

DISTANCE EXAMS INSTRUCTIONS FOR STUDENTS

TESTS WILL TAKE PLACE FROM MARCH 24TH USING THE NEW “DISTANCE” MODE, THROUGH THE MICROSOFT TEAMS PLATFORM.

- Firstly all exam calls not completed or interrupted due to the Decree of Suspension of activities in presence will be carried out;
 - Starting from April 4, 2020, there will be new appeals which will be open to all students, also those following study programmes;
- Since the list of candidates to be examined is based on the reservations made through SmartEdu, please note that booking on the STUDENT PORTAL is essential.

ALL THOSE WHO ARE ALREADY REGULARLY BOOKED FOR THE APPEALS OF EXAMS THAT HAVE NOT BEEN COMPLETED OR NOT COMPLETED AS A RESULT OF THE SUSPENSION DECIDED ON MARCH 4 WILL BE ADMITTED TO THE EXAMS IN MARCH.

SIMPLE RULES TO TAKE THE EXAMS:

1. **BOOK** to take the exam on the Student Portal (for students regularly booked on the Portal for the March appeals, a new reservation is not required)
2. **SUBSCRIBE** to the specific DISTANCE EXAMINATION CLASSROOM Team of the teacher in charge of the course for which the exam must be taken, in the same way that you register for the VIDEO LESSONS TEAM. The list of teachers' virtual classroom codes can be found at the link: <http://www.dsps.unict.it/it/home/aule-lezioni-ed-esami-del-giorno>. Registration for the TEAM must be made no later than 60 minutes before the time scheduled for the opening of the appeal (the calendar is published on the same Link).
3. **CHECK** on the message pages of the EXAMINATION ROOM the schedule of exam times communicated by the teacher
4. **CONNECT TO THE DISTANCE EXAMINATION CLASSROOM** of the teacher in charge of the course for which the exam must be taken, **at least 15 minutes** before the time scheduled for the opening of the appeal. In the event that more than one exam has been scheduled, the candidate must ensure that they are connected at least 15 minutes before it is their turn to sit the exam.
5. The student must have an identity document ready to show the teacher before the start of the exam and choose a silent, well-lit space from which to make the connection.

6. During the exam, the student will keep their gaze fixed on the webcam; the camera will never be turned off; the use of notes, books/other written material or earphones is not permitted. At any time the teacher can ask the student to move the camera, to ensure that the student is alone.

7. The Commission will carry out the 'virtual presence' exam on the AULA TEAM DISTANCE EXAMS and will subsequently report on SmartEdu according to the current rules.

8. At the end of the exam, the student will take care to disconnect, to avoid blocking the activities of the Commission.