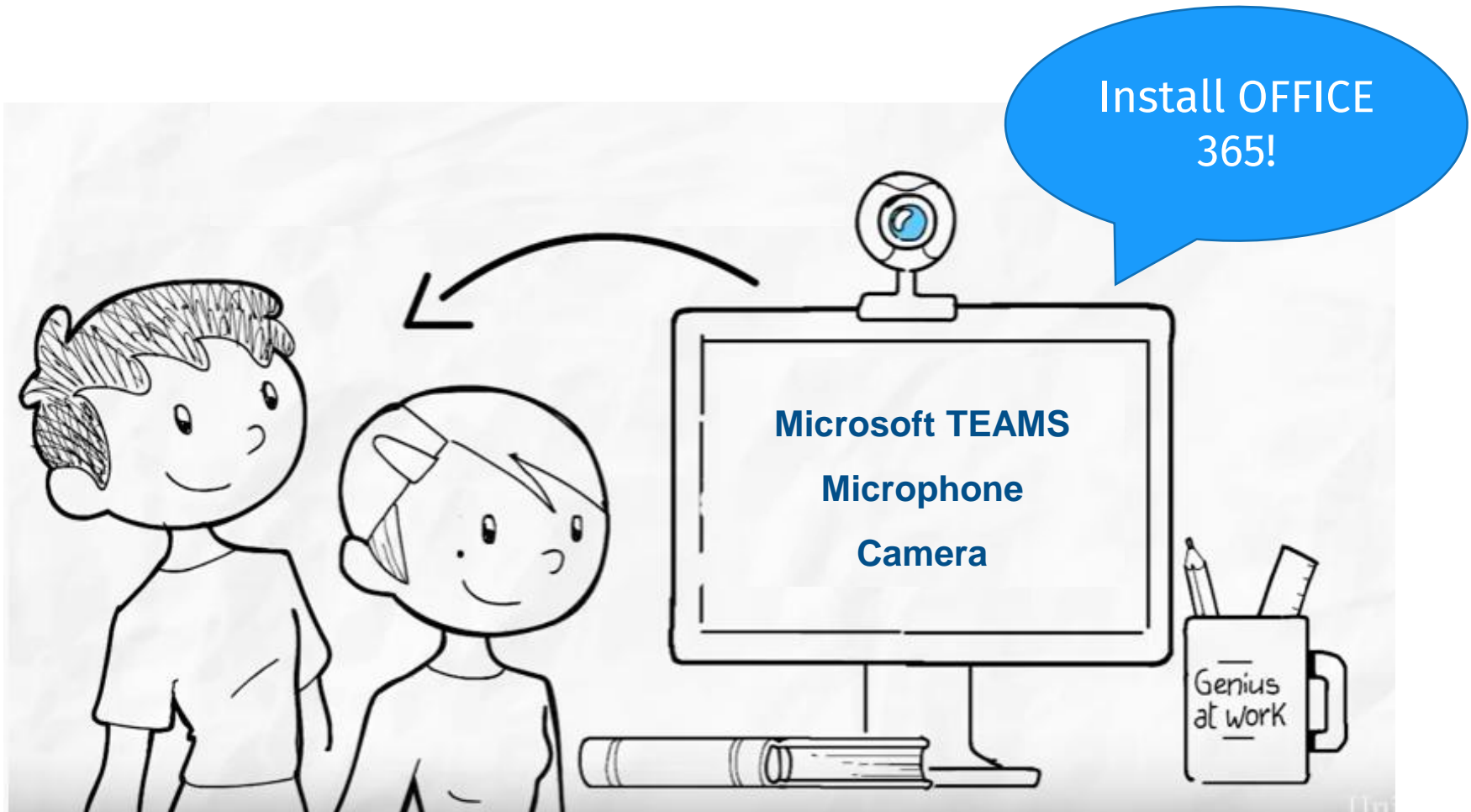
This presentation describes some standard procedures for online exams in the summer session 2019/2020. Every teacher, as part of his or her teaching, may define specific exam procedures in addition to those indicated in this presentation, informing his or her students of the procedures for his or her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

Type of exams – May-September 2020



Oral Exams

Necessary technical equipment



<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

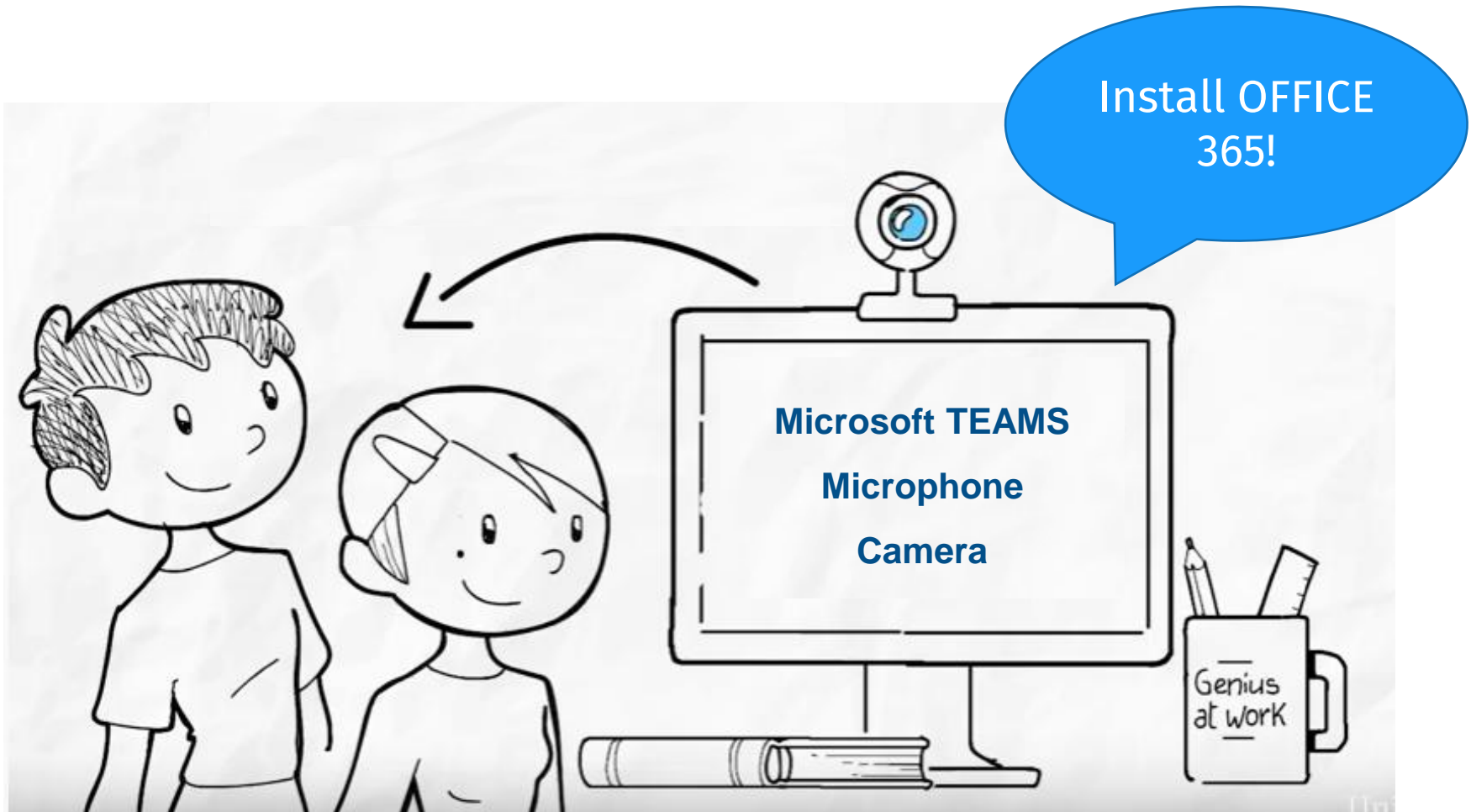
Step 2 – During the Exam

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



<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)

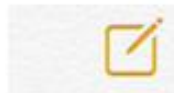
the teacher may suggest other delivery procedures than those explained in this presentation

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

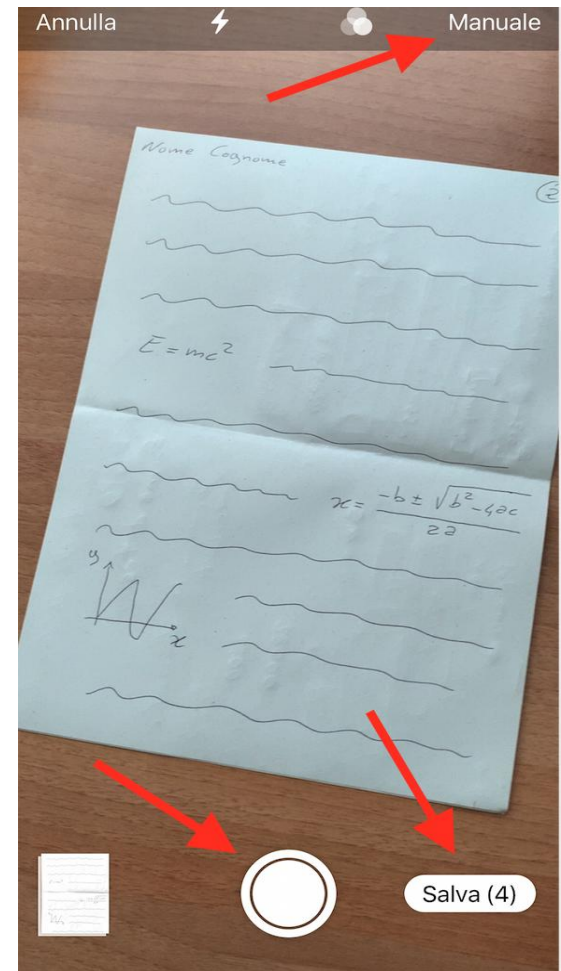
Frame your document

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.

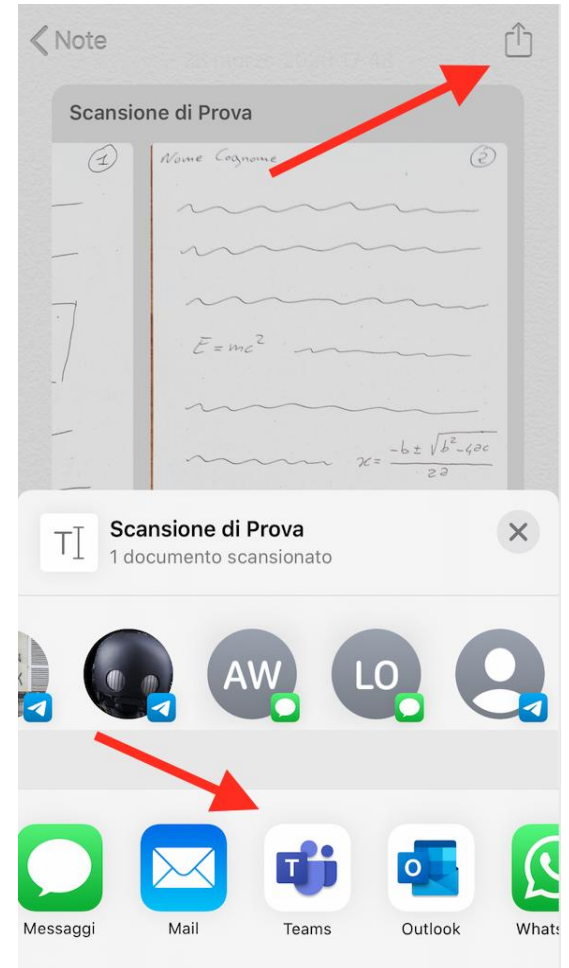


Delivery procedures

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

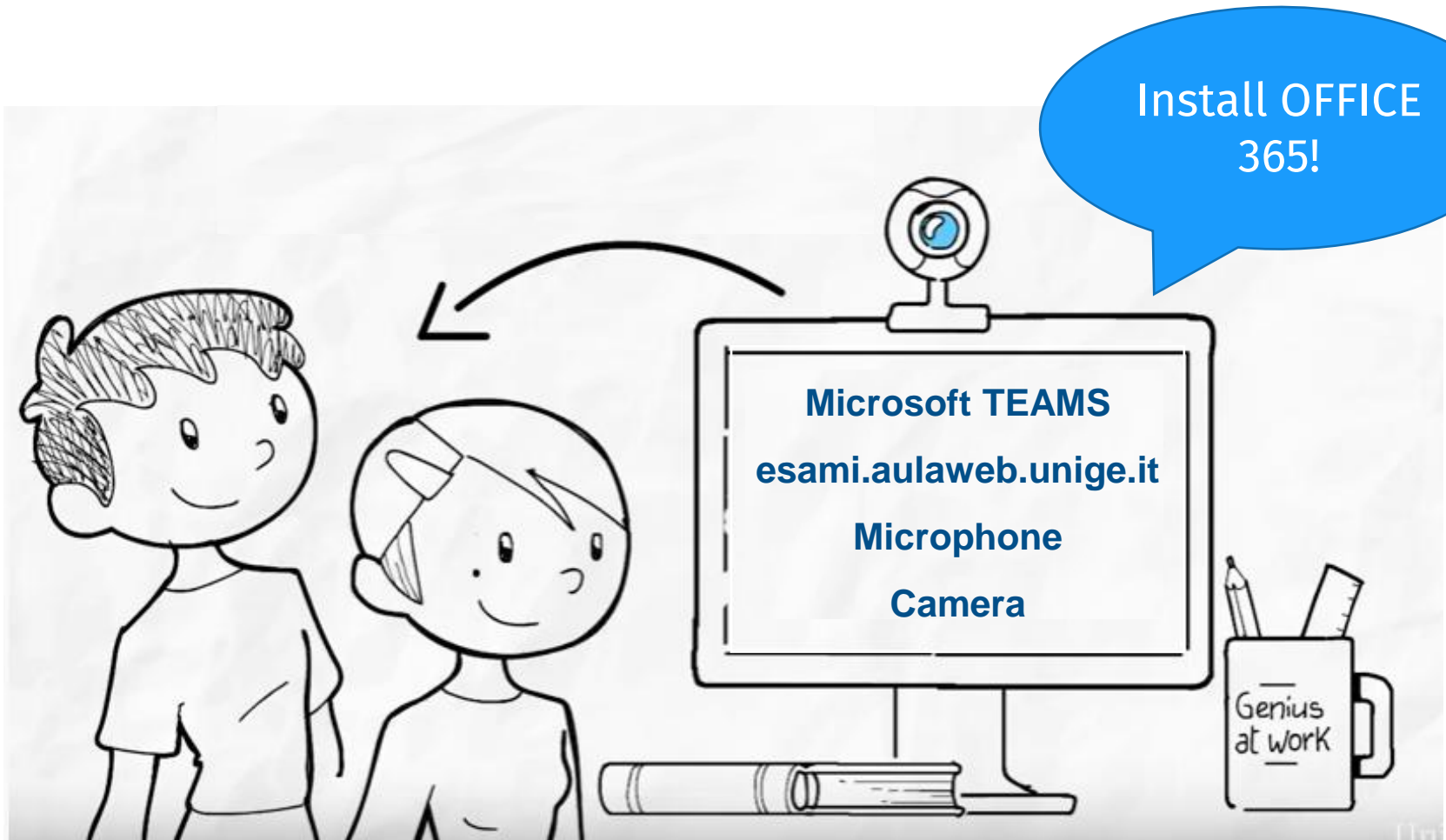
Microsoft Teams

(Select «upload file»)

The screenshot shows a Microsoft Forms interface for a submission titled "Consegna elaborati per l'esame". The interface is in Italian. On the left, there is a dark blue sidebar with the "Università di Genova" logo and name. The main content area has a white background with a blue header bar containing "Questions" and "Responses 1". Below the header, the title "Consegna elaborati per l'esame" is displayed, followed by the instruction "Caricare i file relativi alla prova d'esame". A section titled "1. Carica qui" contains a prominent "Upload file" button with an upward arrow icon. Below this button, the file upload specifications are listed: "File number limit: 1", "Single file size limit: 100MB", and "Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio". At the bottom of the main content area, there is a blue "Add new" button. The top of the window shows the "Forms" tab, the title "Consegna elaborati per l'esame - Saved", and navigation options like "Preview", "Theme", and "Share". The Windows taskbar at the bottom shows the search bar, system tray, and various application icons, with the date and time "14/05/2020 10.46" displayed in the bottom right corner.

Testing (Moodle AulaWeb)

Necessary technical equipment



<https://cedia.unige.it/didattica-a-distanza>

Step 1 – Before the Exam

1. Check your access to Aulaweb
[Exam platform](#)
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.



**Università
di Genova**