Students’ Guide for online exams
Microsoft Teams
Guide for online exams

Technological requirements
- Personal computer (laptop or desktop), if the case also tablets.
- Internet connection with good speed (at least 1024 Kbs in downloading and 512 Kbs in uploading)
  - Websites for checking the connection speed:
    - https://www.speedtest.net/it
    - http://test.eolo.it/
    - https://www.mio-ip.it/test-velocita-connessione/
- Webcam
- Microphone

Software requirements
- Microsoft Teams App, preferably in a desktop version, also through Browser (Google Chrome or Internet Explorer)
- Operating systems with support, updated to the latest security patches and equipped with antivirus software

Other requirements
- UNIPA credentials (username and password)
- Valid identification document

Law references
- Regolamento didattico di Ateneo (University teaching regulations)
- Rector’s Decree n. 950/2020 - 27039 23/03/2020

Instructions to take an exam
The activities relating to the booking of the exam remain unchanged on the teaching portal.

Important note:
- We are talking about a university exam, in which it is mandatory to use the webcam. You are therefore asked to find a suitable and decent place (for example sitting at the desk), sufficiently bright and not noisy (please close the access door to the room), to allow the teacher to see the student well in the face and to make the communication good.
- No other people are allowed to be present in the room and there must be no books, notebooks or notes on the desk (unless permitted by the commission). The teacher can ask you to frame the desk to show that it is empty and also the walls around should preferably be empty or in any case without hanging sheets.
- You will not have to turn off the webcam, during the exam, and will have to look straight into the webcam without taking your eyes off the monitor.
• You will NOT be wearing headphones.

Steps necessary to take the online exam
1) Participation in the Team session
2) Participate in the online exam
3) Closing the exam

Step 1 – Participation in the Team session

A few days before the exam you will receive, from the President of the Commission, the link to participate in the exam (via the communication tool of the teaching portal) and the calendar, drawn up by the President of the Commission, which reports the day on which you will be examined. On the day of the exam, with the link received on your institutional email, log in to Team, according to the modes already used for online lessons, and click on the link received.

After clicking on the link, a window like the one below will open. If the APP has not yet been downloaded, you can still do it from the "Download APP" button (“Scarica APP” in Italian), otherwise, if it has already been downloaded, simply start it by clicking on "Start it" (“Avvia ora” in Italian).

Note: The information on the screen may vary depending on the operating system.
Step 2 – Participate in the online exam

After clicking on the link, the meeting for the exam will start. You are strongly recommended to access with the webcam active but with the microphone off. The teacher will indicate to each student when he/she can activate the microphone.

You can check the device settings by clicking on the wheel. When you are ready, click on "Join now" ("Partecipa ora" in Italian).

After starting the meeting, follow the instructions of the President of the Commission for taking the exam.

1) The President of the Commission will explain how to conduct the online exam session in accordance with the provisions of the Rector’s Decree N 950/2020 - 27039 of 23/03/2020
2) Students will then be invited to show a valid document next to the face, in order to be recognized.
   a. With reference to the "recognition of the student by showing an identity document" included in D.R. 950/2020, you can use the UniPaCard, both in the UniPa smartcard version and in the digital version (APP), which is suitable for all University services including identification during the examination.
   If this possibility is not practicable, the student can also be identified with other identity documents, to be sent via email privately to the President of the Commission.

3) The exam will start by calling the first student.
4) At the end of the exam, the Commission will proceed with the registration according to the new formalities.
5) Below are the final screenshots illustrating the acceptance process of the exam result:

The acceptance function of the online exam result can be accessed on the Student Portal menu:

**In the Italian version of the website: “Exams -> Result Acceptance”, in Italian “Esami -> Accettazione esiti”**

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**Case n.1: you pass the exam and accept the mark**

As soon as the teacher, from the Teacher Portal, has completed the insertion of the topics asked to you during the exam and the proposed mark, you will be able to access the "Acceptance of results" (“Accettazione esiti” in Italian) function and the mark entered by the teacher will be proposed (column “Votazione”).
By pressing the “ACCEPT THE RESULT” button (“ACCETTA L’ESITO” in Italian), the following declaration will be shown. You have to confirm it, clicking on the CONFIRMATION button (“CONFERMO LA DICHIARAZIONE” in Italian).

Pressing the “CONFERMA LA DICHIARAZIONE” button the following section will appear.
After re-entering the mark (in order to confirm it) and your student portal password, you will press the ACCEPT THE RESULT ("ACCETTA L’ESITO" in Italian) button.

**Case n.2: you did not pass the exam or decide to withdraw**

Note that the following screens will be similar in the case of refusal of the mark or rejection. As soon as the teacher has entered the topics asked during the exam and the negative result of it (withdrawn, failed, etc.), you will be able to access the "Acceptance of results" function ("Accettazione esiti" in Italian) and will be offered the result entered by the teacher as shown in the picture:
By pressing the “ACCEPT THE RESULT” button (“ACCETTA L’ESITO” in Italian), the following declaration will be shown.

After entering your student portal password, you have to click on the ACCEPT THE RESULT button (“ACCETTA L’ESITO” in Italian).

6) The exam is completed.

Technical Support

For technical support, please contact the University IT Office, by sending an email to supportosia@unipa.it or alternatively call the number 09123860911 (VoIP university ext. 60911) to speak with an operator and report the issue / problem occurred.