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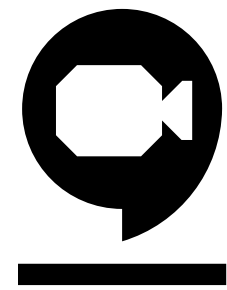
Rome
University
of Fine Arts

Protocol to carry out the exams remotely for students

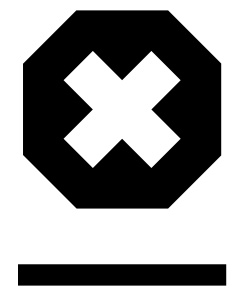
AY 2019/2020

Rome, 17th of June 2020

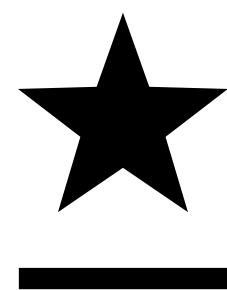
Remote exams



The oral exams are taken remotely through Cisco's WebEx platform. The technical-administrative procedure recommended by the Academy is described below. Any special needs, adequately motivated and previously communicated by the student, will be evaluated by the Examining Committee who will be able to evaluate any possible changes to be made to the procedure.



It is absolutely forbidden for anybody to record (in whole or in part) the audio, video or images of the remote exams through any type of means and to disseminate them in any way, no matter how they have been obtained. Any behaviour that is non-compliant with what is prescribed will be prosecuted according to the law.



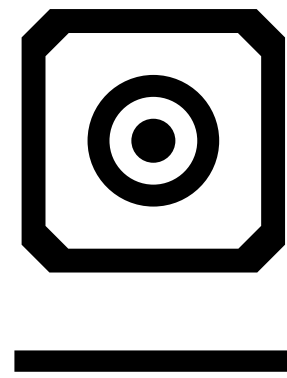
Please note that students are required to behave correctly during the exams, giving a tangible demonstration of their integrity and intellectual honesty values.



STUDENTS SITTING THE EXAM

Students sitting the exam - *Technical equipment*

For the exam to be conducted remotely and in order to guarantee the highest level of test regularity, the student is expected to have a **computer** equipped with:



CAMERA



MICROPHONE



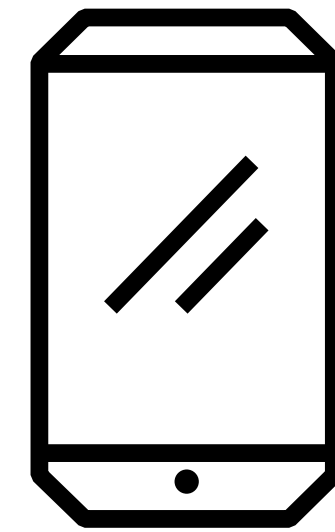
SPEAKERS



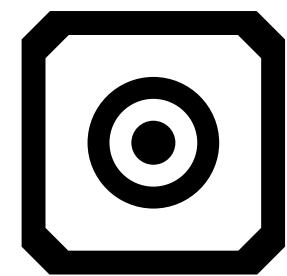
**STABLE INTERNET
CONNECTION**

Students being examined - *Technical equipment*

Students that being examined, are invited to **use, if possible, a second smartphone device** with:



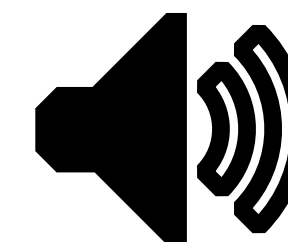
SMARTPHONE



CAMERA



MICROPHONE



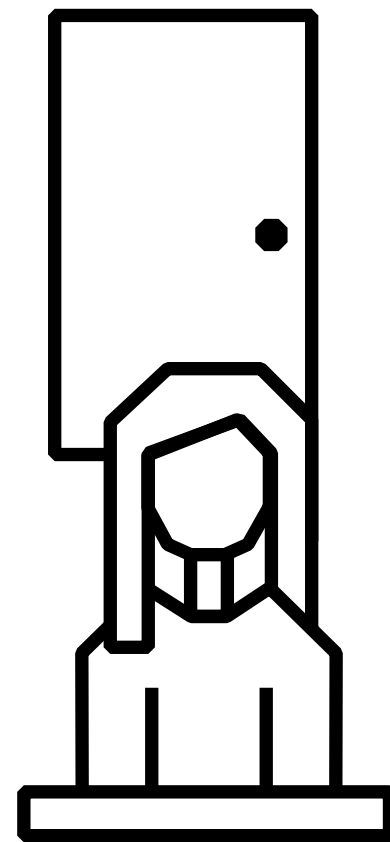
SPEAKER



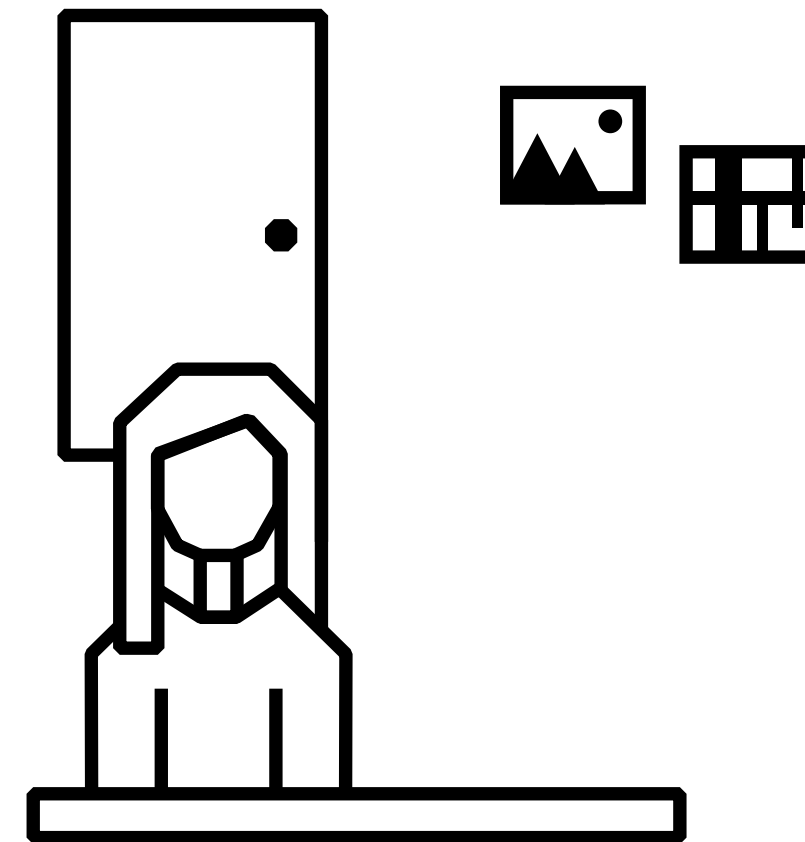
STABLE INTERNET
CONNECTION

Students sitting the exams - *Exam work station*

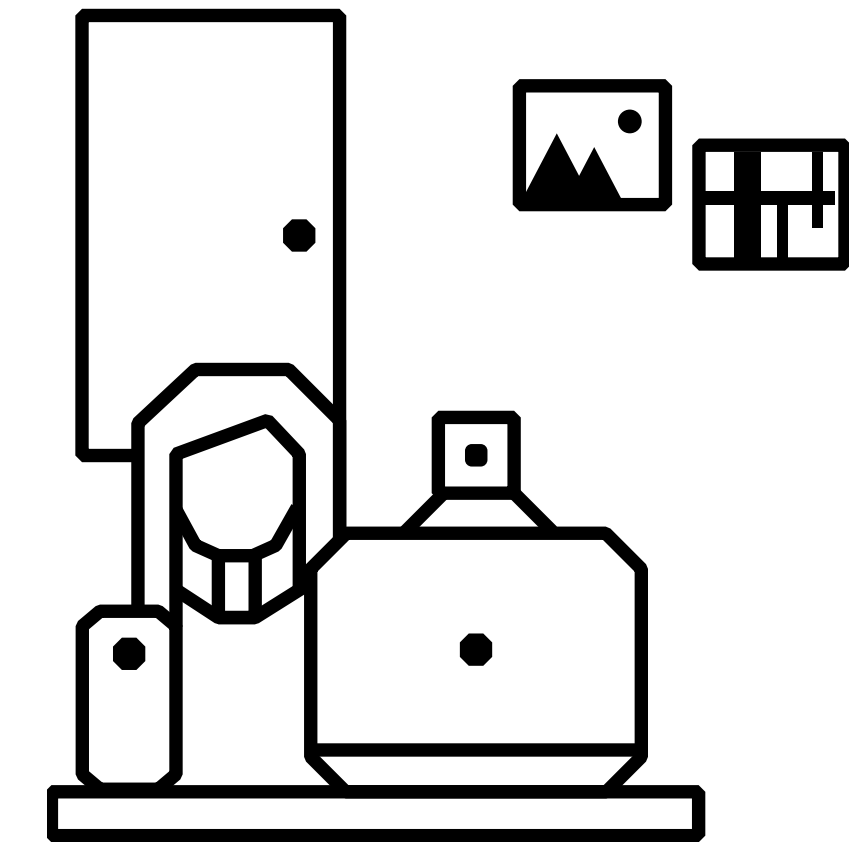
The exam work station must be set up as follows:



1. Choose a space with only one entrance.



2. Position the desk so that you have your back to the wall, at about 1.5 m, to respect the student's privacy.

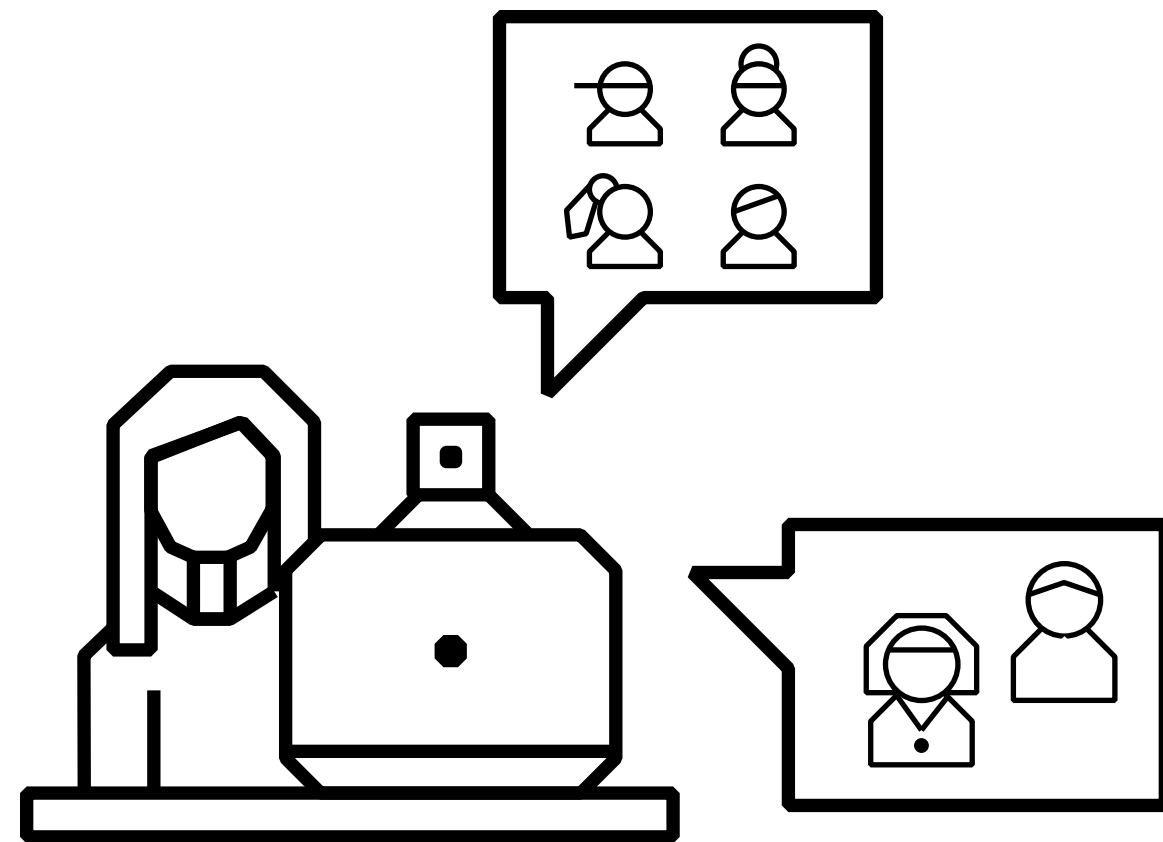


3. Place on the table **ONLY** the computer, exam booklet, any smartphone and other material authorized by the lecturer and necessary for completing the test.

Other set ups for the exams are admissible but must be agreed in advance with the lecturer.

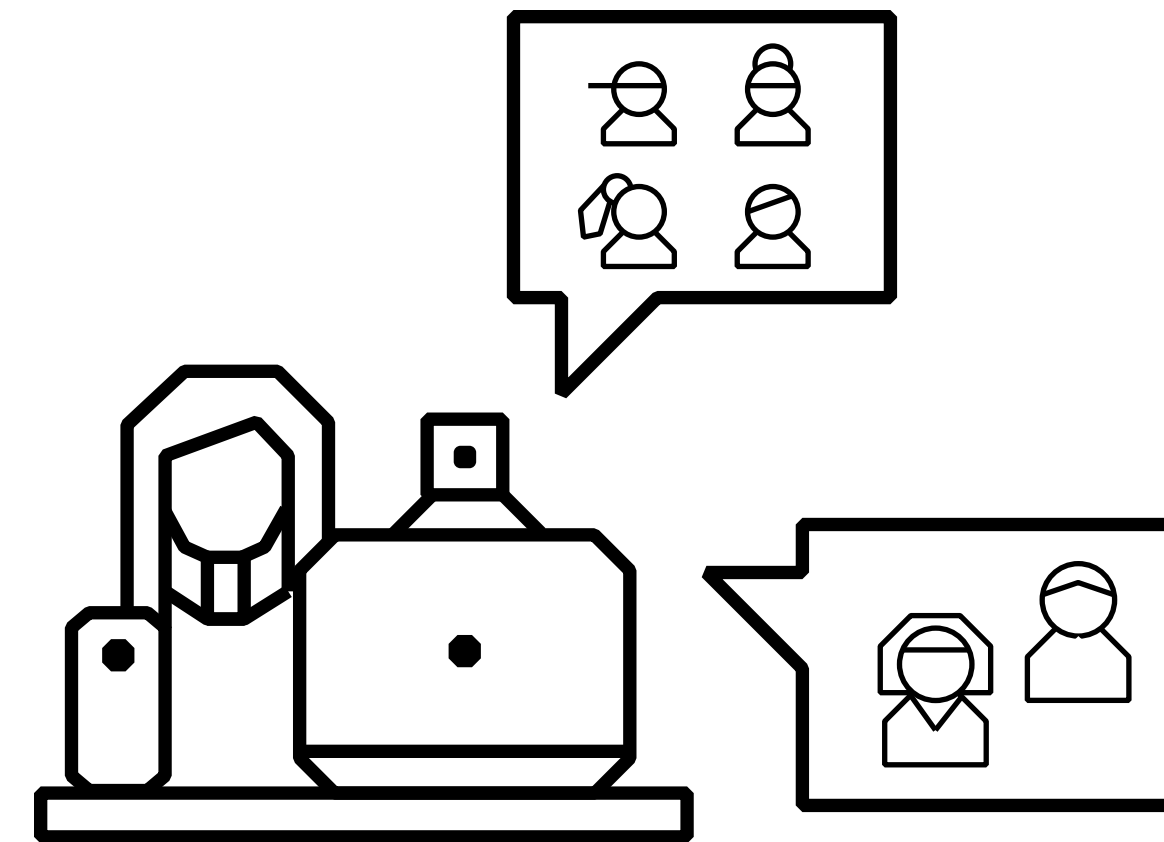
Students sitting the exam - *Videoconferences*

The **student connects** to the WebEx public videoconference **5 minutes before the start of the exam session through the computer** and verifies the correct functioning and internet connection. The student will connect with the possible smartphone only when being examined.



1. **COMPUTER PUBLIC VIDEOCONFERENCE**

The student will access the exam link on the unirufa.it/esamiadistanza page.



2. **SMARTPHONE PUBLIC VIDEOCONFERENCE**

When examined, the student will access the exam link on the unirufa.it/esamiadistanza page also by smartphone, if he/she has one.

Students - *Technical specifications for opening the videoconferences*

The student will follow the procedure indicated to participate in the exam.

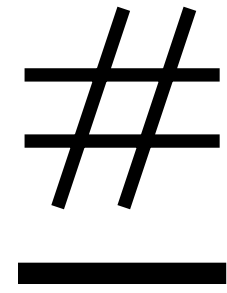
1. Open Chrome (recommended browser).
2. From the unirufa.it/esamiadistanza page, select the exam, click on the link of the **public videoconference**. By entering Name, Surname and email you will be in the classroom. Keep **camera and microphone switched off** and **turn on the speakers**.
3. **During his/her exam, the student being examined** must connect to the public videoconference also through a possible smartphone, following the procedure previously described.

The student is informed that by connecting to the videoconference using the indicated link, he/she accepts the modality for carrying out the distance exam oral examinations, as indicated by the D.D. 02/2020/A of 29/05/2020.



CARRYING OUT THE DISTANCE EXAM

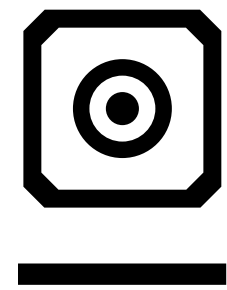
Exam procedure - *Connection to the videoconference*



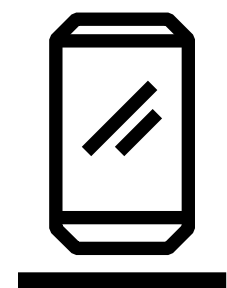
- 1) The Professor Chair of the Examining Committee, summons the student to be examined by calling him/her with his/her **matriculation number**.



- 2) The **student turns on the microphone and the camera of the computer** and answers, and at the same time also selects the sharing screen mode.

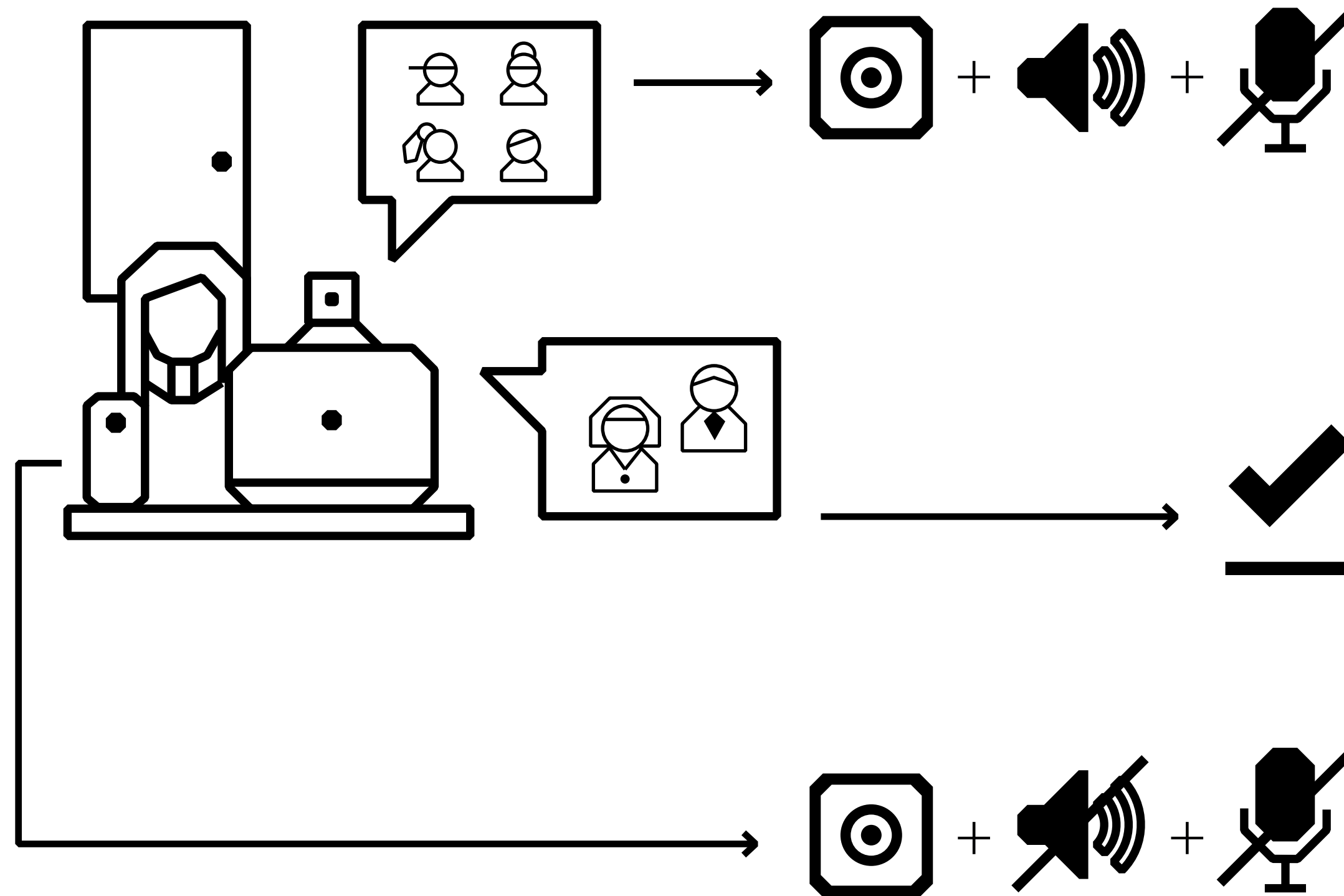


This way the lecturers will be able to see the student's screen and make sure that he/she does not browse the internet to find the answers.



- 3) The lecturer invites the student to **connect with a possible smartphone**. The lecturer places the icon on the top right on the "Side-by-side" view mode, to see both the student and his/her screen.

Examination procedure - *Identification*

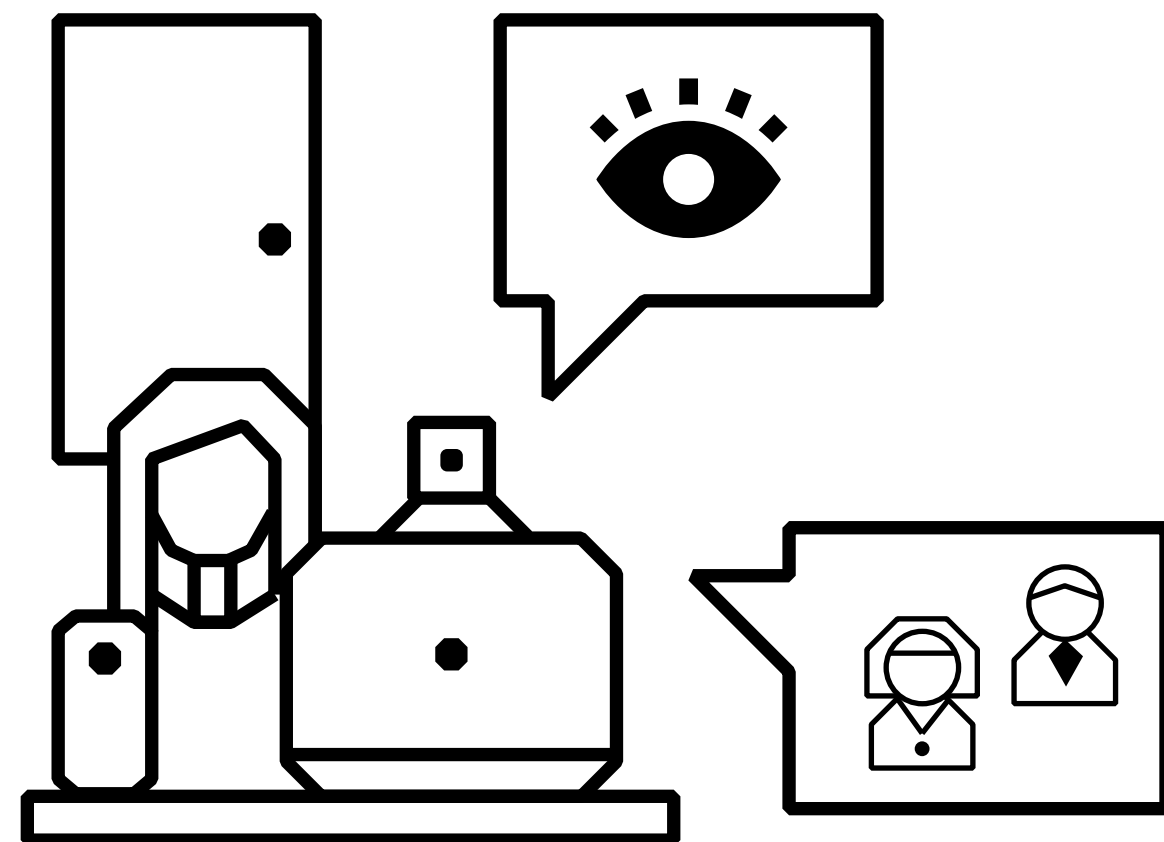


4) **If the student connects with the smartphone to the public videoconference, he/she must leave the camera on and switch the microphone and speaker off.** NB: lower completely the volume of the smartphone.

5) The Committee **identifies the student through** an online check of the **exam booklet**, and the **student** subsequently **shows** the Committee that **there are no people** who can suggest answers, and/or devices and materials available that are unauthorized.

The possible smartphone must subsequently be positioned so to show the door of the room where the student will take the exam.

Exam procedure- *Exam discussion*



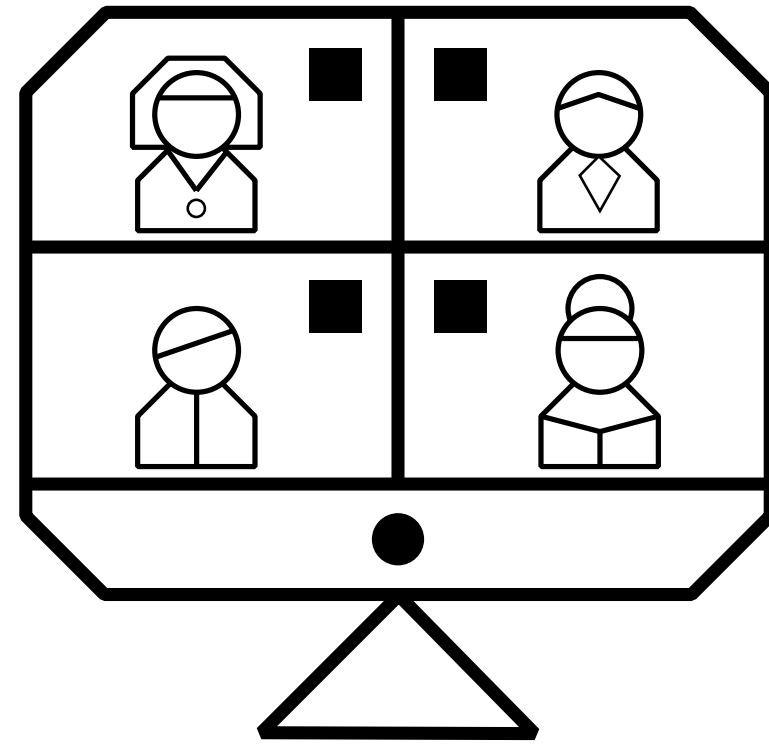
- 6) The exam begins: **Committee and student have their microphone and camera turned on.** The Examining Committee lecturers can simultaneously see the student, the student's computer desktop and, if there is a connection with a second device, the entrance to the room.

The Committee proceeds with the questions and the student is required to answer by looking at the camera and keeping his/her hands in the frame.

If the exam requires the use of writing aids or other types of aids authorized by the lecturers, the camera will have to show the work surface and hands of the student in the frame. At the end of the exam, the student switches off the microphone and camera again, the Committee calls another candidate.

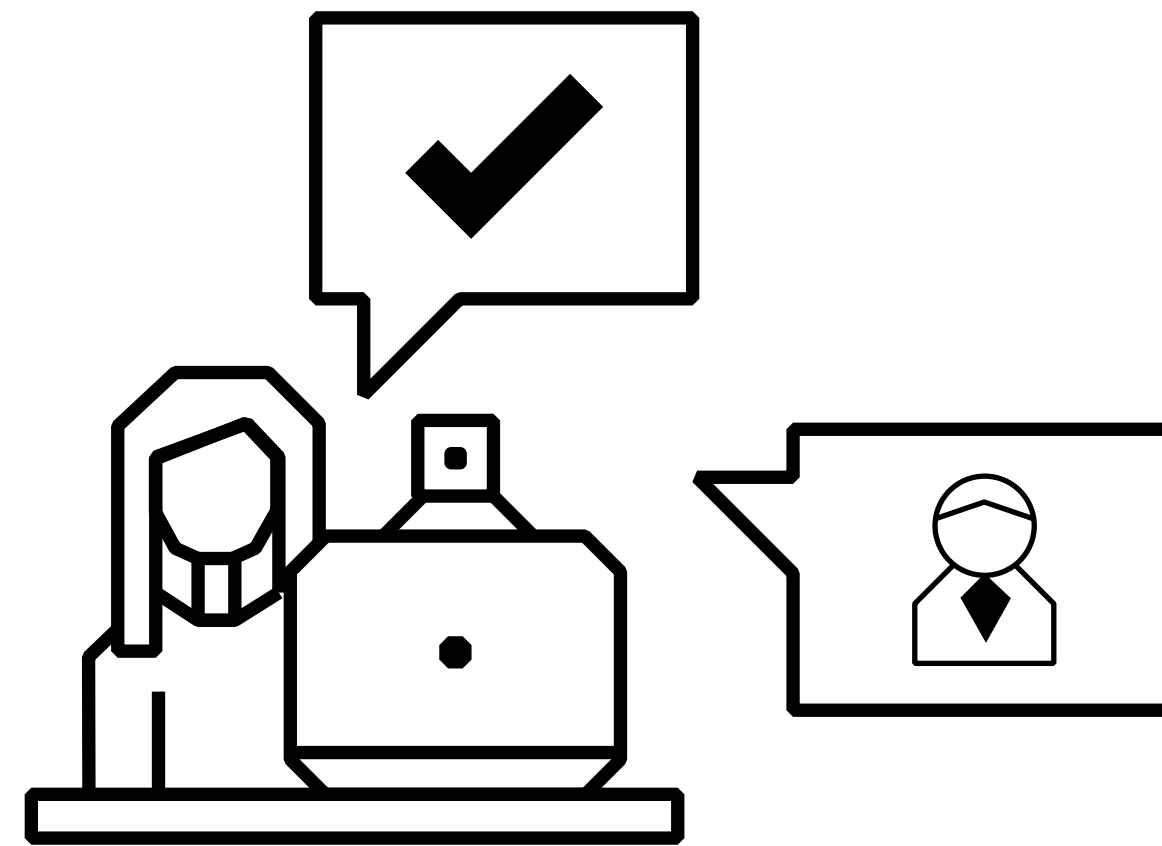
In the event of a lost connection or various interruptions, the Committee will evaluate and express its opinion on the validity of the test.

Examination procedure - *Committee meeting and grade assignment*



- 7) The Committee, after having **deactivated the audio and video mode of the WebEx public videoconference**, meets in the videoconference to **evaluate the exam**.

The Commission will meet using the medium it finds most suitable.



- 8) Subsequently, the **Chair communicates the outcome of the test for groups of students** in the public videoconference, identifying the candidate only through the matriculation number.

Each **student must explicitly accept or reject the grade** assigned by the Committee. Once the grade has been accepted or rejected, the student can exit the video conference. The Committee will then proceed with the subsequent candidates, repeating the procedure.

Support

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