



Operational guidelines for remote written examinations

The instructions below for option 1 and option 2 refer to online written exams by remote with limited traceability requirements (no e-proctoring= that is, with no automated monitoring of the student's behaviour during the exam), whereas instructions for option 3 refer to exams requiring automated monitoring.

Option 1: live environment monitoring (I-proctoring)

The instructions apply to an online exam replacing a traditional face-to-face written examination, and are effective for small groups of students (who may be monitored during the exam). In fact, for small groups of students (15-25) an I-proctoring activity may be performed, that is visual monitoring of the student through the grid view of the students connected.

It is advisable to divide a complex test in multiple tests to be submitted in later sessions and to assign each test a short duration (max 30 minutes). A short oral test may be added to the written exam. Short tests carry a lower risk of misbehaviours.

To make sure that students do not read their notes or receive hints, tell them to stay at a short distance from the camera in order to see the table, keep their smartphone visible in the framing and face down, and always look at the camera.

Students should preferably not use headphones or headsets. In addition, during the exam, students must never switch off their camera.

Students may use tablets or sheets or other materials (to be kept visible or sent as image) to write texts, formulas, or anything else that may be necessary to take the exam.

When the professor opens the test, students are connected to the platform providing the test and to the video meeting software monitoring the environment behaviour, and the professor may check it on his/her device and view what happens in the room through the web cam.



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At the end of the exam session, please follow the usual verbalisation procedures in ESSE3.

Option 2:

live environment monitoring (option 1) + PC environment monitoring

A higher level of security that adds to the exam mode described in option 1 is offered by some of these tools (Dolly and exam.net). In that case, a safe browser (SEB - Safe Exam Browser) must be installed on the applicant's PC, preventing access to external resources..

Option 3:

automated environment monitoring (e-proctoring)

When assigning written tests that require traceability of the student's behaviour during the entire exam, an e-proctoring system must be used.

E-proctoring systems record the student's image and the snapshots of the desktop, and at the end of the test, they report any behaviour that does not comply with the University instructions (prior non-simple set up of monitor activities to perform on the behaviour)

For each student, at the end of the test, the records and the snapshots taken are available to the professor.

System offering e-proctoring: SMOWL, Respondus, Proctorio have an annual cost per student (12 to 20 euros) or per single exam (3 to 5 euros).