

ONLINE EXAMS

Oral Exams

Academic Communications and Services

ORAL EXAMS

Exam Procedure

For online oral exams, Bocconi University has adopted the Collaborate platform, which can be accessed from BBoard. **if they have not already done so**

On the days leading up to the exam, students must:

- **Carefully read this document.**
- **Read and accept the privacy policy**, if they have not already done so, in the yoU@B Student Diary on the topic of online exams.
- **Make sure they have the required tools:** laptop or tablet with connected webcam, microphone and stable internet connection (to see if the internet speed is adequate, a 'speed test' can be performed in advance - <http://speedtest.garr.it>).
- **Complete the "Demo-Tech Exam" test available on BBoard** - Online Exams section, to familiarize themselves with the environment in which the exam will be held and to verify that their technological equipment functions properly. "Demo -Tech Exam" allows 3 possible types of online exams to be tested: oral exams, written exams with Respondus Monitor and written exams without Respondus Monitor; the last case can be used to test submission of an individual assignment. Regardless of which type of exam comes first chronologically, all 3 exam methods should be tested.

A desk providing first level tech support is also available, which can be contacted if problems are encountered during the "Demo - Tech Exam" and for any questions on the equipment required (Help&Contact in Services&Technologies > Technical requirements for online exams). For more information related to online exams, see the "Support and Assistance" section of this document.

Completing all the procedures accompanying the exam ("Demo -Tech Exam" and any requests for support) will minimize the chance that problems may be encountered that prevent the online exam from being taken.

If adequate IT equipment is not available, the exam will need to be taken on another date scheduled on the exam calendar, upon registration for the exam and in any case after the required IT kit has been acquired.

Shortly before the exam

- One or two days before the date of the exam, in the 'Exams' widget – 'Breakdown of students in the classrooms' section, **students** who are duly enrolled in the exam will receive a communication of the date and time the exam will be held.
- As soon as the notification is available, **students** will be able to access the link to the exam by clicking on the name of the course, with all the information necessary for taking the exam and a link to the "Demo –Tech Exam." Students are encouraged to test the Demo if they have not already done so and in any case should once again check the adequacy of their IT tools.

On the day of the exam

- **Students** should access Collaborate (in the Bboard exam course - section Oral Exam Room) at least **15 minutes** before the time indicated for the exam.

During the exam

The **faculty member**:

- Asks the students to position themselves at a proper distance from the camera so they can be framed correctly (head and shoulders);
- Takes attendance through the Exam Attendance procedure;
- Asks the first candidate to show a valid ID (ID card, passport or Bocconi student ID card) to the webcam to verify their personal identity;
- First asks the student to show the environment where they are located, framing it with the camera (the device must be rotated 360 degree). This may be requested again during the exam.

If the candidate does not comply with the procedure described above, the **faculty member** may not allow him/her to take the exam.

For the exam to be properly conducted and for the entire duration of the exam, **students must**:

- maintain a distance from the camera that allows them to be recognized and fully framed (bust and workstation);
- check that the lighting of their workstation allows their face to be seen correctly;
- refrain from using headphones/earbuds;
- ensure that other people are not present near the workstation where the exam is being taken;
- refrain from interaction of any nature with other people (talking or writing messages is not permitted);

- do what is requested by the faculty member for the proper conduct of the exam.

Also in this case, if the candidate does not comply with the procedure described above, the **faculty member** may not allow him/her to take the exam.

In order to guarantee the public nature of the exam, in addition to the two faculty members on the Examining Board, at least two students must be present and logged on during the entire duration of the exam.

If the **faculty member** deems that the procedure has been followed correctly:

- he/she will start the exam.

End of the exam and communication of the grade

Students:

- May withdraw from the exam **before** the grade is communicated by the Examining Board.

The faculty member:

- Communicates the grade to the candidate;
- Enters the grade and any notes regarding the exam in the Exam Attendance procedure to record the exam.

The exam has ended.

Support and assistance

Assistance before an exam

For assistance of a technological nature before an exam, students can contact the Exam Desk, a tech support desk, through the Help&Contact procedure in the section Services & Technology > Technical requirements for online exams.

For other types of assistance before the exam, students can write to Help&Contact in the section Exams > Online exams - Before the exam.

Assistance during an exam

For technological difficulties during start-up or during the test (e.g. Respondus browser fails to open, problems with internet speed, getting disconnected, etc.), students can contact the dedicated support service by calling the Exam Desk at the number +39 02 8721 1193.