

Annex A – Information for teachers.

Do you plan an oral examination and are not familiar with the use of TEAMS?

Manage an oral examination through the access to the university distance learning Catalogue.

Do you plan to manage an oral examination by better monitoring student's access and have a virtual room for the Commission?

Use TEAMS platform, create a team by following instructions and invite students directly.

Did you usually plan written examinations and are not quite familiar with the use of TEAMS?

Convert the test into an oral examination and use the access to the university distance learning Catalogue.

Do you plan to continue to run a written examination and are familiar with TEAMS?

Use TEAMS platform and refer to instructions on how to monitor students; if necessary, plan the test in several rounds.

Do you plan to run a written examination and have a lot of students (approximately more than 50)?

Plan to use TEAMS platform in several rounds; if you benefit from the support of colleagues and tutors you can manage simultaneous rounds. Please note that with TEAMS you can manage to cyclically visualize candidates. You can also verify whether provided platforms are suitable to conditions envisaged for the conduct of the examination.

Do you plan to have written examinations on PC?

Plan surveillance with a second device, but consider that this is a permitted but not mandatory option for students who may ask to take the test through only one device.

How do I identify students?

Students can show their identity card to the camera or, alternatively, they can be identified by checking their photo which has been uploaded in ESSE3. The examination is invalidated, if it is proved that a student is using unauthorised devices.