STUDENT GUIDELINES FOR REMOTE EXAMS

General instructions
A remote exam can be conducted via computer in an oral, quiz or paper-based format.

The student must set up a workstation equipped with a computer (preferably with a camera), a microphone and audio playback devices (integrated speakers, loudspeakers or earphones). The student's workstation must be set up in a room where no other people are present and no other people will enter during the test.

The student must also have a mobile phone equipped with video recording functions and internet connection.

In the case of a paper-based written exam, the mobile phone (or a scanner) will be used to record and submit the exam paper.

Privacy statement
For the purpose of ensuring the proper execution of the exam and preventing fraud, the entire exam or parts of it may be recorded.
The legal basis for such a statement (ex art 6 c.1 lett. f) GDPR) is represented by legitimate interest (see "recital" n.47 GDPR "The processing of personal data strictly necessary for the purposes of preventing fraud also constitutes a legitimate interest of the data controller concerned").

Any recording will be kept for the amount of time that is strictly necessary to evaluate the validity of the exam. In the event of a dispute on part of the student, the protection of rights will be the legal basis for the use of the recorded exams and their conservation may be extended for as long as necessary to enforce them. It is forbidden for anyone to disseminate the records by any means.

The data controller is the University of Brescia, which has appointed a Data Protection Officer (DPO) and may be contacted at rpd@unibs.it.
Public access to the exam is guaranteed by granting third parties, as well as the candidate, virtual access to view and listen to the exam session.

Students with disabilities or learning disabilities
Students with specific needs must notify to 'U.O.C. Inclusione e Partecipazione' at least 10 days before the exam so that the necessary procedures provided for may be implemented and adapted to the present guidelines where possible.

Starting the exam procedure
Before the exam, the examiner must send the link to the online exam session via e-mail by using the esse3 tool.
On the day of the exam, the examiner must set up the remote connection and identify the student by checking the student's identification document before starting the test.

The student must be monitored by the camera of the computer or mobile phone throughout the entire exam and, if requested to do so, must use it to allow the entire area where the workstation is located to be seen.

The examiner or his/her delegates can interrupt the exam at any time in case of suspected fraudulent behaviour on the part of the student.
If there are disconnections or connection difficulties during the exam, the examiner can decide whether or not to cancel the exam.
In the case of paper-based written exams, the examiner sends the exam questions to the students to start the exam. At the end of the established time limit for the exam, the student must follow the examiner's instructions to scan and submit the exam paper.

Operational guidelines
The type of workstation that meets the minimum requirements for the execution of any sort of remote exam consists of:

• a computer, preferably one equipped with a camera;
• a mobile phone with internet connection.

Optional equipment:
• a scanner.

In the case of a paper-based exam, the student must be equipped with white lined or squared paper depending on the exam.
In the case of a quiz-based exam on the Moodle platform, the examiner may request the mobile phone to be positioned in such a way as to record the computer monitor.
In the case of a paper-based exam, the examiner may request the mobile phone be positioned in such a way as to view the sheets of the paper and/or the candidate.
The scanner or mobile phone will be used to record and submit the exam paper.
Students without scanners can install free software that enables the paper-based exam to be scanned with a mobile phone and converted into a single pdf or jpg document (e.g. Camscanner (Android), Adobe Scan (Android), Genius Scanner (iOS), PDF Scanner (iOS), ...).