Instructions for the online Exam

The exam will be written, it will be 1 or 2 exercises of the types seen in the lessons, or 1 or 2 open questions regarding the program. The exam will be done using **google meet** and **exam.net** with **safe exam browser**. The student is assumed to be already familiar with these software tools. In case you are not familiar with them, it is strongly recommended to **practice** them. During the exam it will be **impossible** to solve technical issues, and if the procedure will not be correctly applied you risk to fail the exam.

The exercises/questions must be answered by writing on paper and then scanning and uploading in exam.net. The time available will be about 50 min.

During the exam, the student must be alone in a room with only one door, which will stay closed all the time.

The student must be equipped with:

- **laptop** (or equivalent) with microphone and camera. The camera must be able to frame the student taking the exam, including hands writing on paper and head.

- **smartphone**, which must be used only to scan the paper at the end of the exam, and kept **out of reach** during the exam. It is **forbidden** to use any other device, including headphones.

The student must have installed:

- a browser fully supporting google meet and exam.net

- safe exam browser on the laptop https://safeexambrowser.org/news_en.html

- cam scanner on the smartphone (or other app for scanning the QR code and the pages of the exam).

Procedure:

About 30 minutes before the exam, all and only the students registered for the exam in infostud will receive via infostud email the link to the google meet meeting. All the students enter the meeting with camera and microphone **turned off**.

One after another, the students are called by the professor to perform environmental check.

When called, the student must turn on camera and microphone and show at 360 degrees the environment where they are, including the floor under the desk. After this, the student must sit, show the identity document, and frame with the camera head and hands writing on the paper.

At the end of the environmental check, the professor provides the code for accessing the exam in exam.net. This code must be immediately **WRITTEN on the paper**, to avoid losing it.

Then, all the students must use the code to enter the exam in exam.net while keeping the meet meeting **ACTIVE**. The meet meeting must remain active until the end of the exam, both audio and video, otherwise the exam is **NOT** valid. If you realize that you are no longer in the meeting (the LED on the camera goes out) you must go back immediately and ask to be readmitted to the exam.

The exam exercises/question will be read on exam.net. They must be answered by writing on paper. If an exercise is given, the student must clearly explain, also using sentences, all the operations done and not just write the result.

At the end of the exam, the student must ask the professor to take the smartphone to scan.

For each page of the exam, the smartphone must take a photo of the QR code provided in exam.net and a photo of the page. Be careful to make clear and legible photos, one photo for each page, otherwise the exam is not valid. If necessary, photograph it with camscanner in scanner mode, save it in the gallery and then take it from there. When the scan of all pages is complete, send the exam in exam.net. After this, the meet meeting can be closed and the exam is complete.

The grade will appear directly in infostud. If you accept it, you don't have to do anything. Only in case you want to refuse the vote, you have to send an email to the professor with subject "**OM exam - grade refused**" within 2 days of the registration of the grade.