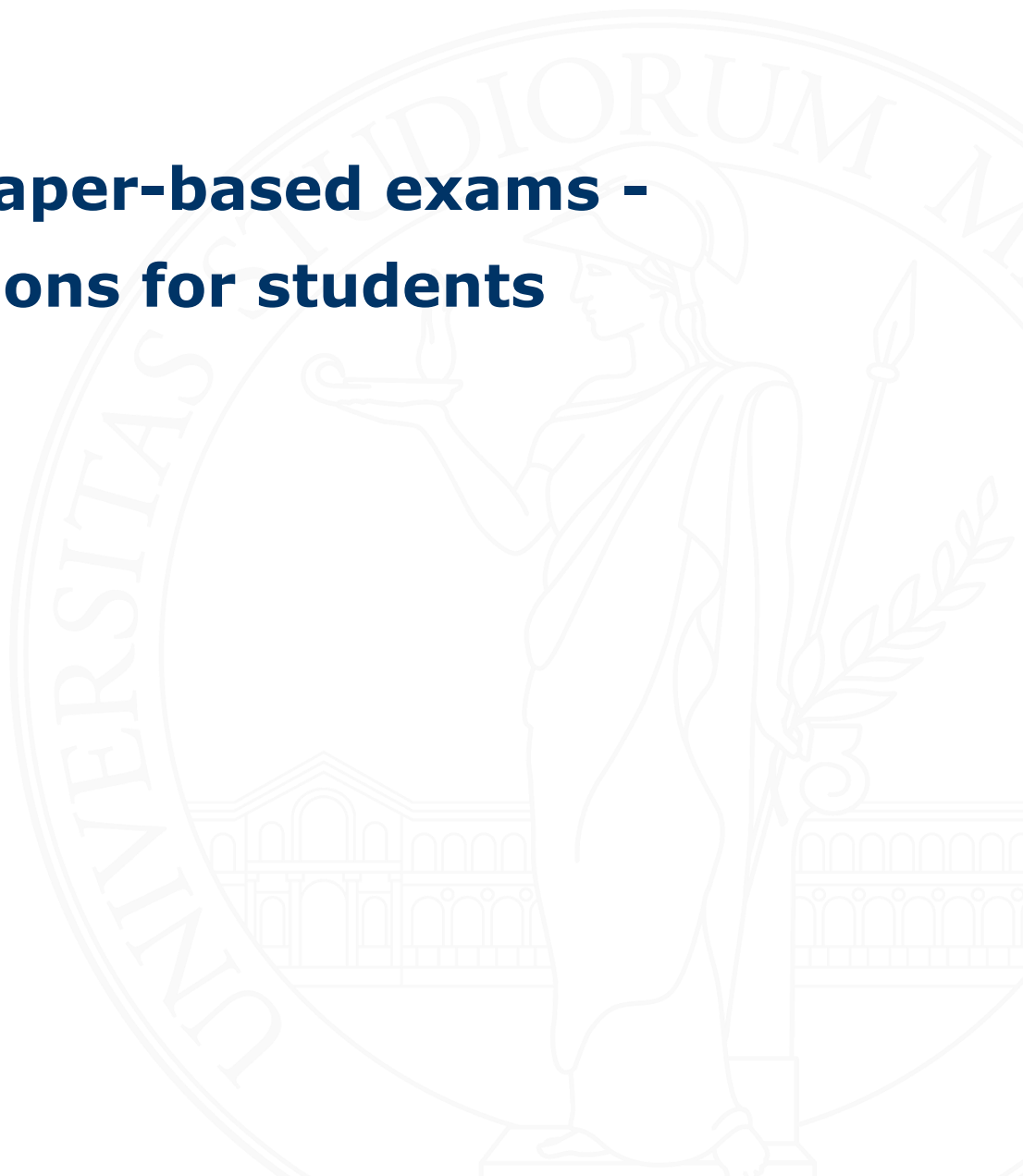# Online paper-based exams - Instructions for students

Before the exam

1. After registering to the exam through UNIMIA, wait for the teacher's email with:

- the exam date and time (they may be different from those provided at the time of registration, depending on the number of participants);
- the web conference system, with instructions for connecting;
- the chosen paper delivery method (Unimibox link, Ariel link, email address...);
- a reminder to read carefully and follow the instructions provided in this document ("Online paper-based exams - Instructions for students").

2. Install on your computer the client application of the web conference system adopted by the teacher, for better participation in the exam.

3. If you do not have a scanner in the room where the exam will take place, install any free App on your smartphone for creating pdf files from images (such as CamScanner, Genius, etc.).

During the exam

1. Preferably place your desk against a wall and find the best way to position your computer so that the webcam frames you while writing on the paper. Lay your smartphone on the desk with the screen facing down, and close to the paper sheet, so that it remains visible throughout the exam.

2. Arrange an adequate number of white paper sheets on your desk, at least two ballpoint pens, to avoid running out of ink during the test, and a watch (other than a smartwatch) to monitor the time.

3. Keep an identification document (your identity card or university badge) handy to show at the teacher's request.

4. Start the web conference system well in advance and check that everything works, while waiting for the connection with the teacher.

5. After the preliminary procedures, copy the exam text (dictated by the teacher or viewed in web conference) on the paper and start the test.

6. For the duration of the test:
- **make sure no one enters the room**;
- **do not make noises**, as the test takes place with microphones on;
- **do not ask any questions to the teacher**, for the same reason;

- if the connection is lost, reconnect **immediately** to the web conference; if this is impossible, contact the teacher via email to agree on another date or to declare that you withdraw from the test;
- **wait until the time expires** without leaving your desk.

After the exam

1. Once the time has expired:
- **write on each sheet of your paper** SURNAME, NAME, STUDENT NUMBER, PAGE NUMBER / TOTAL NUMBER OF PAGES;
- **put your pen on the desk and sit still while waiting for your turn to deliver the paper**.

2. When called by the teacher:
- **digitize** the pages of your paper, using the scanner or your smartphone with scanning software;
- bind all the pages into a single file called: ***surname-name-student number.pdf***
- **send the pdf file** to the delivery area provided by the teacher.