INSTRUCTIONS ON REMOTE EXAMS FOR THE SUMMER EXAM SESSION

In the meeting that took place on April 16th, 2020, the Academic Senate approved the present instructions on remote exams for the summer exam session to ensure their regular execution from remote locations.

In consideration of the unique characteristics and needs of the various degree courses of the Department of Economy and Management, on the 24th of March the head of the Consortium of the Degree Programme Board (Consiglio dei Corsi di Studi Aggregati – here referred to as the "CCSA") instituted a specific work group having the aim of preparing operative instructions to regulate the upcoming remote exams that are in line with the guidelines that had been previously established and published by the university.

Starting from the proposals that have been discussed and elaborated by the above mentioned work group, the present document incorporates feedback from the demonstration that took place at the CCSA meeting on April 28th, and the decision made by the CCSA on May 5th, and summarises the aspects that are of direct interest to students.

General instructions

In order to sit the exam, each student must be enrolled in esse3 within the established deadline and must dispose of a computer or tablet and – only if expressedly required by the teacher – a smartphone. All devices must have audio, video, a microphone and internet connection and the student must download the required application.

Exams may be conducted with one of the following formats:
- One written exam;
- One oral exam;
- A written exam followed by an optional or mandatory oral exam.

Even in the case of exams that are indicated as "one written exam", the teacher is entitled to have students sit an oral exam if necessary.

Based on the number of enrolled students, they will be divided into groups and invited to access a virtual room both for written and oral exams. Students will have to log on at least ten minutes before the beginning of their exam.

After accessing the virtual room, the examiner(s) in charge of the room will:
- inform students that the exam may be completely or partially registered;
- proceed to take a roll-call, asking each student to show his or her document (identity card or university badge) to the webcam. In order to ensure the student's right to privacy, he or she will have to cover all the information on the document that does not pertain to his or her personal identification;
- will not admit the student to the exams (art. 14 student regulations) if the student were unable to identify him or herself due to a lack of documents;

- inform students that the disciplinary measures provided by art. 33 of the student regulations will be applied to punish any behaviour that may disrupt the regular execution of the exam;
- have the right to ask students to show the environment where they are located by framing the room with the webcam before and/or during the exam;
- have the right, in the presence of irregular behaviour on the student's part or of problems with the student's internet connection, to decide respectively to cancel the exam (and initiate a disciplinary procedure if necessary) or to invite the student to sit the exam again in the manner that the examiner should deem fit.

Before the exam, students will have to sign the honour code presented in the university's guidelines in the required forms. Moreover, they will have to abide by the following rules:

- No other people other than the student may be present in the location in which the exam will take place, and audio and video will have to be switched on at all times;

- Students may only use a computer (or tablet), calculator and, if expressedly requested by the examiner, a smartphone. It is severly prohibited to use any other device, especially those with internet connection;

- Students must not use any notes, books, or material except that which is expressedly allowed by the exam commission;

- Examiners may ask students to share their screen during the exam and may use software that can monitor access to the computer system also after the exam;

- Students are prohibited from using headphone and earphones (unless otherwise instructed by the examiners) and from registering the exam in any measure or form;

- Students must implement the examiners' instructions in order to ensure the exam's correct execution.

Oral exam

The exam will be executed with Google Meet or Microsoft Teams by dividing students into groups composed of a maximum of five examinees that will have to be present at a certain time and for an established period of time during which all students will have to be connected (those who are not being examined at the moment will have to keep their audio and video off).

Examiners will ask students to be positioned at a distance from the computer that will allow them to be clearly framed (upper body and workspace).

Quiz-based exam with Moodle

If the number of enrolled students requires it, the exam will take place in multiple virtual rooms, each of which will be invigilated by a member of the exam commission or a delegate.

The exam will be distributed through the Moodle software, which will also set the time limit for each student.

The exam may consist of open questions, closed questions, multiple choice questions, embedded answers (cloze questions), or a combination of any or all of the above.

In exams containing computing exercises, students may attach the files they have worked on as the solution of parts of the exam.

Based on his or her autonomous assessment, the teacher may articulate the exam in multiple parts, provide for certain constraints that are necessary to proceed from one part of the exam to another, attribute different scores to various questions, and deduct points for mistakes.

Paper-based written exam

In this case as well, if the number of enrolled students requires it, the exam will take place in multiple virtual rooms, each of which will be invigilated by a member of the commission or a delegate.

The exam will be distributed through the Moodle software, which will also set the time limit for each student.

Students will have to frame their workspace with the webcam for the duration of the exam so as to be visible while they write on the paper exam (in the format required by the teacher).

To submit the completed exam, students will have to digitalise their paper exam with a scanner or a smartphone and send it to the course teacher according to instructions.

Before closing the connection, the examiner will ensure, by means of the webcam, that the exam that the student submitted conforms to what the student wrote during the exam.

Students with Learning Disorders

If the number of enrolled students with learning disorders requires it, an *ad hoc* virtual room may be created to grant them the necessary amount of time to complete the exam. If there were only one student with such needs, he or she may be included in the virtual room of the final group of exams of the day.

Registration of the exam

Once the final marks of the exam have been announced, students may accept or refuse their mark within the time slot allowed by regulations.

Marks that are not openly refused will be considered as accepted and may no longer be changed.

Please note that the refusal of the mark of an oral or written exam cannot and will not be deduced from the student's enrollment in a later exam session, but rather must always be explicitly expressed.

Further information

The department's website will list the exams and each course's chosen exam format. There will be no changes compared to the official course syllabus, but more information may be provided by teachers in the course page(s) of the "comunità didattiche" as they see fit.

In order to become more familiar with the functions and use of Moodle, students are invited to try out the dedicated area of the university website:

https://www.unibs.it/servizi-online/servizi-line/e-learning-didattica-distanza/informazioni-didattica-distanza

Recommendations

Due to the complexity entailed by the organisation of these remote exams, it is even more necessary for students who intend to sit the exam to enrol in Esse3 within the established deadline, <u>otherwise they will not be admitted to the exam under any circumstances</u>.

Students who are enrolled but do not intend to sit the test are kindly invited to withdraw their enrollment in Esse3. Should this not be possible after the list has been closed, a withdrawal via e-mail to the teacher would be greatly appreciated.

Brescia, May 6th, 2020