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Guidelines for remote examinations

General instructions

From the date when these Guidelines were issued and until further instructions, the exams shall be taken remotely, by means of audio-video tools and procedures and technologies ensuring:

- the identification of the applicant;
- the privacy of student's data;
- that the exam takes place in a public form;
- the quality and fairness of the test;
- the safety of data and information on all participants, pursuant to GDPR 679/2016 and Leg. Decree 196/2003;
- the correct registration of the final score.

These guidelines are valid for *both oral and written exams*.

The examining Board may adapt the working instructions, based on specific needs stated by the student.

The publishing, enrolling, and registration procedures shall be made on the ESSE3 platform as usual, where the "remote exam mode" option is already available.

Students are informed on the exam procedure at least 5 days in advance, so that they can prepare themselves beforehand.

Professors shall pay special care during exams of students with disabilities or LSD, by providing them with all the tools that are useful to meet special needs and protect their privacy and confidentiality, still ensuring that the exams are carried out in a public form as provided for by the law.

Remote recording, in full or in part and with any type of device, of the audio, video, or snapshots of the session and relevant dissemination in whatsoever mean they have been taken is strictly prohibited.



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The behaviours not complying with the provisions shall be prosecuted with disciplinary actions pursuant to the law and/or reported to the competent authorities.

If the professor is aware of misbehaviours during the exam session by one or more students infringing the “Student Regulations” of Unimore or current applicable legislation, s/he must cancel the test and report it to the competent University Bodies so that the relevant disciplinary actions will be taken.

The examining Board is appointed under the University Educational Regulations.

Outlined below are the instructions on how oral and written exams are carried out.

Oral exams

Oral exams may be held by using the same platform for providing and monitoring the test.

To this purpose, the platforms indicated by the University are used also for supplying the distance learning (Meet, Teams, Collaborate) or alternatively other tools able to offer proper guarantees of safety and reliability.

The guides for using the IT tools mentioned above are published in the distance learning section of **www.unimore.it/online**.

Before the exam

Through the selected software tool, the President of the Board obtains the link or the code for the video meeting beforehand and emails it in good time to the students registered for the session, even by asking a person in charge to do it.

The email sent to students contains the following: *“Please be informed that by connecting to the video meeting, you consent to the procedure for carrying out the remote oral exam, under the provisions of the Guidelines adopted by the University. You are aware that any misbehaviour that is contrary to the University Student Regulations or current applicable legislation will be severely punished”*.



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This accountability will also be submitted to the students when registering for the session.

Each student must:

- be in a room by himself/herself;
- be equipped with all the materials and the support needed for taking the exam (paper, markers, calculator, etc.) as specified by the professor.

During the exam

The day of the exam, the Board and the students connect to the video meeting by following the instructions given by the President.

Each member of the Board and the students must have a device with microphone and camera, and be connected to the Internet.

The Board guarantees that the exam is carried out in a public form.

The President may call attendance in order to check which students are actually participating.

At the end of the test, the President communicates how the exam results will be disclosed.

The President states that the exam starts and calls the students for taking the test based on the order deemed suitable.

The other students connected must temporarily switch off their camera and microphone in order not to disturb the applicant during the test.

The applicant is identified by comparing his/her video image and the photo on the Student's Card or other ID, that must have been previously loaded on Esse3, or alternatively sent to the President of the Board by following the procedures indicated by the latter.

The exam station should possibly have the following set up:



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- the PC/device is placed on a table on which only the student's mobile phone/smartphone and any other material authorised by the professor and required for carrying out the test are also placed;
- in compliance with the student's privacy, the table should be placed at about 1.5 metres from a wall and the student sits in front of the PC/device with his/her shoulders towards the wall.

Other set ups are admitted for carrying out the test, provided that they have previously been agreed with the professor.

The student should preferably not use headphones or headsets. In addition, during the exam, the student must never switch off the camera.

The Board asks questions to which the student must answer by looking at the camera and keeping his/her hands visible in the framing.

If the exam requires the use of writing tools or other types of tools authorised by the professor, the PC camera must be placed as to include the work surface and the student's hands in the framing.

At the end of the exam

At the end of the interview, the student switches off his/her microphone and camera and may leave the meeting, unless there are specific needs.

In the event of loss of connection or repeated interruptions, the Board will decide whether the test is valid or not, taking into account the part of the exam that has already been carried out and looking for the best way to complete the exam.

After switching off the microphone and camera of the public meeting, the Board meets in a private session to assess the exam.

The President communicates the exam results by following the procedure notified at the beginning of the exam.



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After examining a group of students, the President asks them to disconnect and invites the following students to participate in the meeting.

The usual verbalisation procedures start at the end of the session.

Written exams with different levels of supervision

Written tests may be assigned by means of one of the software platforms made available by the University (Teams, Google Meet/Classroom, Dolly/Collaborate) or other suitable tools: albeit with specific differences, all these tools are useful to assign tasks to groups of students, by monitoring their behaviour during the test and checking the time used to complete it.

The exam may be monitored in various ways:

option 1: live environment monitoring (l-proctoring)

option 2: option 1 + PC/device environment monitoring

option 3: automated environment monitoring (e-proctoring)

The guides for using the IT tools mentioned above are published in the distance learning section of www.unimore.it/online.

Before the exam

Gli Students are identified by comparing their video image and the photo on the Student's Card or other ID, that must have been previously loaded on Esse3, or alternatively sent to the President of the Board by following the procedures indicated by the latter.

Each student must:

- be in a room by himself/herself;
- be equipped with all the materials and the support needed for taking the exam (paper, markers, calculator, etc.) as specified by the professor.



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During the test, the professor may get in touch with the student via the chat available in the platform and carry out environmental checks, for example asking the student to move the visual angle of the web cam in order to check that no other people are in the room and no other non-authorized materials are used.

The exam station should possibly have the following set up:

- the PC/device is placed on a table on which only the student's mobile phone/smartphone and any other material authorized by the professor and required for carrying out the test are also placed;
- in compliance with the student's privacy, the table should be placed at about 1.5 metres from a wall and the student sits in front of the PC/device with his/her shoulders towards the wall;

Other set ups are admitted for carrying out the test, provided that they have previously been agreed with the professor.

During the exam

During the exam:

- students must keep always switched on and suitably placed their camera and microphone of the PC/device, and they must stay in the position indicated by the Board, avoiding any distractions or movement away from the camera framing, failing which the Board may decide to suspend or cancel the exam;
- on their monitor, students are prohibited to display windows that differ from those authorized by the examining Board.

Students who complete their exam beforehand are advised not to leave the video meeting until the end of the exam or communication by the Board.

Additional hardware (e.g. smartwatch, headphones, etc.) to what listed above is not admitted.



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Students experiencing technical issues or faults during the exam shall communicate it to the Board in order to reach a mutually agreed solution.

In the event of issues that cannot be solved, the message “exam not valid due to technical issues” will appear in ESSE3.

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When the time set for the exam is over:

- the Board informs the students that the test has ended;
- students return their test, in accordance with the instructions indicated by the Board;
- the Board terminates the exam, checks that the students have returned their test and invites them to leave the video meeting;
- the Board downloads the tests from the platform, digitally signs them and files them in a University folder specifically created for filing purposes.

The Board may decide to integrate the written exam with a short oral test for all applicants or, for example, for those who have experienced technical issues during the test or shown behaviours of dubious fairness.