EXAMS ONLINE
Student’s guide
What do you need to take the exam?

- Technological support

A laptop or PC is the preferred medium (alternatively a tablet or smartphone, equipped with a reliable and fast connection)

Devices must have:

- Webcam
- Microphone
What do you need to take the exam?

Software requirements

App **TEAMS desktop**, to be downloaded from https://teams.microsoft.com/downloads (see page 8 for further explanations)

(download will be suggested when starting the web app).

**Downloading the app is recommended** 🚀

- Windows 7+
- Windows Server (2012 R2+)
- MacOS 10.10+
- Linux (deb and rpm format)

Network requirements

It is recommended to verify the speed of your internet connection, carrying out an online speed test where necessary (for example: https://www.speedtest.net/it).

The minimum speed necessary for connecting is of 130 Kbps
What do you need to take the exam?

- UNIPR credentials at hand
  name.lastname@studenti.unipr.it
  password
- Identification document: ID, password
- Student Card
Further directions

It is an official university exam and it is mandatory to utilize a webcam. Students are recommended to find an **appropriate location** (for example sitting at a desk), said location should be **appropriately lit and not noisy**, in order to allow the professor to properly see student’s face and allow for smooth and understandable communication.

The presence of other people in the same room is not permitted, it is also forbidden to have books, notebooks or notes. The professor can ask the student to show his/her desk in order to prove that it is empty moreover, the walls around must be, preferably, empty, either way there should not be any papers hung on the walls.

Through out the exam, the student, is not allowed to turn off the webcam and must look at the camera without looking away from the monitor.

The student is NOT allowed to wear hats and will have to show his/her ears, in order to demonstrate that he/she is not wearing earbuds or other in-ear devices.
How to access the exam
Before the exam

Download, at least one day before the exam, the Microsoft Teams App and Login with the UNIPR credentials.

Verify that the programme is working correctly.

In case of difficulties with the login please contact, right away, the support team at:

supporto.lezionionline@unipr.it
Prima dell’esame

Downloading the APP

FROM PC:
Search of google Teams Microsoft download
(direct link: https://teams.microsoft.com/downloads)

FROM SMARTPHONE ANDROID:
Search on Play store Teams > download the App > install and log-in

FROM IOS
Search App store Teams > download the App > install e log-in
Before the exam

1. Insert your student email address

2. A window will appear, here confirm your student email address and password
Before the exam

At this point you will be logged into Teams but you will not see any activity or Team in which you can participate (don’t worry, it's normal: you will receive a participation link on your official UNIPR student e-mail a couple days before the exam, as shown in the following slides)
1. When enrollment is closed, students who successfully enrolled will receive from the Professor of the Course an email on their official UNIPR e-mail address (apposta per te).

2. On the exam date in order to participate Students must open their UNIPR email and click on the link provided by the Professor.

Sender: the course Professor

The e-mail’s text: will contain the necessary information on the online exam and the link on which to click to access TEAMS
Acessing the a APP

After clicking on the link a window, like shown in the pciture, will open.

- If the APP has not been downloaded
  Yet it is still possible to by clicking on «scarica APP» (download APP)

- otherwise, if it’s already downloæ
  Just start the app by clicking on «avvia ora» (launch/start now)
Participating in the exam

You will then reach the following page, with the main controls.

It is recommended to log-in with the webcam active and the microphone turned off. The professor will tell each student when he/she can activate the microphone.

It is possible to check one’s settings on the gear icon.

When ready, click on Partecipa ora (join now)
Sostenere l’esame

Here is an example of the layout, from the student’s point of view, during the exam.
Recap:

- Download APP
- Receive e-mail with invitation to participate
- Start the Teams App on the exam day
We thank you for the cooperation

Support
- supporto.lezionionline@unipr.it
- helpdesk.informatico@unipr.it