

## **Annex B – Information for students**

- a) Distance examinations are public events, in which it is possible to request to participate.
- b) It is forbidden for anyone to audio/video register the examination, in whole or in part, by any types of device and to disseminate its contents.
- c) For the whole duration of the examination it must be possible for the commission to see the candidates and monitor their workstation; the participation in the test implies the authorisation to be filmed.
- d) Students should check the proper functioning of the following equipment:

### **– hardware:**

- device such as pc/tablet/smartphone equipped with webcam/camera and microphone (internal or external) which must be compatible with the videoconferencing software
- a scanned machine (in case of written tests): if there is no scanner, it is possible to get the test image through a smartphone or a tablet.
  - NOTES: it is possible to use only one device, but in that case and on the basis of the terms and conditions envisaged for written examinations it is necessary to inform the teacher

### **– software:**

- it must be necessary/advisable to install the videoconferencing software;
- software to scan the test's image (if requested): it is suggested to use native or free applications (e.g. Google Photoscan, Office Lens, CamScanner) that are able to scanning an image and transform it into a pdf. file (note that there are some online tools which are able to transform images in pdf. files)
- NOTES: before the beginning of the test, students are invited to check if the adopted scan and producing pdf. file system is adequate (only on teacher's indications, it is possible to send images in JPEG. format).

**– connectivity:** it is necessary to be equipped with an adequate internet connection (ADSL, fibre optic or 4G with a good coverage). If the student does not have the required devices to take the test or internet connection, he/she may inform the teacher and arrange other ways to take the test.

- a) Students will receive an email invitation to connect to the virtual examination.
- b) In order to take the test students must, in addition to the equipment indicated above, hold an identity card, if requested or the student card. If they have to show it to the camera, they are asked to hide unnecessary data.
- c) Students are asked to read the invitation email and related indications on how to take the test.
- d) In case of written examinations, the teacher will indicate how the test will be managed, monitored and submitted, as well as the rules of conduct.
- e) In particular, in case of written examinations students must allow to be recorded in a room where they have to be alone and use only permitted devices or materials (e.g. paper and pen, calculator, etc...)

### **General rules for carrying out distance examinations**

- the test may be invalidated if a student is clearly caught copying, the examination is taken not autonomously or if he/she uses unauthorised sources to take the test;
- the test will be invalidated if the student leaves his/her workstation without authorisation before the end of the examination;
- the examination will be invalidated if it is proved that he/she uses unauthorised devices.