ONLINE EXAMS
Guidelines for the students

The exam of Robotics will be carried out remotely electronically. This modality requires, from the students, a collaborative and ethically correct behavior.

Participation in the videoconference implies acceptance to be filmed. The recording will be carried out for the sole purpose of the correct conduct of the exam, will be accessible only to members of the Exam Committee and dedicated technical staff and the registration will be canceled after the vote has been taken.

1. REQUIRED SETUP

- PC / Mac equipped with webcam and microphone, integrated or external, and Internet connection.
- A smartphone or tablet with a camera and Internet connection.
- Working browser. The recommended browser is Google Chrome or Mozilla Firefox. On smartphones/tablets it is necessary to install the Google Meet application. Verify that the various applications are up to date and functional.
- Credentials to access the Kiro platform.
- The identity document.
- At the end of the exam, you may be required to upload a single pdf file, including all the sheets with your work. To prepare the file you can use a scanner, if you have one, and any software package that let you merge all the files in a single one, or you can use your smartphone, again with appropriate software (just as an example, Genius Scan for iOS, CamScanner for Android). Test your system to be sure that it works flawlessly.

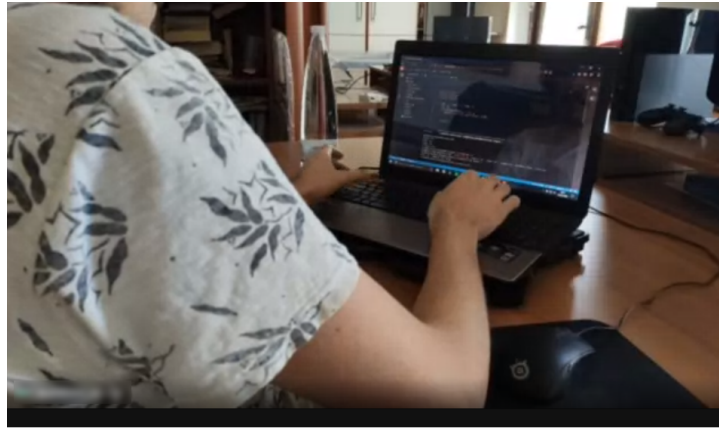BE CAREFUL, the link to access the Kiro platform Kiro dedicated to exams is

https://kirotesting.unipv.it/

ATTENTION: The student who at the time of the exam will not equipped with the necessary equipment CANNOT BE ADMITTED to the test. In case of any problem, please contact the teacher.

2. PREPARATION OF THE ENVIRONMENT FOR THE TEST (in the previous days of the test)

The student will:

1. Arrange a room at his/her home without other people inside.
2. Make sure of the correct Internet connection.
3. Find a location for the smartphone that allows you to shoot the workstation and the surrounding environment as in the image below, obtained by placing the smartphone on the same computer table, next to the workplace.
4. The presence of other hardware (e.g. smartwatch, earphones, etc ...) other than that indicated in these guidelines is not allowed.

3. BEFORE THE EXAM (a few minutes before the test)

The exam will take place in 2 virtual Google Meet rooms, called room **S1** and room **S2**:

- Room **S1** must be accessed from a computer and will be used for one-to-one interaction with the teacher.
- Room **S2** will have to be accessed by smartphone/tablet and will be used to monitor the work area.
- To access the rooms, click on the link provided by the teacher in a dedicated section of the Kiro page of the course.
- We recommend that you keep the links handy to move comfortably from one room to another.

The access to the exam will take place as follows:

1. The student, <u>provided with an identity document</u>, accesses room **S2** via smartphone at least 30 minutes before the test, and waits for the teacher to admit him to the room. Microphone shall be muted.
2. In Google Meet, a sign-in request lasts 10 minutes. If the request for room access expires before the teacher has admitted the student, the student must reload the page and request access to room **S2** again.
3. The teacher will call the students one by one via microphone to verify their identity.
4. Once called, the student will ask the access to the room **S1** through the PC; one admitted by the teacher, the student shows the document and his / her face for identity verification. If the PC is not equipped with a working webcam, the student can use the smartphone or another device, he can temporarily log off the **S2** room and log in the **S1** room, and later return in the **S2** room.
5. After verification of identity, the student leaves room **S1**.
6. The student now "stays" in room **S2** via (connected through the smartphone), arranging the device so as to capture the environment as shown in the previous figure.
7. The student must keep the smartphone on to monitor the environment in which the test takes place for the entire duration of the test. ATTENTION: <u>connect the power supply to the smartphone to avoid battery exhaustion</u>.
8. Keep the smartphone <u>microphone muted during the test</u>, unless otherwise instructed by the teacher.
9. After identification, the student must connect to the Kiro platform with their credentials and access the quiz prepared for the test.
10. When the students are all connected to Kiro and ready to access the quiz, their access password will be communicated.

4. CONDUCT OF THE EXAM (during the test)

During the test, the teacher can ask via microphone from room **S2** to share the screen / desktop video call from PC to room **S1**, while still keeping the video visible from the student's smartphone connected to room **S2**. This possibility is offered by Google Meet.

If during the test the student needs assistance, he can request it by accessing the Google Form in the figure below, whose link is provided in Kiro, providing his name and surname. The form is used to manage the access queue to room **S1**, as the room could be occupied by another student. When available, the teacher will

call the students in order of booking through the smartphone microphone (room **S2**). When the student is called, they will request access to room **S1** via PC, and they can share the screen by clicking on the "Present now" button at the bottom right of the window to receive the necessary assistance.

Request of assistance

Insert name and surname and submit the request for assistance.
Then wait to be called by the teacher.
The waiting time depends on the number of students booked.
In the meantime, we recommend continuing the work if possible.

* Required

Name and surname *

Your answer

Submit

CODE OF CONDUCT

The student must respect the following rules:

1. If a student is caught copying or has an ethically incorrect behavior, his or her exam will be canceled.
2. You cannot access the web except for connecting to Kiro.
3. Communication tools (email, chat, sms, etc.) cannot be used other than those necessary for the examination in the manner described in this document.
4. If a student leaves the desk before the end of the written test, his exam will be canceled.
5. The teacher/tutor in his opinion can ask the student for explanations of the adopted procedure (express the logical process).

5. DELIVERY (at the end of the test)

The answers provided in Kiro will be automatically registered.
If the question requires the upload of a paper scan, this will be stated explicitly in the text of the question.

CANDIDATES WITH DIAGNOSIS OF SPECIFIC LEARNING DISORDER OR WITH CERTIFIED DISABILITY

Candidates diagnosed with DSA or with certified disabilities are assured of carrying out the test remotely with the aid of the measures envisaged by law. In this regard, the candidate contacts the SAISD at least seven days before the exam date to produce an explicit request regarding the necessary help, as well as the possible need for additional times for the performance of the tests. The candidate must also verify the functionality of the IT equipment. The SAISD, on the basis of the documentation received, in consultation with the Rector's Delegate for Disability and Special Needs, promptly sends the appropriate technical instructions for the conduct of the tests to the President of the Examination Commission.

Pavia, 22 June 2020