Translated and integrated from the Decreto Rettorale n. 888/2020 and attachments [11 may 2020].

https://farmacia.uniroma2.it/information/Esami_profitto_scrittiv1_0-ok.pdf

HARDWARE REQUIREMENTS TO BE ABLE TO PERFORM THE WRITTEN TEST OF DRUG ANALYSIS II mod. 2 SECOND YEAR – exam code 8067491

You will need 2 devices able to run Teams, both are going to be used during the exam.

1. Device A: A personal computer desktop with screen is mandatory, also a Laptop is allowed. **[NO phone, NO tablets like ipad: these have a screen that cannot be seen from distance in webcam, thus making the surveillance impossible]**. This is the device you will use to run the Teams session where you will answer the questions of the test.

2. Device B: An external webcam or a cellphone or a tablet or a second computer with camera running a second Teams session where you use only the camera.

Teams software must be opened on the Device A with audio always ON, the screen has to be clearly visible from the Device B camera

b. Webcam separated from PC (the one hardwired on the laptop is not acceptable), cell-phone or tablet or external webcam used as camera is OK (but should be running only a Teams session used for camera NOT for taking the test).

SOME DAYS BEFORE THE EXAM DATE:
There will be a MANDATORY session of testing for the connection and the suitable camera set-up.

Students that reserve the exam, on Teams but do not participate to the mandatory verification of the camera set-up will not be allowed to take the exam.

The testing will ONLY concern the practical aspects of the connection through the Teams platform and verify that the webcam view is correctly set.

HOW THE EXAM IS ORGANIZED
The exam will be held in video conference using the Teams Platform.

Surveillance will be held by the professor, who will make sure that the student will have the set-up in agreement with the ONLY allowed views (cfr. Attachment 1, Fig. 1).
During the exam the students must always have microphone and camera active, don't change the view of the camera, and respect the rules of the camera view.

The test will be distributed by the professor using the Teams "Attività" [Assignments] tool in electronic format only to students that have reserved for the exam, the gates will open automatically only at the pre-established time allowing you to take the test.

<u>THE DAY OF THE WRITTEN TEST</u>

The recording of the exam session IS STRICTLY FORBIDDEN, with ANY type of device.
The timing of the Teams gating (open and closure) are pre-set in a rigid way and cannot be changed during the exam, so once started no delays are allowed.

1. connect on Teams and start the session connection by accepting the invitation on the calendar.

2. identification of each single students: the head count and ID verification must be made with a document that has an ID photo and understandable language: English or Italian; for foreigners Passport or TorVergata Libretto are OK.

3. the re-check of the view of the camara will be made immediately after(cfr. attachment 1 for instructions on obligatory views).
No line interruptions allowed. Be sure you are in a silent environment, with no surrounding noises, and appropriate light like approved view during the testing session. If not compliant you will not be allowed to take the exam.

4. Respect all the rules of behavior (attachment 2), non conformity of behavior will make the exam be declared null. No time for remedies will be allowed.

5. during the exam the professor will be engaged on surveillance and strict control of the sound and views.

6. WARNING: the exam has a time limit that is pre-established, once started the test the time runs immediately. The delivery of the file has to be done before time expires. The system does not allow late deliveries.
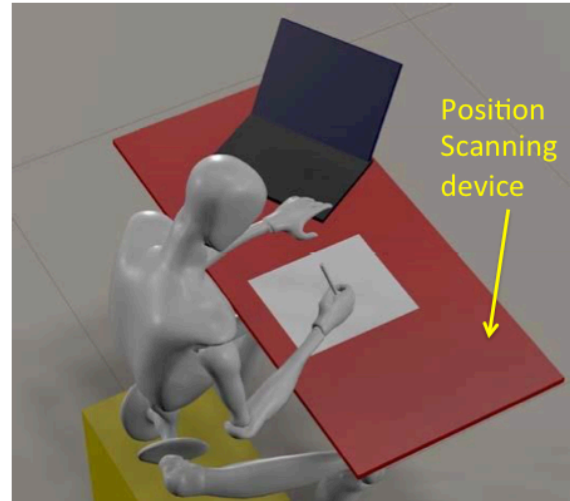
The Teams Time Mark will be the only valid time.

Be sure to deliver the test before the time limit has been reached, exams delivered after the expiration time will automatically NOT be received by Teams and you'll have to repeat the exam at a different session.
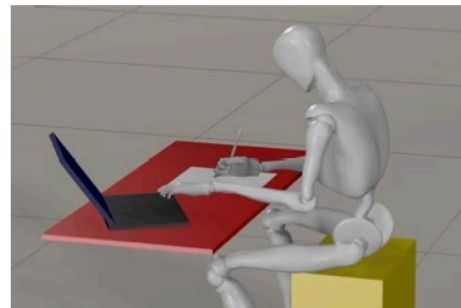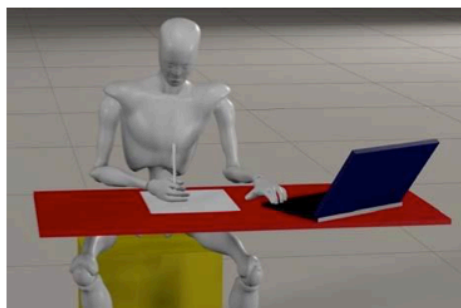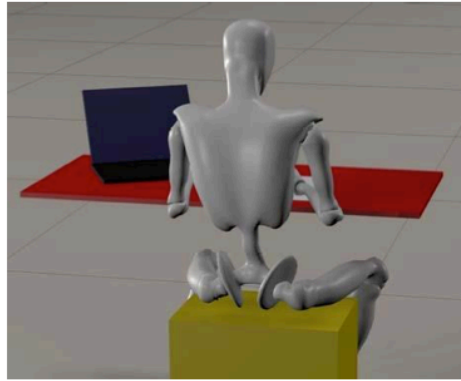
Attachment 1:

Allowed camara views:

Please position the webcam in such a way that the view is in agreement with one of the following two views, both are allowed and OK: be careful the camara view is from slightly higher position than the desktop plane, it is recommended 50-100 cm height and distant 1.5-2.0 meters from the desk.

Position Scanning device

Allowed views from web cab

The following view are strictly and specifically **NOT ALLOWED**

NOT allowed views from web cab

Attachment 2:

Rule of behaviour.

During the participation to the exam the camara AND audio should always be turned on. A failure or a disconnession of the line will induce exclusion from the exam session. No remedy allowed.
The environment:

1. should be highly illuminated to have a clear view with the camara.

2. should be without environmental noises (in case of need close doors and windows), stay perfectly silent during the exam.

3. no one else apart from student is allowed in the room, entrance of a second person will induce exclusion from the exam.

4. Only allowed material (as per professor specific instructions) should be on the desktop, and verified before starting the exam nothing else will be allowed. It is advised to have an empty desk. 3 white pages and a pen are allowed.

5. no hearphones allowed, the student MUST have ears clearly visible. They will be checked by the professor at the beginning of the session and kept under control during the exam. Long haired Women/Men should have hair collected in ponytail and leave ears clearly visible. No hats or other head covers of any type is allowed for no reason. Failure to strictly respect this point will induce exam exclusion.

6. No talking during the exam with anybody is allowed. In case of an emergency notify the professor.

7. Be sure to have used restroom BEFORE the exam starts.

8. At the starting of the session the student should have the Teams window active only with view of the professor and himself, or alternatively of the Teams chat of the specific channel. No view of other students are allowed. During the exam ONLY the Teams window of the TEST should be visible on the computer screen. If other windows are present on the screen the exam will be declared null.

9. The student cannot record or allow others to record the session of exam.