

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

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

The written exam will be executed on blank pages of paper, and then an image should be made of each page and delivered through the Teams platform.

HARDWARE REQUIREMENTS TO BE ABLE TO PERFORM THE WRITTEN PART OF THE EXAM

a. Teams software must be opened on a PC with audio always ON, the screen has to be well visible [no phone, no tablets like ipad: these have a screen that cannot be seen from distance in webcam, thus making the surveillance impossible]

b. Webcam separated from PC (the one hardwired on the laptop is not suitable), cell-phone used as webcam is OK (but should not be running the Teams session).

c. Scanner, digital photomicroscope, phone or other device able to take a digital photo/scan of your manuscript.

Cell-phones, ipads, tablets also in this case are allowed, however need to be a different one from the one used in step b as webcam, the cam has to be operative **always continuously**, no interruption allowed.

ONE WEEK BEFORE THE EXAM:

There will be a session of testing for the connection and the suitable set-up.

Students will need to contact the Professor (gaetano.barbato@uniroma2.it) to be included in the testing session. The testing will ONLY concern the practical aspects of the connection through the Teams platform and will make the students practice with how to perform the downloading of the exam text, scanning of your elaborate, uploading the file on the platform Teams and appropriate webcam setup.

This testing session is indicated ONLY for the students that have still to pass the written part.

3. WRITTEN TEST ON PAPER PAGE

The exam will be held in video conference with the professor using the Teams Platform.

Surveillance will be held by the professor, who will make sure that the student will position the webcam of his device so to cover well the desktop, page on which he/she's writing, the screen of the computer, and the surrounding environment (cfr. 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 (file.pdf) only to students that have reserved for the exam, the gates will open for downloading automatically only at the pre-established time.

The student will display the test on the computer screen, where Teams is running, and will start answering to the test by writing on paper, possibly white paper, using a black pen.

Students will reproduce the paper page (or pages) with answer(s) into a file (file.jpg, file.png or file.pdf) using a suitable device (see next paragraph), load it onto the computer and send it through the menu "Attività" [Assignment] as in the attached instructions images (Attachment 3, steps 1-10), the time of submission will be automatically marked by Teams, and that is the official time of delivery. The gates for uploading will close automatically at the pre-established time, no late delivery will be possible.

It is highly recommended that you scan one page as soon as you finish it and transfer it already on the computer, then proceed with a second page and so on. When you are at 5 minutes from the closing of the gate it is highly recommended you perform your last scan and upload all of them through the platform (attachment 3, step 8-10) so that you don't risk being overtime at the end, or risking an invalid test if you have a problem of line connection.

Suitable devices for making the image and transfer it to the computer: phones that are able to take photos, scanners, ipad tablets, digital photo cameras or similar devices.

The device should be clearly visible on a corner of the desktop at the beginning of the exam, in case you use phones, it should be also screen face down on the desktop during the exam (screen not visible).

The correction will be performed through the platform Teams, where the student will visualize the result as communicated by the professor.

If classes are too numerous can be splitted in sub groups that will take the written exam at different times

IMPORTANT

A malfunction of the shooting system (camweb view and transmission, audio system), or a non suitable (non respecting the criteria of the view for surveillance) will imply the test be declared not valid.

THE DAY OF THE WRITTEN TEST

Please note:

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

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 check of the view of the camera will be made immediately (cfr. attachment 1 for instructions on obligatory views) and once established should not be altered. Alteration will induce the exam be immediately declared null. No attempts of recovery are possible during the session (there'll be a strict timelimit for the exam that once started cannot be altered, and the surveillance duties from professor do not allow for remedies to be searched.). Camera

view should be on all the time, and microphone should be on all the time. No interruptions allowed. Be sure you are in a silent environment, with no surrounding noises.

At this step also the check of the device that will be used for file reproduction will be made: the student has to declare it, and position onto the desktop in a visible position, cfr. Fig. attachment 1 (phones, ipads should be positioned screen face down).

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. at the end of the Identification and set-up testing the exam file will be distributed, see attachment 3 on how to download it. Once downloaded it, Iconize the Teams window (WARNING don't close it) and open the file with the written text for the exam.

On the screen, ONLY the text of the exam has to be clearly visible. The web cam needs to clearly show the screen of the computer.

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

7. at the end of the test, reproduce ALL the pages you have used to do calculations, or written answers in a file using the authorized devices. The student should load the file on the computer whose screen is visible on the camera view, and send it using the Teams function as per instructions (see attachment 3).

8. WARNING: the exam has a time limit that is established at the beginning of the test, 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.

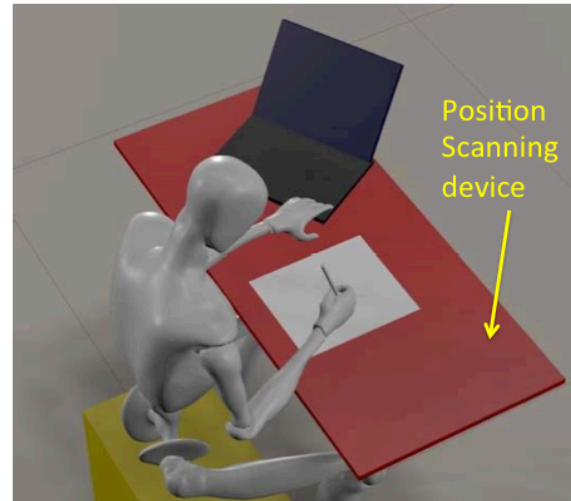
Be sure to deliver the test before the time limit has been reached, exams delivered with a time mark after the expiration time will not be acceptable and you'll have to repeat the exam at a different session.

9. Make an effort to write clearly, not readable tests will not be declared valid. If your hand writing is not clear use CAPITAL LETTERS.

Attachment 1:

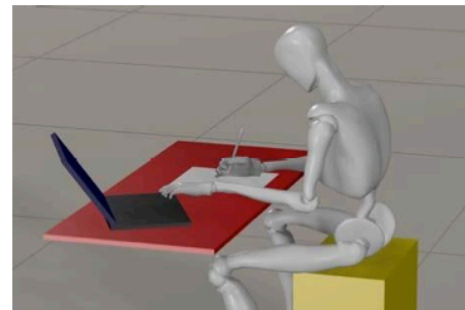
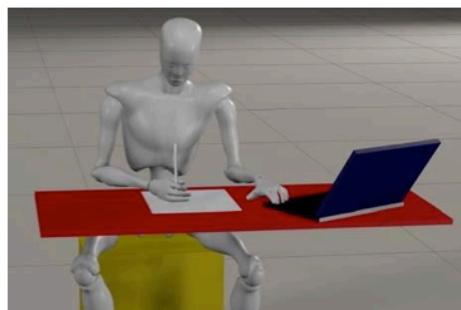
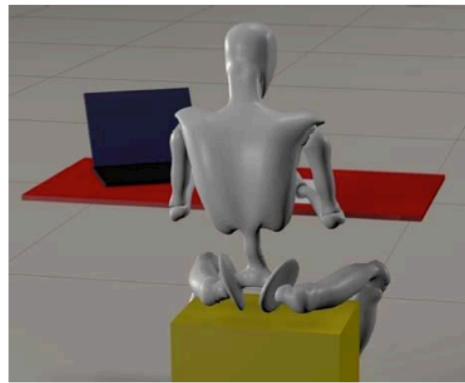
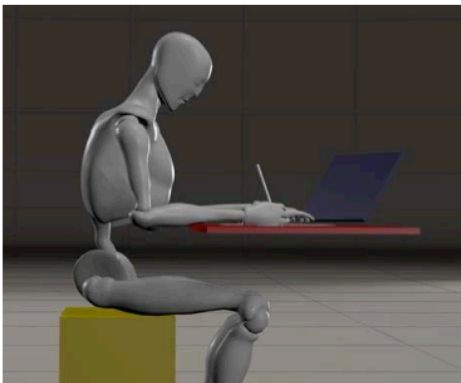
Allowed camera views:

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 camera 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.



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 camera AND audio should always be turned on. A failure or a disconnection 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 camera.
2. should be without environmental noises (in case of need close doors and windows)
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, nothing else will be allowed.
5. no headphones 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 the Teams window should be iconized and not visible on the screen.
9. On computer screen the student MUST have visible only the file provided by the professor with the text of the exam.
10. The ONLY allowed pages to write the answers are white pages. Nothing should be already written on them. They can be entirely white pages, with rows or squares, BUT NOT PRE-WRITTEN. The pages should be clearly visible on the desktop.
11. Write name on top OF EACH PAGE, and number them (prepare this step before starting the exam).
12. The student cannot record or allow others to record the session of exam.
13. If professor asks a specific student to modify the camera view to include some detail, or asks to show a specific detail on camera, it has to be accomplished quickly.

Attachment 3

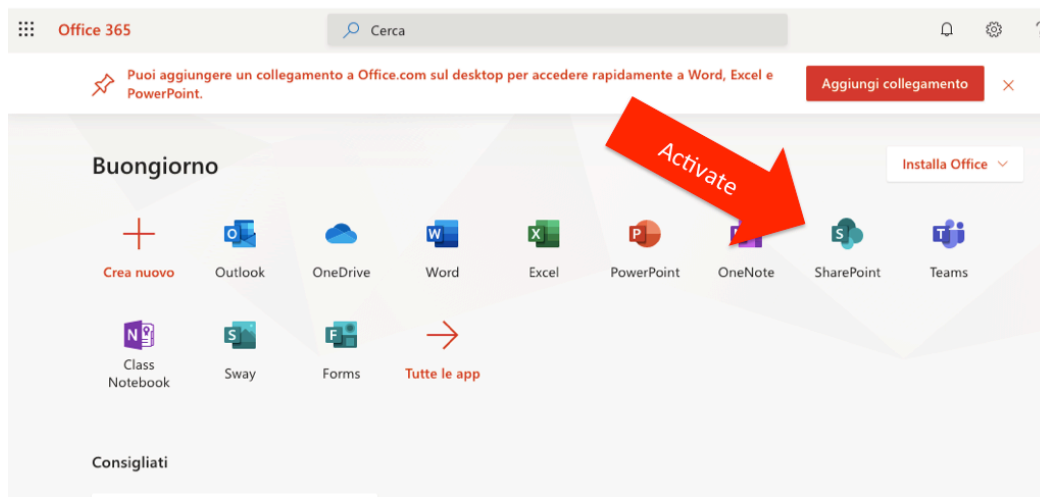
Teams function “Attività” [“Assignment”] check:

Preliminary step to be able to upload the test at the end of the exam, it only needs to be done one time for the channel and then it will remain valid also for other sub-channels:

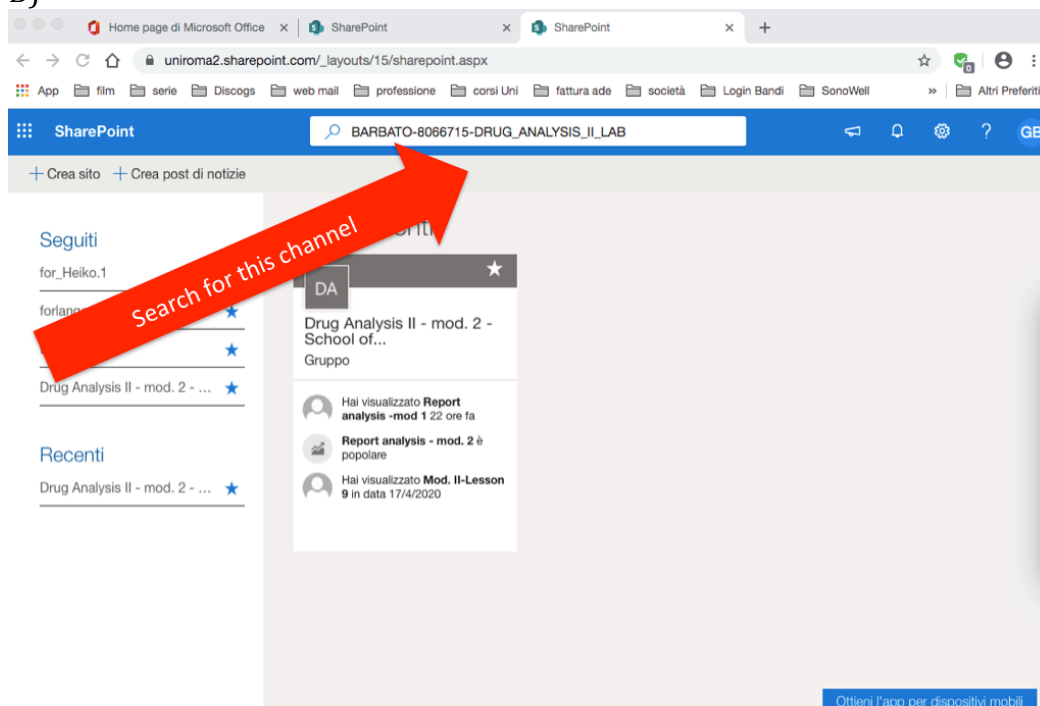
the upload of your file is done through a OneNote link that needs to be activated for each specific channel. To activate it you must open your office.com web account (the same you used to connect the first time and download Teams).

Then in the main page follow the instructions:

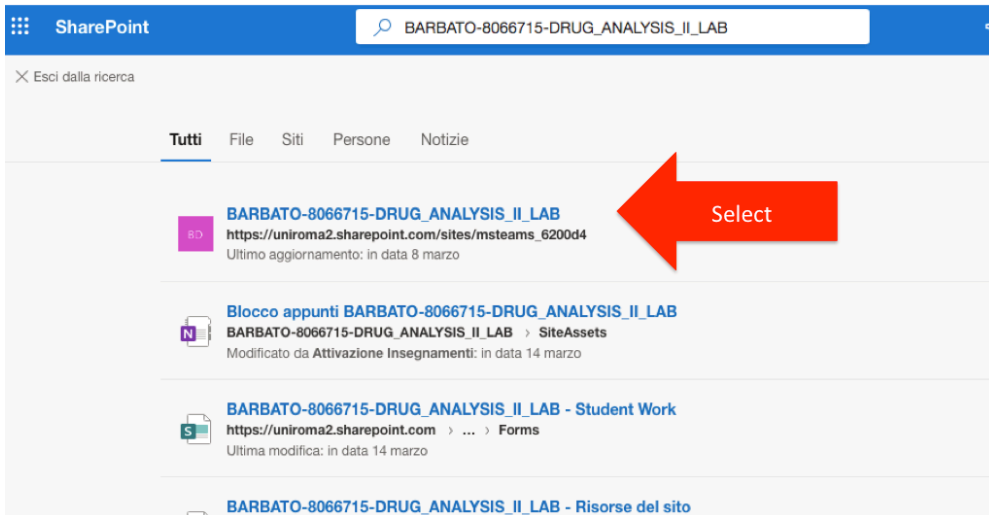
A)



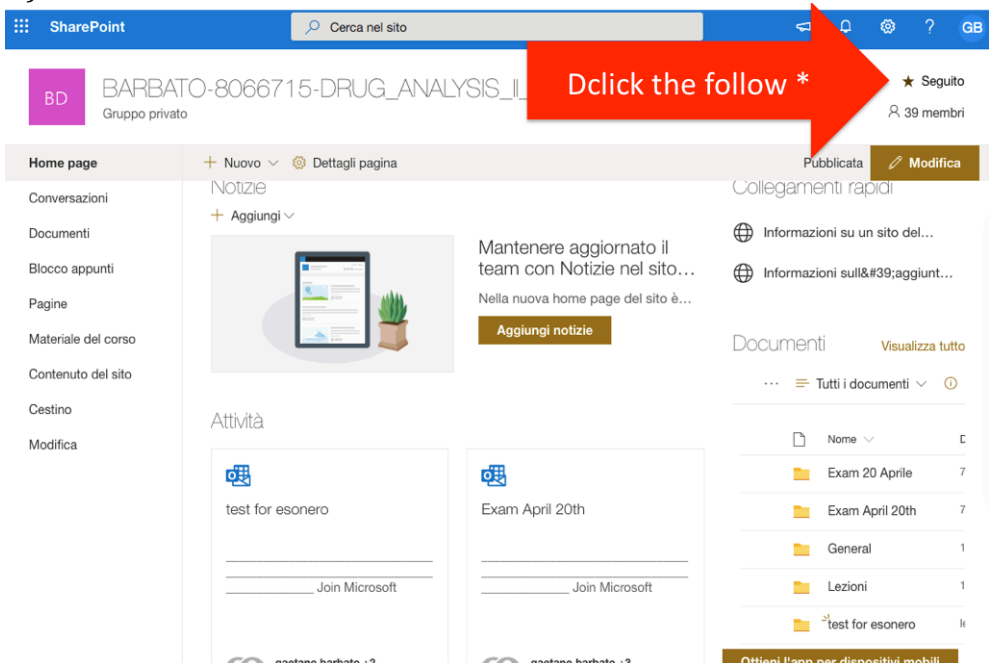
B)



C)



D)



At this stage you have activated the channel to be visible also in OneNote. And you can exit from the office.com site.

Then on Teams Platform perform the following:

1. Enter in Teams platform and connect to the class

If you have not yet subscribed, then you need to do this step 1 and then also the previous A) – D) steps

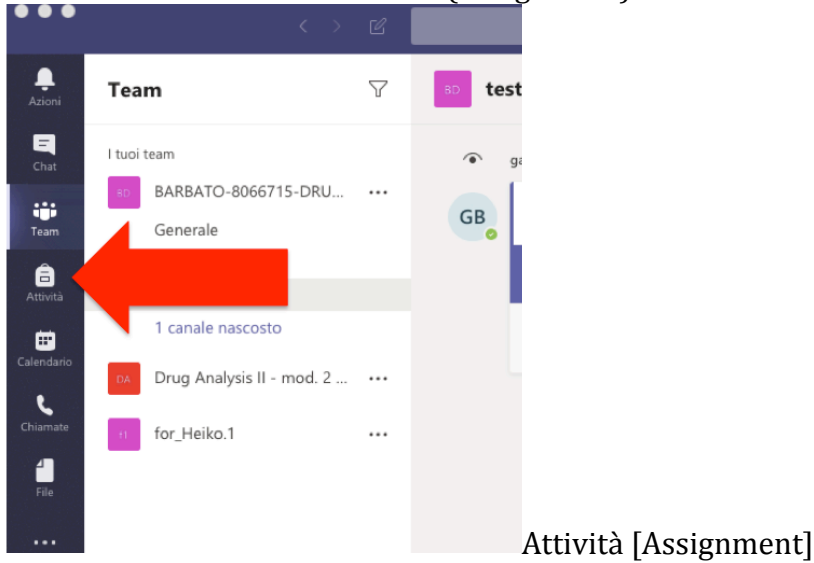
subscribe to the channel within teams:

Teams class: BARBATO-8066715-DRUG_ANALYSIS_II_LAB

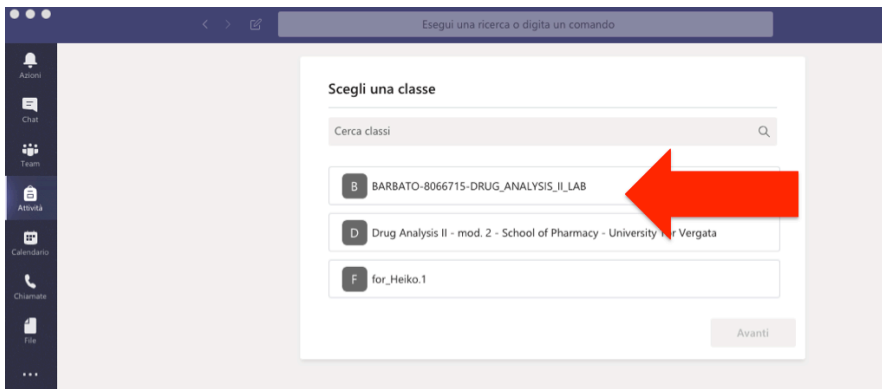
access code: s86z7u7

This step needs to be done only the first time.

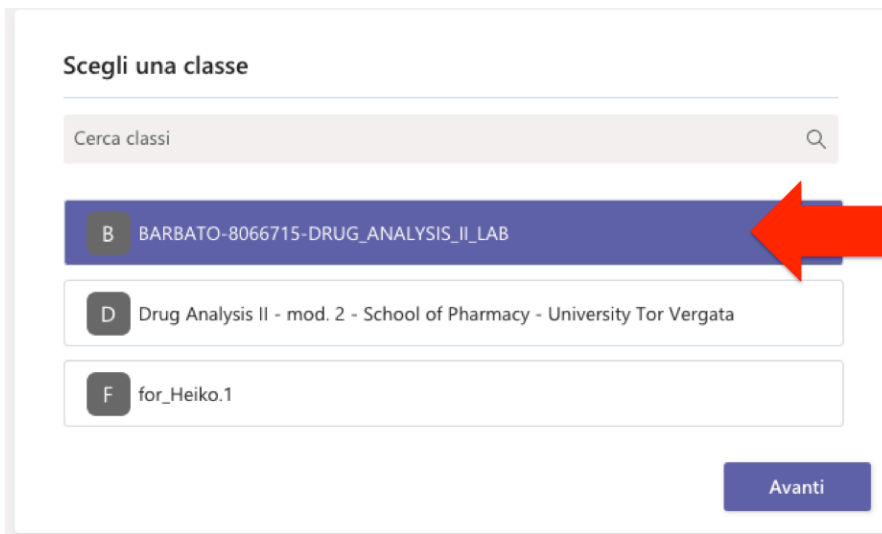
2. Within the class click on “Attività” (Assignment) on the vertical sidebar like in figure



3.

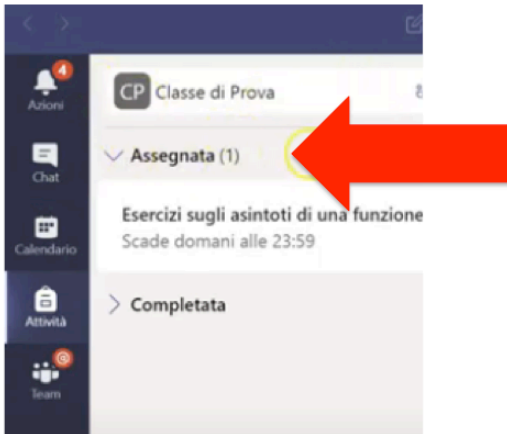


4.

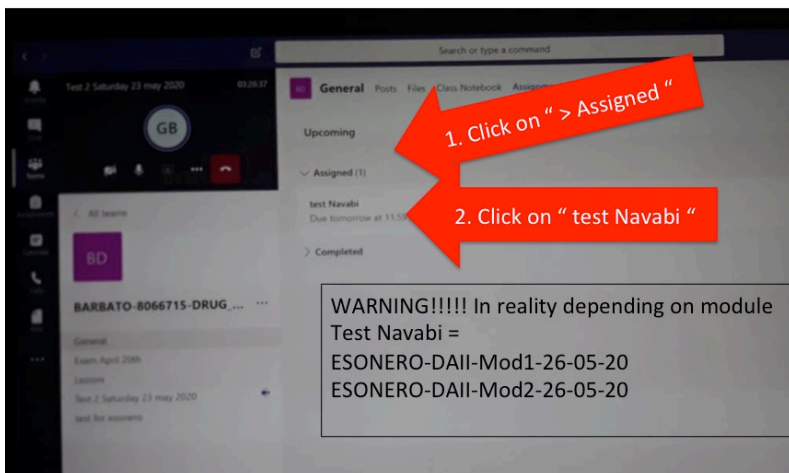


5. Photos in the following are extracted from an online tutorial (=> names will not be corresponding to what you'll get on your Teams session, but I have no student account.... i.e. Classe di Prova will be “Written Exam-DAII-Mod1-DATE” for module 1, and “Written Exam-DAII-Mod2-DATE” for module 2.

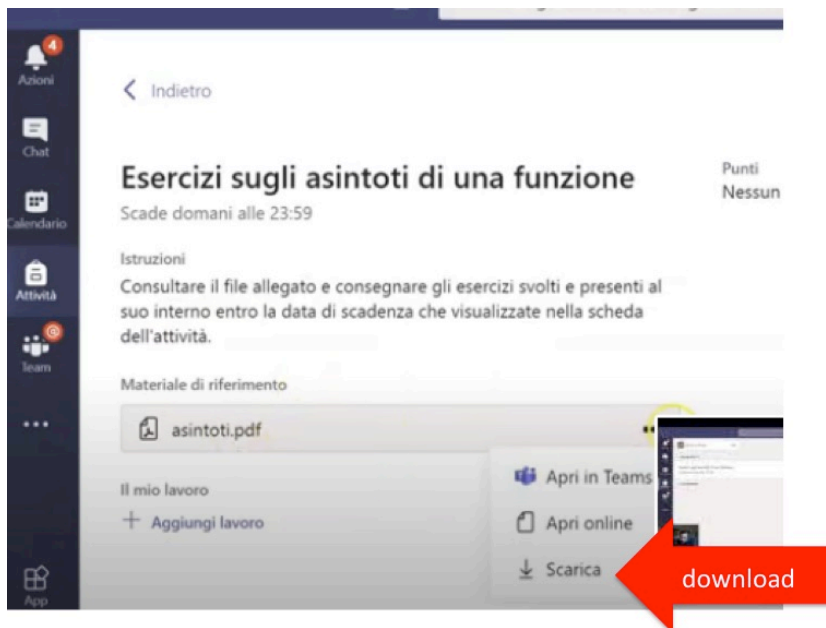
In the following figure you must focus on the “Assegnata” [Assigned] item for the activity (Assignment) to develop.



6. Download the filename.pdf (keep in mind filenames are only examples, at the exam might be different), that's your text for the esonero. Hit the three dots “...”



7. Choose download option



After the download you **MUST ICONIZE** your Teams window.
WARNING !!! CAREFUL NOT TO EXIT FROM IT:
if you exit by mistake and kill the webcam view, your exam cannot continue.

8. Open the downloaded file on the computer screen. Do not copy all the text, only the relevant data you need to answer.

Execute the test, write as instructed on white pages with **BLACK** ink, possibly in **CAPITAL LETTERS**, so that it will be understandable.

Be sure you have put your **SURNAME AND MATRICOLA** on each page and number the pages in sequential order.

It is **HIGHLY** recommended that as soon as you finish one page you make the filescan and load it on the computer, so not to have too many pages to load at the end.

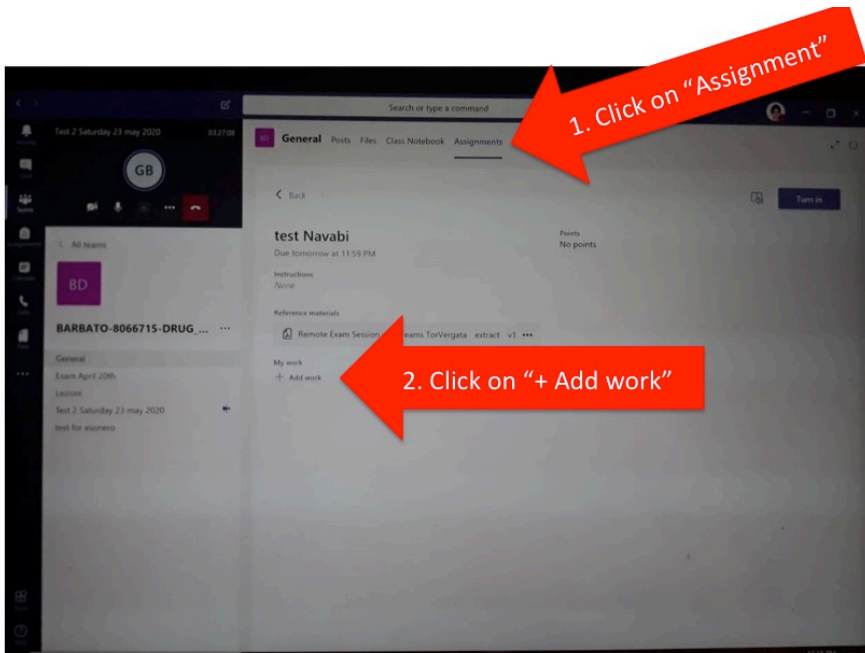
Once finished make a file containing **ALL** the pages of your exam , or alternatively you could load each single page on Teams platform, however be sure to do this only when you have **ALL** the pages.

Once you submit to Teams the system seems not to allow you to add more a second time.

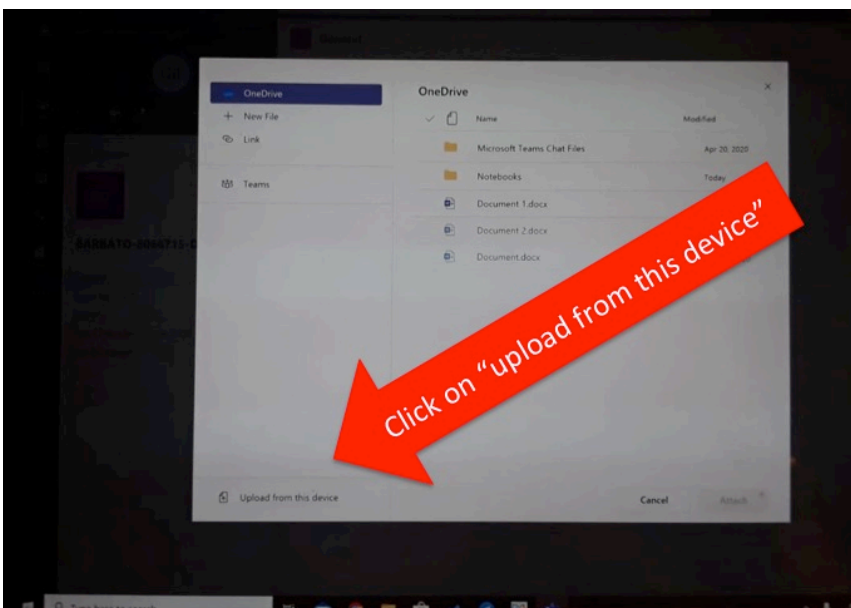
Name the File: "Surname - module X.pdf" (also .jpg, .png are allowed)
where X stands for either 1 or 2 depending on which module you are taking.

Then you'll have to **UPLOAD** it on Teams by the following steps:

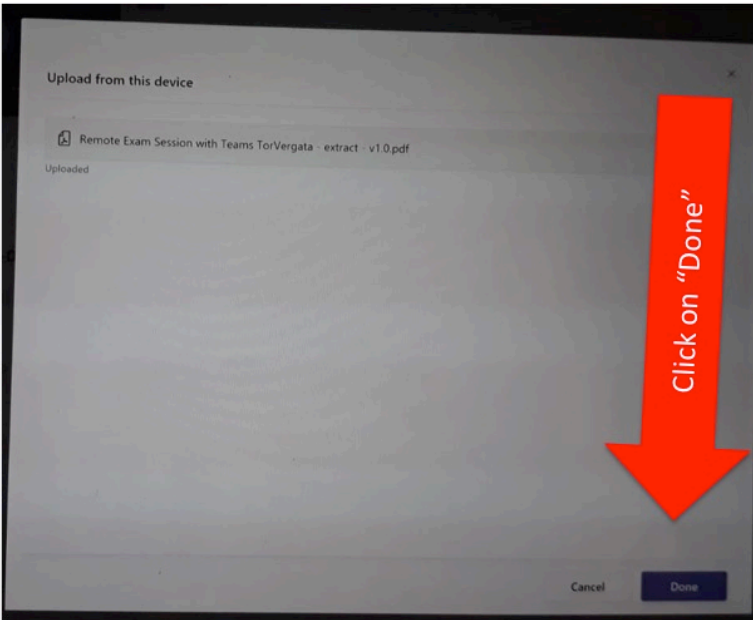
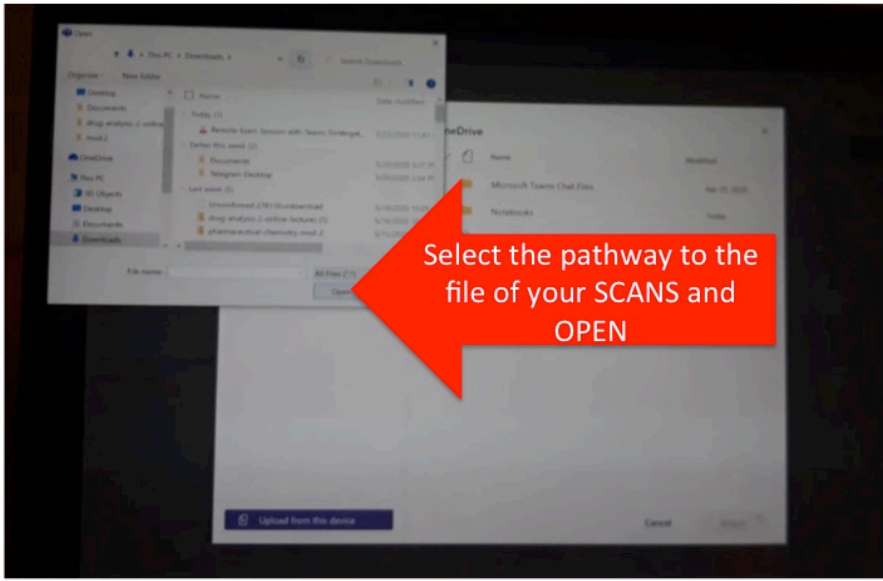
Go back into the "Attività" [Assignment] section where you did the download, then select "Add Work" at the bottom page like in the figure:



Then Choose **"+ upload from this device "**

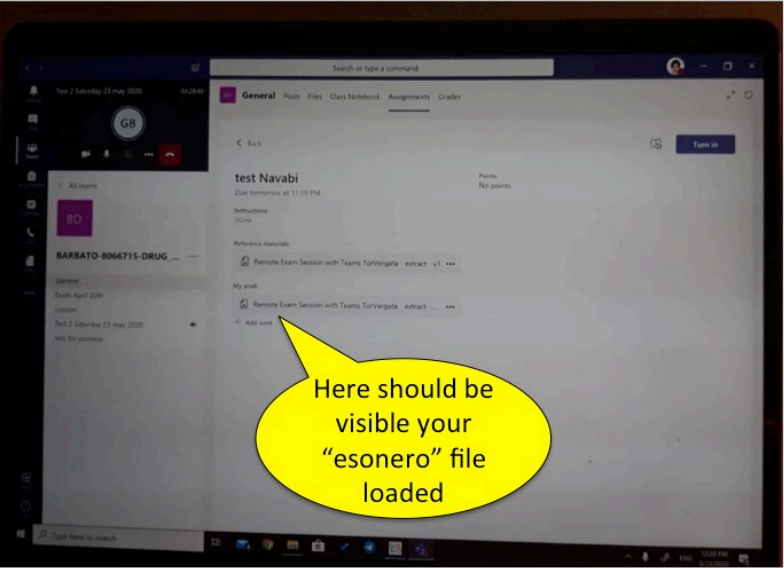


9. choose the file following the pathway on your computer where you have located the scan.

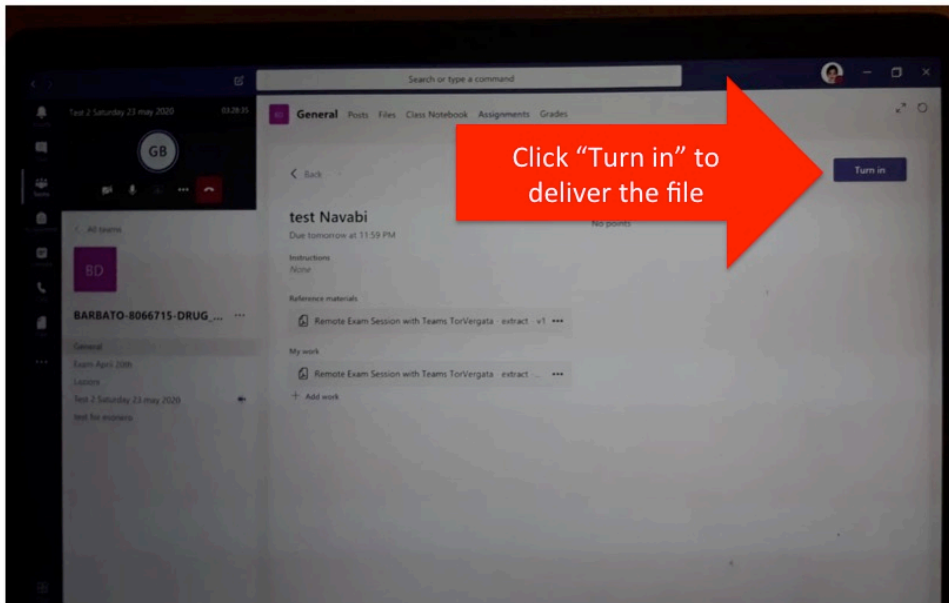


“DONE” = “FATTO”

The resulting load should look like this:

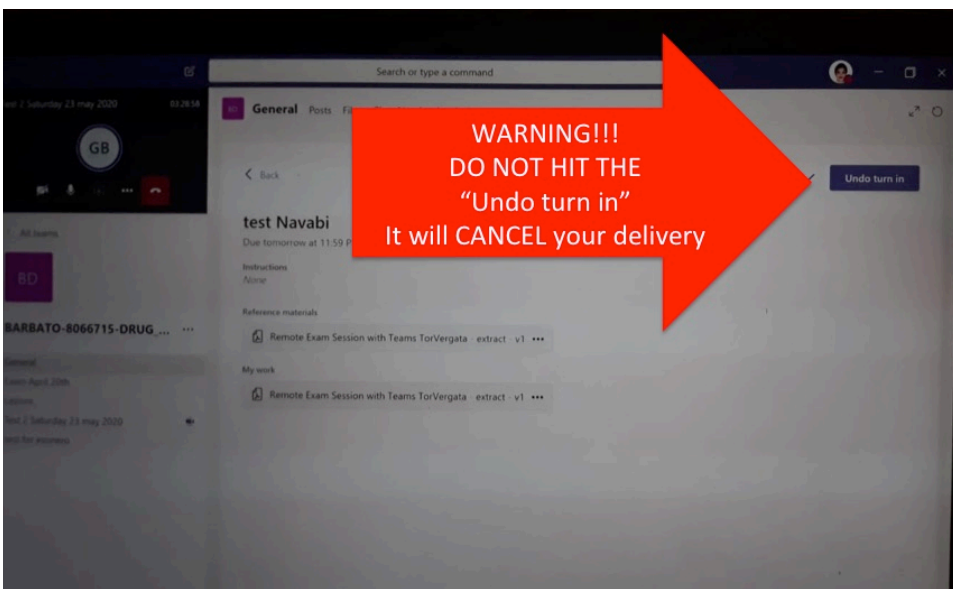


10. Now you need to Deliver the file to conclude the esonero, Hit the button “Consegna” [“Turn In”] :



Turn in = [Consegna]

11. WARNING after the screen of step 10 there will follow the next screen where you have the opportunity to cancel the delivery if you notice you have done the wrong file selection this is the step to emend your choice. But keep in mind if by mistake you hit the “annulla consegna” [“Undo turn in”] your delivery will be canceled and the file will NOT be delivered anymore. And you’ll need to re-load from step 8.



DON'T hit
Undo turn in =
Cancella
consegna