Platform-based exams
Moodle + Safe Exam Browser + web conference

Instructions for students

Version 08 May 2020

Before the exam

1. **Email confirmation from the teacher**

   After registering to the exam through UNIMIA, wait for the email confirmation specifying:
   - 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 through your smartphone;
   - any information regarding the duration of the exam and the type of quiz (open-ended or closed questions, ...);
   - a reminder to read carefully and follow the instructions provided in this document ("Platform-based exams - Moodle + Safe Exam Browser + web conference - Instructions for students").

2. **Web conference app installation**

   Download the web conference app, as notified by the teacher to your smartphone, **well in advance** (at least the day before the exam).

3. **Workstation set-up**

   Set up the workstation to be used during the exam, bearing in mind that you will have to:
   - connect to the web conference using your smartphone;
   - position your smartphone so that it frames you and your workstation from behind, for example by placing it on a library shelf or on the shelf of a fairly high piece of furniture, and make sure that it holds still;
   - **connect your smartphone to the power supply** to prevent the battery from running low during the exam;
   - **connect your computer to the power supply** for the duration of the exam.

4. **Safe Exam Browser installation and verification**

   Install Safe Exam Browser (SEB) **well in advance** (at least the day before the exam), and **check** that **it works** properly, as it is required for the exam.

Note: always check that SEB works, even if it is already installed on your computer. If you use a wrong version of SEB, for example the one installed for Exam.Net, you will not be able to access the exam!
Version to be installed: for Windows - SEB 2.4, for MacOS - SEB 2.1.4 (only these versions work with Exam.Net as well)

Access the home page of the Moodle platform dedicated to exams - https://esamimoodle.unimi.it/ - click on "ACCESS" in the "Exams with Safe Exam Browser" box, then follow the procedure set out in the area "Before the exam". If Safe Exam Browser has already been installed, proceed to the verification procedure, as described below).
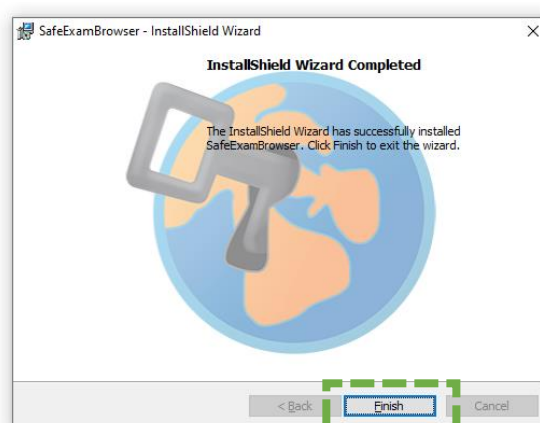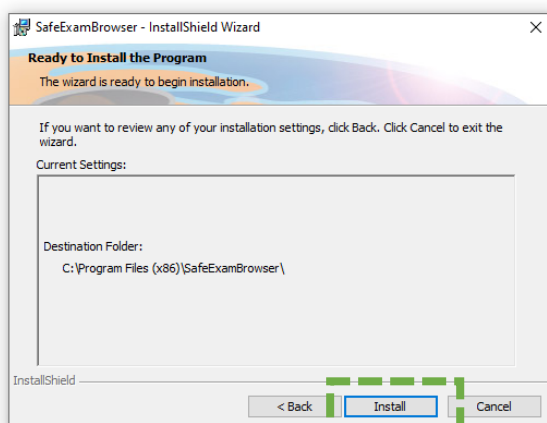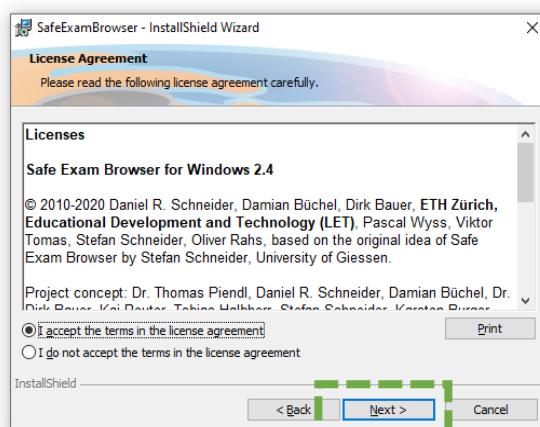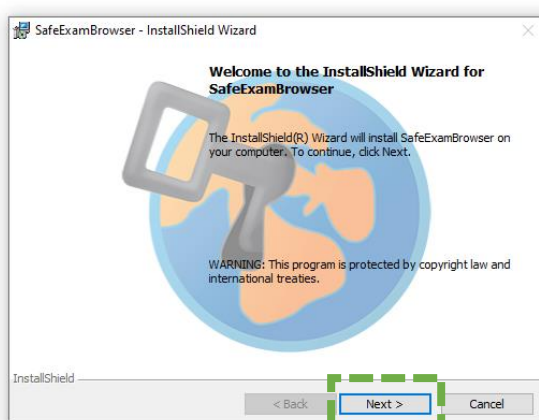
SAFE EXAM BROWSER INSTALLATION

WINDOWS Operating System
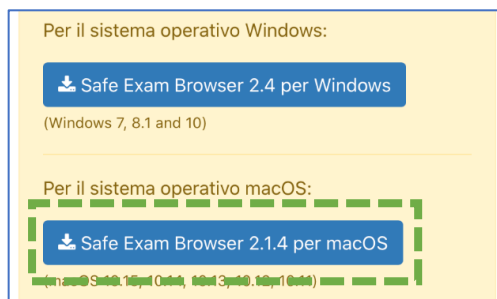
Select the installation file for Windows
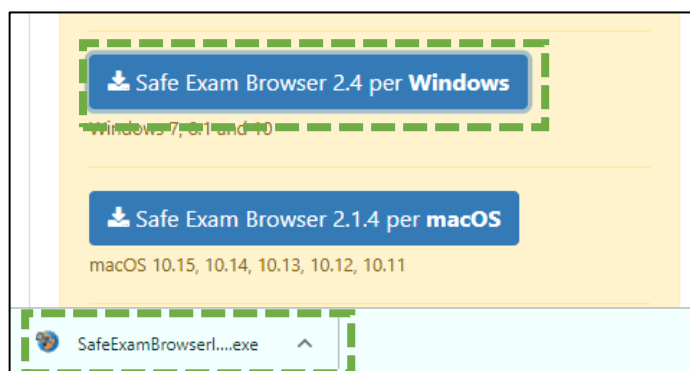
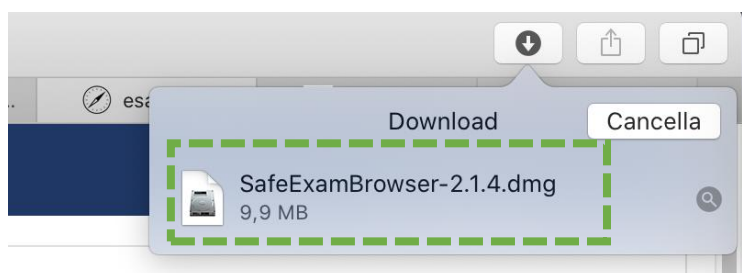Follow the installation instructions as shown below
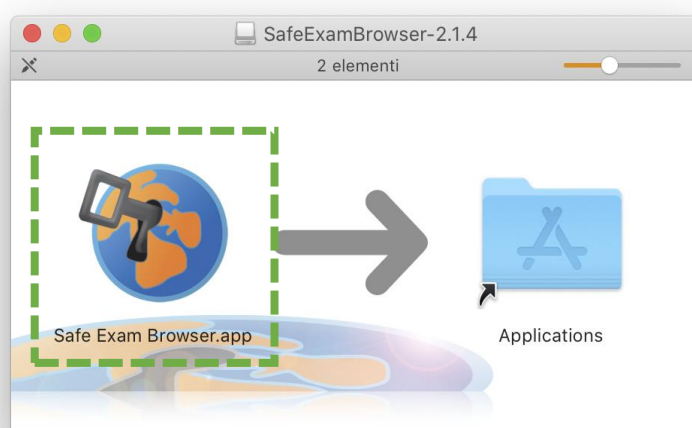
MAC-OS Operating System

Select the installation file for MacOS

Once the download is complete, start the software installation by double clicking on the name of the **dmg** file downloaded
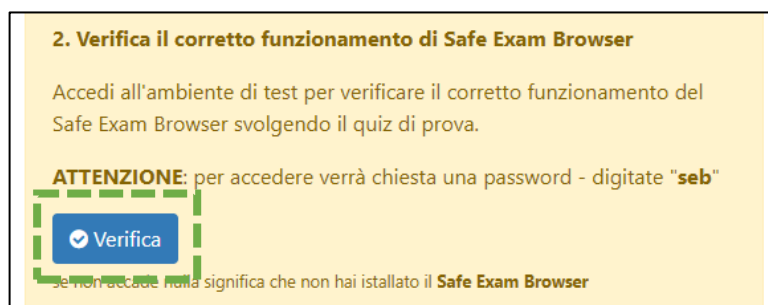

Drag the Safe Exam Browser icon into the **Applications** folder

SAFE EXAM BROWSER VERIFICATION

You must perform the **verification procedure** on the day before the exam **by accessing the test environment**.
From the home page of the Moodle platform dedicated to exams with Safe Exam Browser -   https://esamimoodle.unimi.it/seb, click on VERIFY in the left box

If you have a MacOS system, you may be required to confirm that you want to open the app downloaded from the internet:

Note: if, after starting the Safe Exam Browser, the following page appears, close Safe Exam Browser and restart the verification by clicking on the "Verify" link
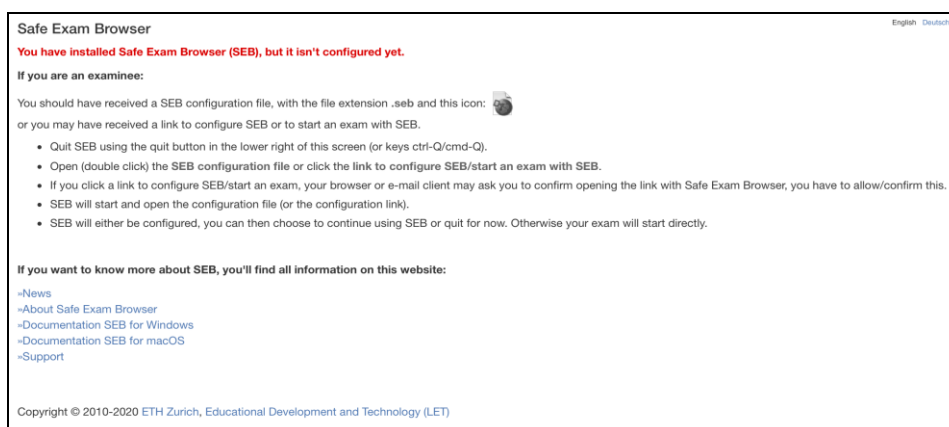
On the day of the exam

1. **Getting ready**
   Keep an identification document handy (preferably a student badge, or an ID).

2. **Accessing the web conference**

   Using your smartphone or tablet, access the web conference system notified by the teacher well in advance, position the device as instructed by this document, and wait for the teacher to connect. You must have your **microphone on** and **avoid any noise** for the duration of the exam.

3. **Identification and preliminary procedures**

   At the request of the teacher, show your identification document (if it us an ID, show only the photo and name / surname portion). During the exam, the teacher may ask you to provide an overview of the environment (room).

   Sit at your workstation, close all applications running on your computer, and **wait for the teacher's instructions.**

   Remember that:
   - **no one may enter** the room for the duration of the exam;
   - you must **avoid any noise**, as the exam (preferably) takes place with the students' microphones on in order to identify any suspicious noises;
   - 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 exam.

4. Accessing the Moodle + SEB exam platform

The teacher will guide you through the access procedure, as follows.

Access the home page of the Moodle platform dedicated to exams - https://esamimoodle.unimi.it/ - click on "ACCESS" in the "Exams with Safe Exam Browser" box, then click on "ACCESS" in the box: "On the day of the exam".
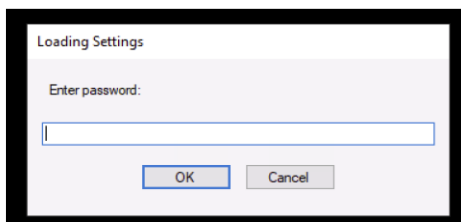
> **Note:** the exam will only be available as scheduled, and notified by the teacher
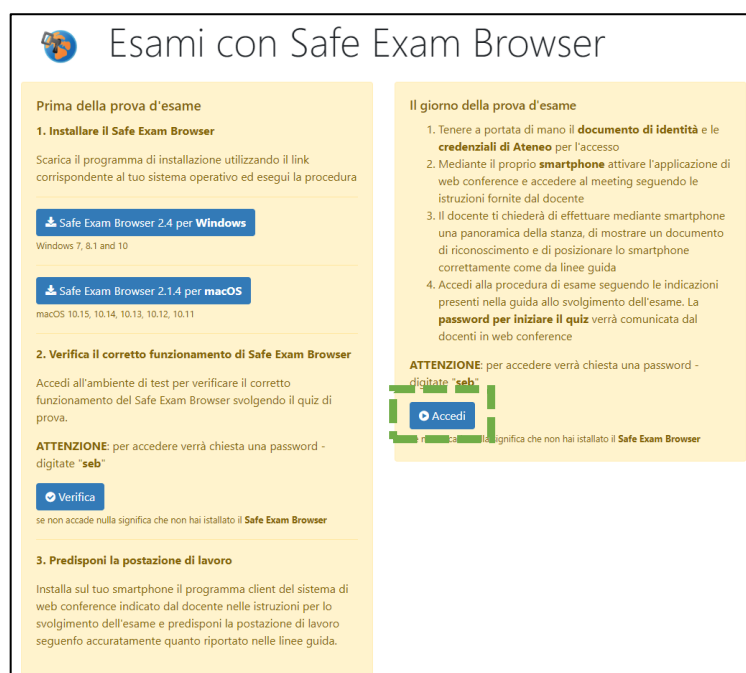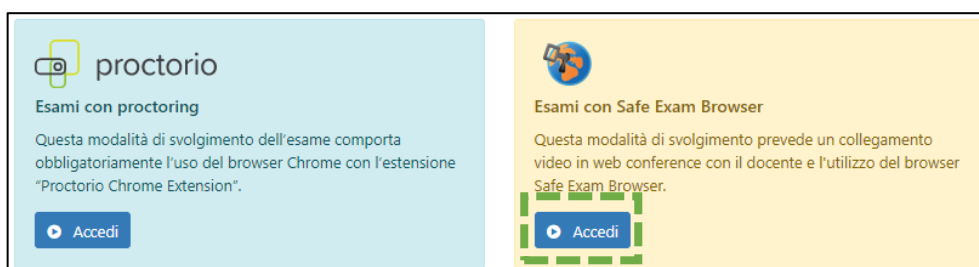
Open the Safe Exam Browser (previously installed and verified), to access the exam
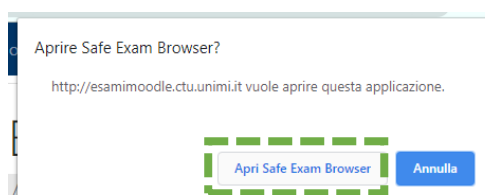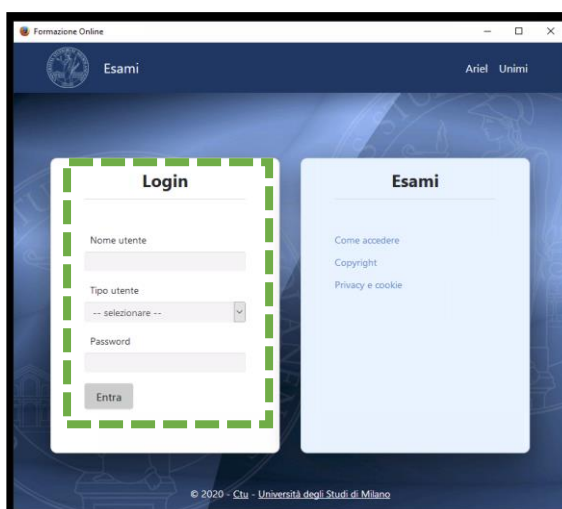
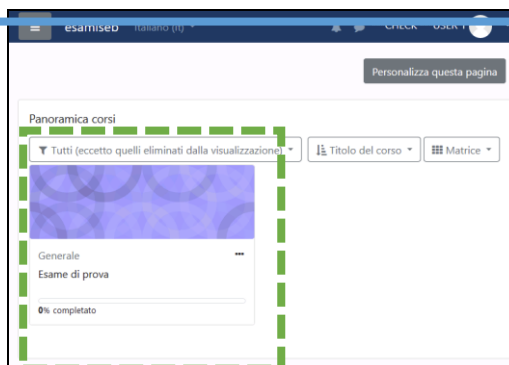Enter the password required when starting Safe Exam Browser.
The password is: **seb**

In the **LOGIN mask**, enter the credentials (username, user type and password) normally used to access the University online services
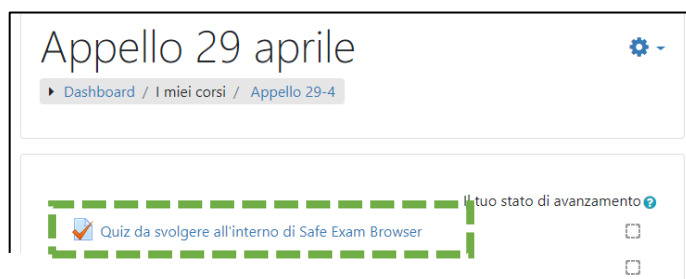

Once logged into the exam environment, **click on the exam to be taken.**

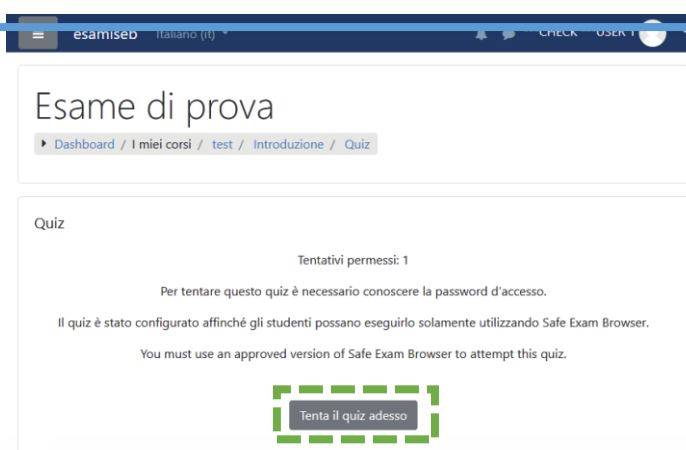**Note:** if you do not see your exam, it means that it is not available yet

After accessing the exam, click on the link "**Quizzes with Safe Exam Browser"**

To start the test, click on the link "**Try the quiz now**"

Note: if the "Try the quiz now" link is not displayed, it means that the quiz is not available yet. Read the instructions on the page for availability details.

Note: After clicking on "Try the quiz now", you will be required to **enter the exam password**, which will be read out by the teacher.
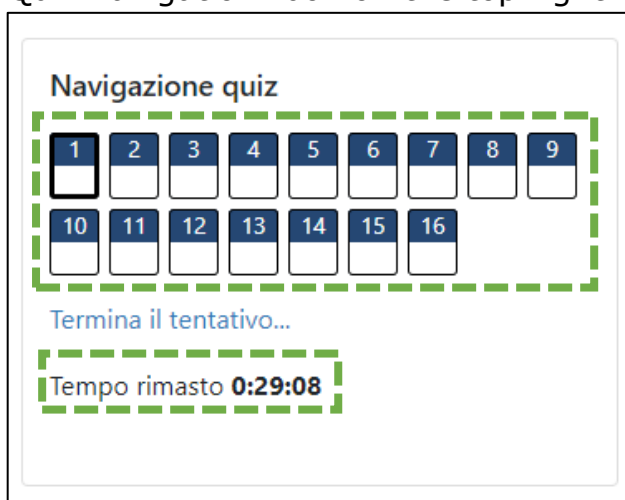

You may now start the exam by answering the quiz questions, one by one.

The Moodle platform will record your answers during the test. Therefore, in the event of lost connection or PC crash, you may resume the quiz where you stopped.

To go to the next question, click on the "NEXT PAGE" button

Subject to the exam structure, you may also switch from one question to another using the "Quiz navigation" box on the top right.

The "Quiz navigation" box also shows the time remaining to complete the exam

Note: when the time expires, the quiz will be submitted automatically. Upon answering the last question, click on the "FINISH ATTEMPT" button to submit the quiz.

Moodle will display a summary of your answers. To submit the exam, click on the "SUMBIT ALL AND FINISH" button

Once you have completed all the questions and submitted the test, you can close Safe Exam Browser by clicking on the button located in the lower right corner of the screen:

⏻   Quit Safe Exam Browser