



Online proctored quiz exams. Instructions for students

Note: for assistance on the initialisation procedure please call the help desk on **02 503 21888**, available **Monday to Friday from 8.30 am to 5.30 pm**. Please note that the help desk provides technical support, not information on the contents of the exam.

Prerequisites for taking the exam

To be able to take the exam, you are required to have:

1. A computer with Windows or Mac OS operating system (tablets and smartphones are not allowed);
2. The Chrome browser – the proctoring system DOES NOT WORK with other browsers
3. A webcam connected to the computer;
4. A stable and performing internet connection capable of supporting the transmission of the webcam video signal;
5. University credentials used for access to online services (username – in the format name.surname@studenti.unimi.it – and password);
6. Identity document with photograph

Please also note that for the examination, you **will be required to install the extension "Proctorio Chrome Extension"**.

Attention: we recommend that you download and install the Proctorio Chrome Extension before taking the exam to ensure that everything works, and to reduce preliminary setting times on the day of the exam. **To install the software, follow the instructions in the Appendix of this document. The online environment reserved for the exam will be opened 60 minutes before the exam time to allow you to carry out this procedure.**

On the day of the exam it will be important to observe the following indications:

- keep your identity document handy;
- start the PC and the internet connection well in advance to check that everything is working and to install the Proctorio extension. Then, wait for the exam start time;
- avoid any illegal behaviour, or the exam will be cancelled;
- should the connection drop during the system setting phase, reconnect and restart the procedure. On the other hand, should the connection problem occur during the test, do not reconnect because your exam would still not be considered valid;

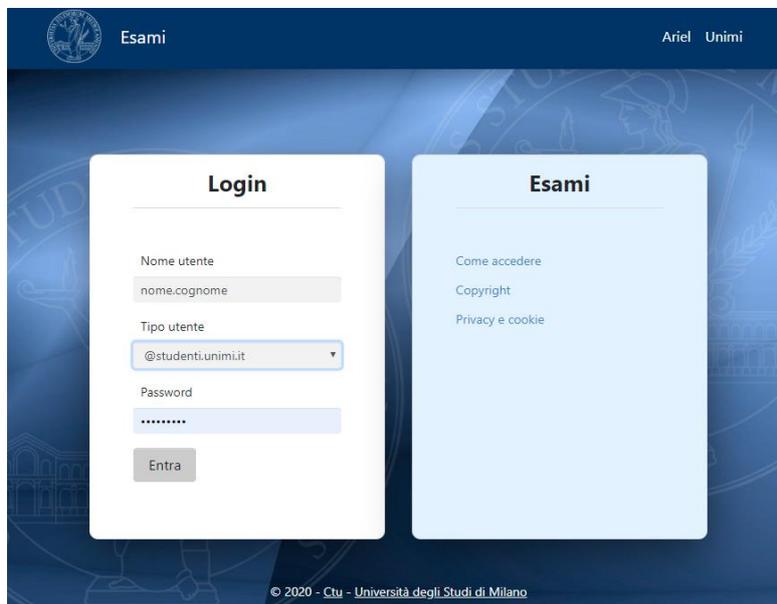
To make sure that you know and master the exam procedure, we recommend **prior reading of the indications given below**, particularly of the **initialisation procedure** to be carried out before the exam. That section sets forth some indications, recommendations and prohibitions that are binding for the proper conduct and validity of the exam.

Exam procedure

Connect to the page <https://esamimoodle.unimi.it> by the exam time notified by the teacher (by e-mail or on the course website), and click on the link to your exam:



Login by entering your University credentials (username and password), and the user type "@studenti.unimi.it"



After logging in, you will be required **to read and agree with the exam terms and conditions:**

Nome esame - Nome docente - Data appello

CONSENSO AL TRATTAMENTO DEI PROPRI DATI PERSONALI PER LA REGISTRAZIONE AUDIO/VIDEO DELLA PROVA D'ESAME



Il Titolare del trattamento dei dati personali è l'Università degli Studi di Milano, con sede legale in via Festa del Perdono 7, 20122 Milano. Il Titolare può essere contattato all'indirizzo e-mail dati@unimilano.it

Le registrazioni non saranno conservate per più di 7 giorni, al termine delle quali saranno cancellate. In caso di rischi potranno essere trasmesse alle autorità competenti e conservate per un periodo di tempo maggiore.

Le registrazioni si effettuano per la verifica ex post del corretto svolgimento della prova d'esame.

Gli interessati possono, nel loro diritto, esercitare i diritti loro riconosciuti dal GDPR, in particolare il diritto di ottenere l'accesso ai propri dati personali e la cancellazione degli stessi, al sensi dell'art. 15 e ss. GDPR. Maggiori informazioni sono reperibili nelle modalità indicate nell'informatica stessa.



INFORMAZIONE di aver preso visione delle informazioni per il trattamento dei dati personali sopra riportate ed eventuale consenso al trattamento

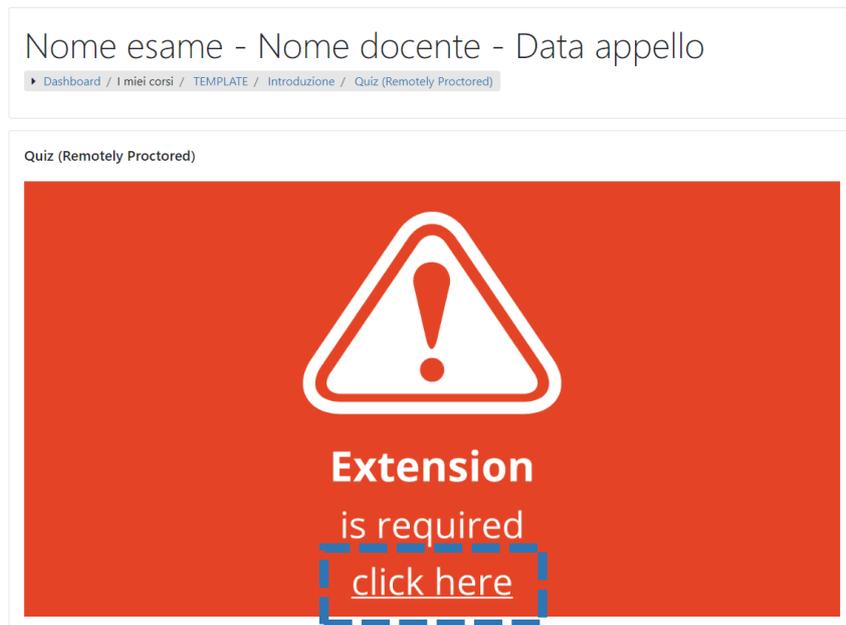
Consapevole che il trattamento riguarda i dati personali di eventuale categoria particolare di dati personali ai sensi dell'art. 9 del Regolamento (UE) 2016/679, presso il consenso **predefinito** **il clic sulla casella** affilia l'Università degli Studi di Milano a svolgere la prova d'esame mediante la registrazione audiovisiva della prestazione svolta affidata dal candidato. Il presente consenso viene registrato in modalità elettronica.

After clicking on the checkbox to agree, the link to your quiz will appear

INFORMAZIONE di aver preso visione delle informazioni per il trattamento dei dati personali sopra riportate ed eventuale consenso al trattamento

Consapevole che il trattamento riguarda i dati personali di eventuale categoria particolare di dati personali ai sensi dell'art. 9 del Regolamento (UE) 2016/679, presso il consenso **predefinito** **il clic sulla casella** affilia l'Università degli Studi di Milano a svolgere la prova d'esame mediante la registrazione audiovisiva della prestazione svolta affidata dal candidato. Il presente consenso viene registrato in modalità elettronica.



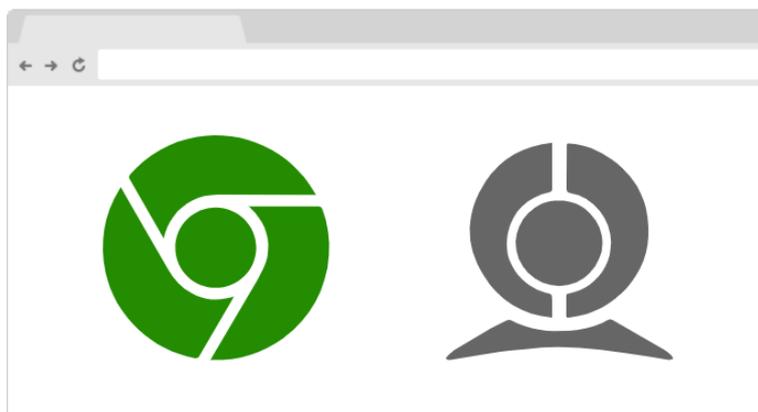


The red box highlights that you **need to install the Proctorio extension for Chrome**. Click on the link "**Click here**" and follow the installation instructions.

At "*point 2 Install Proctorio Chrome Extension*", click on "Click here":

Proctorio Chrome Extension

This course requires you to install an extension into your browser.



- 1 Use Google Chrome.
done.
- 2 Install Proctorio Chrome Extension.
[click here](#)
- 3 Done!

Add the extension following the instructions. At the end of the process **go back to the quiz**, and reload the page.

Proctorio Chrome Extension has been installed

In the introductory page of the quiz, read the indications concerning the **number of attempts allowed**, the date and time of start / end of the quiz and the **maximum time allowed for completing the quiz**.

Nome esame - Nome docente - Data appello

► Dashboard / I miei corsi / TEMPLATE / Introduzione / Quiz (Remotely Proctored)

Quiz (Remotely Proctored)

This exam has been secured using [Proctorio](#)
You are required to have [Proctorio](#) running to modify this exam

DO NOT SAVE WITHOUT THE EXTENSION

Installation takes less than 30 seconds
<http://getproctorio.com>

Tentativi permessi: 1

Questo quiz è aperto dal Friday, 10 April 2020, 14:30

Il quiz chiuderà il Saturday, 11 April 2020, 15:30

Per tentare questo quiz è necessario conoscere la password d'accesso.

Limite di tempo: 1 ora

[Tenta il quiz adesso](#)

To start the quiz (i.e. the exam), click on **"Try the quiz now"**.

The proctoring system

Before the start of the quiz, you will be presented some rules and restrictions that will be applied by the control system. They are summarised below, so that you can become familiar with these important indications before taking the exam:

- The browser will be in full screen mode preventing other applications from opening. If you leave the exam, it will be automatically terminated;
- If the internet connection is lost, even for a very short time, the test will be automatically terminated. Therefore, please make sure that you have a stable connection for the entire duration of the exam;
- The clipboard function (used to copy and paste information) will be disabled during the exam. Copy and paste functions will not work and your current clipboard will be emptied;
- Once your exam is submitted, the browser cache will be cleared;
- You will not be able to start the exam before disconnecting any other device or monitor;

- You will not be allowed to open new browser windows or tabs for the entire duration of the exam;
- During the exam, you will not be allowed to use the right mouse button and the related menu;
- You will not be allowed to print your exam;
- You will not be allowed to download or save any external files during the exam.

For the entire duration of the exam, all information relating to the following peripherals, software, functions, actions and data **will be recorded by the proctoring system**:

- microphone
- webcam
- the environment in which you are physically located
- your identity
- your clipboard
- your mouse position
- browser size
- browser tabs and windows
- your head movements
- your eye movements
- your mouth movements
- the whole screen
- any website you visit
- any other applications running
- the number of display screens connected

Please note: At the end of the exam, the teacher may, at their own discretion, assess whether your actions during the exam breach the exam rules and policies.

Initialization of the exam

In the **initialization phase** you will be required to carry out a mandatory and binding procedure for taking the exam.

The procedure includes the following **4 steps**:

1. verify the proper functioning of the webcam, microphone and internet connection; select the desktop to be monitored;
2. you will then be provided some indications to complete the exam without interruption;

3. you will be required to frame your identity document with the webcam and if automatic recognition does not work, you will be provided with a link to submit your ID;
4. confirm your identity: take a photo of your face;

Guidelines and recommendations for taking the exam:

- during the exam it is forbidden to access other resources (phone, tablet, notes, books, etc.);
- during the exam it is forbidden to communicate with other people;
- it is mandatory to remain seated facing the computer screen until the exam is completed;
- you cannot leave the exam environment until you have answered all questions and submitted your exam for assessment;
- choose a place where there are no disturbances or distractions: turn off the TV, radio, music, etc.;
- make sure that you have a stable internet connection; if it is a shared connection with other people (for example your family), make sure that during the test, it is not used for other reasons (streaming movies, video chats, games ...); connect the computer to a power outlet from the mains to prevent it from turning off;
- place the computer on a table and sit on a chair in front of the webcam; if it is an integrated webcam, make sure your face is well framed by orienting the screen;
- do not wear sunglasses or hats, and dress appropriately as the exam will be video recorded; **DO NOT USE HEADPHONES or EAR-BUDS** for any reason, otherwise the exam will be cancelled; make sure that there is adequate lighting and avoid light sources behind;
- turn off all other devices (smartphones, tablets, etc.) and place them out of your reach.

The quiz

Answer the quiz questions one at a time within the time limits set by the teacher. **If you do not complete the quiz within the time allowed, it will be submitted automatically.**

Note: you can move from one question to another using the "Quiz Navigator" on the top right.

At the end of the exam, you will see a screen with the "**submit and end**" command.

Nome esame - Nome docente - Data appello

Dashboard / I miei corsi / TEMPLATE / Introduzione / Condizioni / Riepilogo del tentativo

Condizioni

Riepilogo del tentativo

Domanda	Stato
1	Risposta non ancora data

Torna al tentativo

Invia tutto e termina

Vai a...

Quiz (Remotely Proctored)

Navigazione quiz

1

Termina il tentativo...

Select the command, and confirm that you want to end the test by selecting again the command that will appear in the **Confirmation** window:

cid:image009.png@01D61266.C363F380

The exam will be over.

Appendix

Installation of Proctorio Chrome Extension before the exam

You can connect to the exam site one hour before the start time to install the Proctorio Chrome Extension. Follow the instructions provided in this document starting from "Exam procedure" up to the message: "Proctorio Chrome Extension has been installed".