

Oral examinations in remote version

Oral examinations in a remote version will be held by the use of Google Meet. The details of the administrative and technical procedure suggested by the central University authorities have been described below.

If students should have particular needs, which can be exhaustively motivated and will be communicated to the professors prior to the exam, the examination board will be able to evaluate this request and to adapt the examination procedures accordingly.

PLEASE NOTE: It is strictly forbidden to register the entire exam or a part of it and to diffuse any such registration. Deviant behaviour will be legally prosecuted.

STUDENTS

Practical requirements

In order to assure the highest level of regularity for the remote examination, the student needs to have the following equipment: one device with webcam, microphone and loudspeaker (which will be referred to as "computer") and - if possible - a second device with the same features (which will be referred to as "smartphone"). Both devices should have a stable Internet connection for the videoconference.

The position of the student during the examination should be possibly organised in the following way:

- The computer should be located on a table. On this table there should be no other things than the ID-Card/Passport, the smartphone used for the examination and other objects strictly necessary for the examination which have been previously authorised by the examination board;
- For the protection of the student's privacy, the distance suggested between the table and the wall is of approximately 1,5 metres. The student should be sitting in front of the computer with his/her back to the wall;
- The room should only have one door.

Arrangements that differ from the one described above are possible, but need to be agreed prior to the examination.

STUDENTS AND PROFESSORS

Preparation of the examination

The student should prepare the room used for the examination before the start to the examination itself according to the description above.

The student should connect himself/herself to the videoconference on Meet at least 15 minutes prior to the scheduled exam time. For this purpose he/she should use his/her computer and his/her personal account domain@studenti.uniroma1.it.

The student should check that computer and Internet are working properly, that microphone and webcam are switched off and that only the loudspeaker is turned on.

Examination procedure

The Head of the examination board will call up the student by his/her student number.

The student will turn on microphone and webcam on the computer and answer the call. On the computer the student will select the option to enlarge the video window of the conference as well as the option to share the full screen on Meet.

The examination board will then proceed with the identification of the student by checking the ID-Card/Passport during a videoconference that will be strictly limited to the members of the examination board and the student called to sit the exam. All of them will need to have turned off their microphones and webcams within the public videoconference with the other candidates. For this purpose the student will need to accept the invitation to the private videoconference with the examination board by using his/her proper smartphone (if possible) or his/her computer (if not). The student will then show evidence (with the webcam) for the absence of anybody that could suggest the answers or any material that has not been previously authorised.

The student can then leave turned on the video camera of the smartphone directed to the door of the room, but should switch off the microphone and the speaker.

The exam will start: the members of the examination board and the student will turn on microphone and webcam in the public videoconference (other students can follow the examination). During the exam the members of the examination board can simultaneously see the student, the student's desktop and -if the second device has been activated - also the entrance of the room in which the student is sitting for the exam.

The examiners will proceed with their questions and the student will be invited to answer while looking into the webcam and showing his/her hands. If the exam should require any writing facilities or any other kind of auxiliary means previously authorised by the examiners the webcam will also need to show the student's desk.

At the end of the exam the student will turn off microphone and webcam and will leave the private videoconference with the examination board. If the Internet connection should show repeated interruptions the examination board will need to evaluate the validity of the exam. After having turned off the sound and the video of the public videoconference on Meet, the examination board will discuss the evaluation of the exam.

In the end, the Head of the examination board will announce the final outcome of the exam to the groups of students logged in to the public videoconference by using the student numbers.

The next candidate will be called up and the procedure will be repeated.

Legal note:

Si ricorda infine che, come previsto dall'Art. 17 della Carta dei diritti e dei doveri delle studentesse e degli studenti, emanata con decreto del Rettore 3862/2019 prot. 0108807 del 6 dicembre 2019, "Le studentesse e gli studenti (...) sono tenuti ad un comportamento corretto durante lo svolgimento delle prove di esame dando esempio tangibile dei loro valori di integrità personale e di onestà intellettuale".