



Platform-based exams Moodle + Safe Exam Browser + webconference

Instructions for students

Version of January 31, 2021

ATTENTION

For any technical issues with the EsamiMoodle platform or the SEB browser, contact 02 503 21888 or email supporto.esamimoodle@unimi.it, Monday to Friday from 8 am to 6 pm.

Please note that the help desk provides technical support, not information on the contents of the exam.

Before the exam

1. Email confirmation from the instructor

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 + webconference - Instructions for students").

2. Webconference App installation

Download the webconference app, as notified by the instructor 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 webconference 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 **verify** 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 (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).

**proctorio**
Esami con proctoring
Questa modalità di svolgimento dell'esame comporta obbligatoriamente l'uso del browser Chrome con l'estensione "Proctorio Chrome Extension".
[Accedi](#)

**Esami con Safe Exam Browser**
Questa modalità di svolgimento prevede un collegamento video in web conference con il docente e l'utilizzo del browser Safe Exam Browser.
[Accedi](#)





Esami con Safe Exam Browser

Prima della prova d'esame

1. Installare il Safe Exam Browser

Scarica il programma di installazione utilizzando il link corrispondente al tuo sistema operativo ed esegui la procedura


 **Safe Exam Browser 2.4 per Windows**
Windows 7, 8.1 and 10

 **Safe Exam Browser 2.1.4 per macOS**
macOS 10.15, 10.14, 10.13, 10.12, 10.11

2. Verifica il corretto funzionamento di Safe Exam Browser

Accedi all'ambiente di test per verificare il corretto funzionamento del Safe Exam Browser svolgendo il quiz di prova.

ATTENZIONE: per accedere verrà chiesta una password - digitate **"seb"**

 **Verifica**

se non accade nulla significa che non hai installato il **Safe Exam Browser**


3. Predisponi la postazione di lavoro

Installa sul tuo smartphone il programma client del sistema di web conference indicato dal docente nelle istruzioni per lo svolgimento dell'esame e predisponi la postazione di lavoro seguendo accuratamente quanto riportato nelle linee guida.

Il giorno della prova d'esame

1. Tenere a portata di mano il **documento di identità** e le **credenziali di Ateneo** per l'accesso
2. Mediante il proprio **smartphone** attivare l'applicazione di web conference e accedere al meeting seguendo le istruzioni fornite dal docente
3. Il docente ti chiederà di effettuare mediante smartphone una panoramica della stanza, di mostrare un documento di riconoscimento e di posizionare lo smartphone correttamente come da linee guida
4. Accedi alla procedura di esame seguendo le indicazioni presenti nella guida allo svolgimento dell'esame. La **password per iniziare il quiz** verrà comunicata dal docenti in web conference

ATTENZIONE: per accedere verrà chiesta una password - digitate **"seb"**

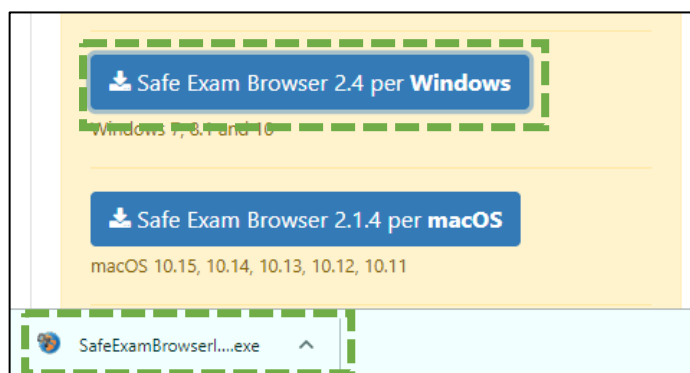
 **Accedi**

se non accade nulla significa che non hai installato il **Safe Exam Browser**

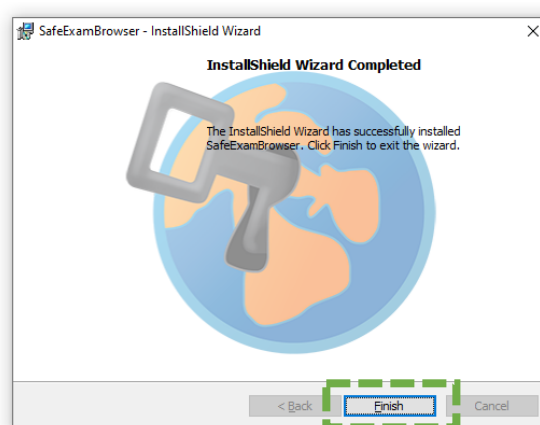
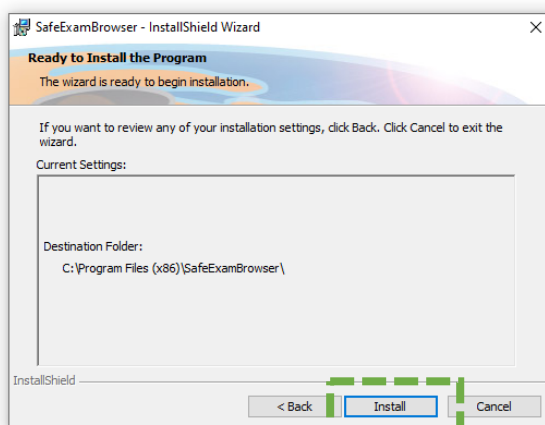
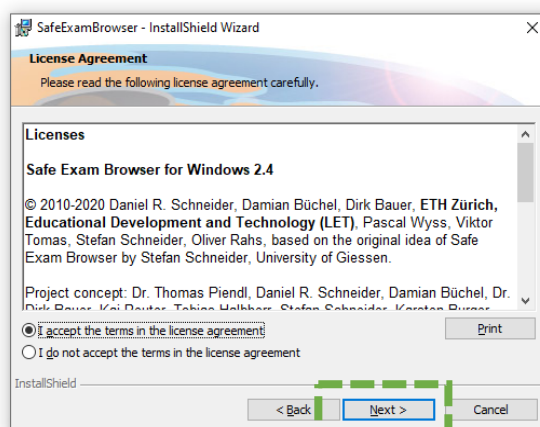
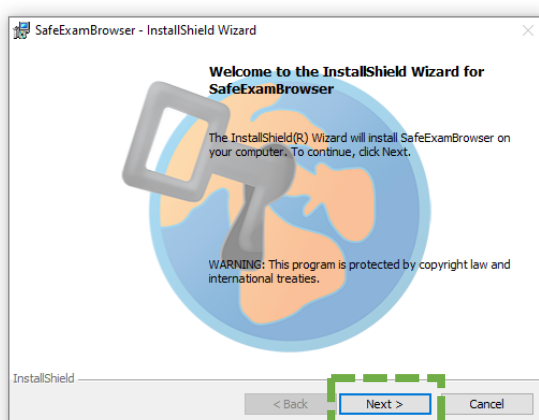
SAFE EXAM BROWSER INSTALLATION

WINDOWS Operating System

Select the installation file for Windows

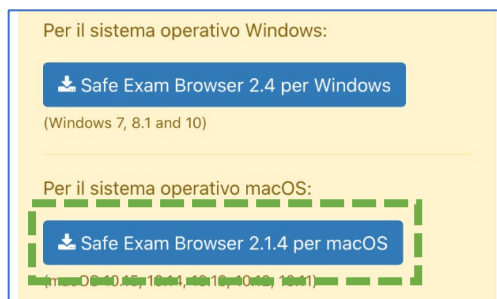


Follow the installation instructions as shown below

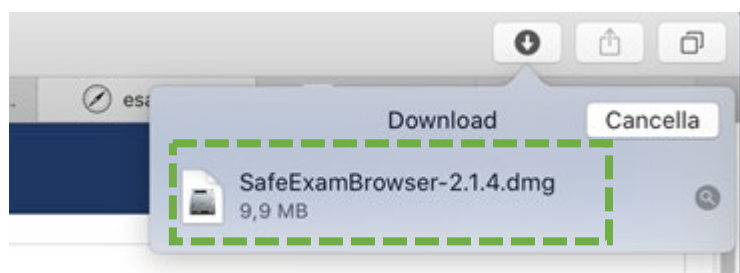


MAC-OS Operating System

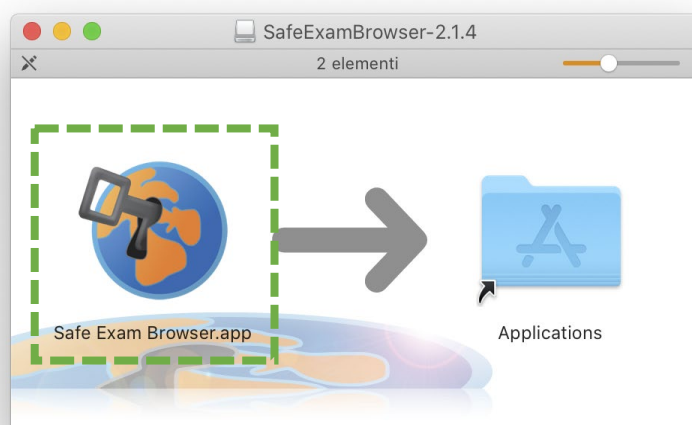
Select the installation file for MacOS



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

2. Verifica il corretto funzionamento di Safe Exam Browser

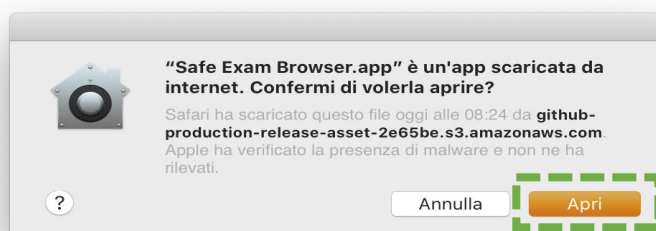
Accedi all'ambiente di test per verificare il corretto funzionamento del Safe Exam Browser svolgendo il quiz di prova.

ATTENZIONE: per accedere verrà chiesta una password - digitate "seb"



Se non accade nulla significa che non hai installato il **Safe Exam Browser**

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

Safe Exam Browser

You have installed Safe Exam Browser (SEB), but it isn't configured yet.

If you are an examinee:

You should have received a SEB configuration file, with the file extension .seb and this icon:

or you may have received a link to configure SEB or to start an exam with SEB.

- Quit SEB using the quit button in the lower right of this screen (or keys ctrl-Q/cmd-Q).
- Open (double click) the SEB configuration file or click the link to configure SEB/start an exam with SEB.
- If you click a link to configure SEB/start an exam, your browser or e-mail client may ask you to confirm opening the link with Safe Exam Browser, you have to allow/confirm this.
- SEB will start and open the configuration file (or the configuration link).
- SEB will either be configured, you can then choose to continue using SEB or quit for now. Otherwise your exam will start directly.

If you want to know more about SEB, you'll find all information on this website:

- ~News
- ~About Safe Exam Browser
- ~Documentation SEB for Windows
- ~Documentation SEB for macOS
- ~Support

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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 webconference system notified by the instructor well in advance, position the device as instructed by this document, and wait for the instructor 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 instructor, show your identification document (if it is an ID, show only the photo and name / surname portion). During the exam, the instructor 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 instructor's instructions**.

Remember that:

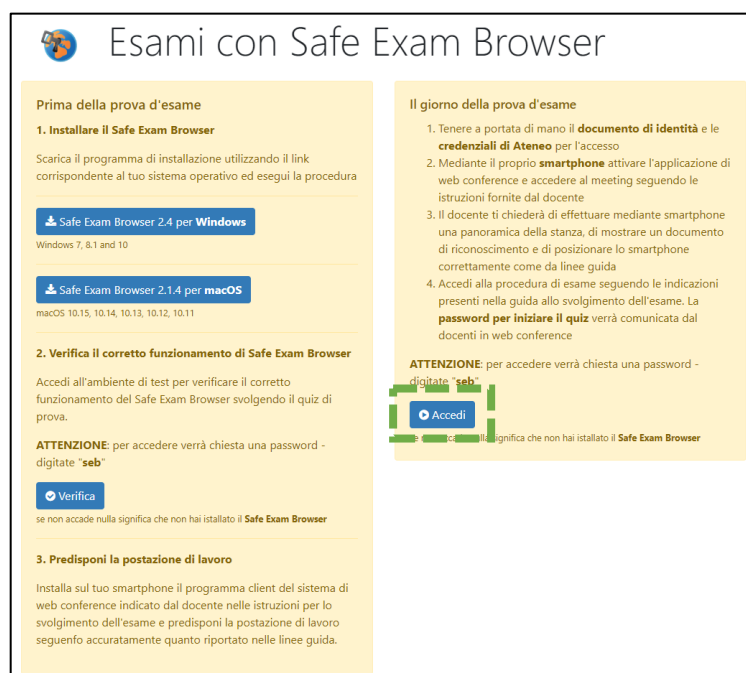
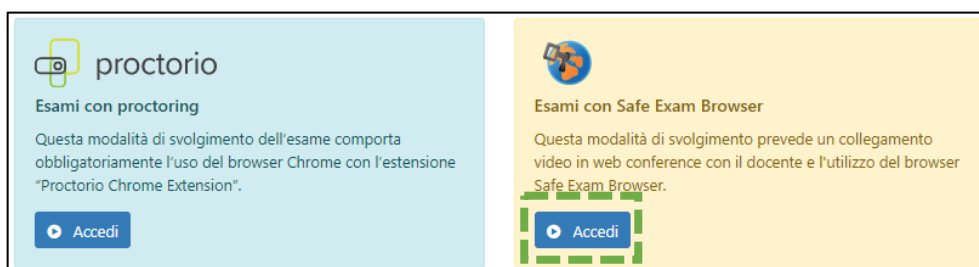
- **no one may enter** the room for the duration of the exam;
- you must **avoid any noise**, as the exam (preferably) takes place with the students' microphones on in order to identify any suspicious noises;
- ask any questions to the instructor **only through the chat** system provided by the Moodle platform (function to be available soon);
- if the connection is lost, reconnect **immediately** to the web conference; if this is impossible, contact the instructor via email to agree on another date or to declare that you withdraw from the exam.

4. Accessing the Moodle + SEB exam platform

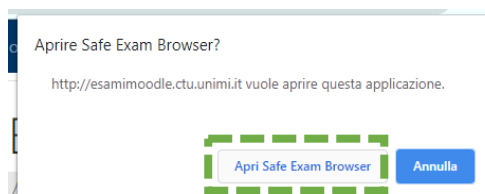
The instructor will guide you through the access procedure, as follows.

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".

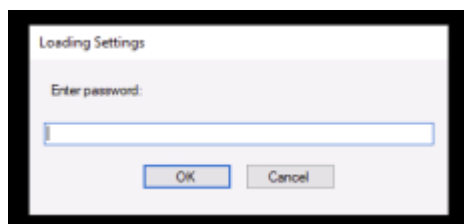
Note: the exam will only be available as scheduled, and notified by the instructor



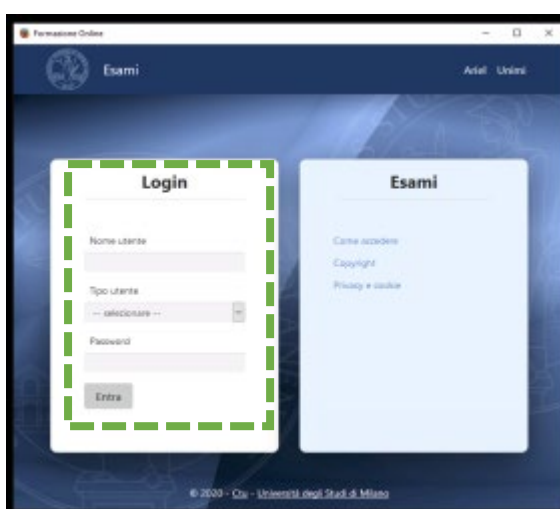
Open the Safe Exam Browser (previously installed and verified), to access the exam



Enter the password required when starting Safe Exam Browser.
The password is: **seb**

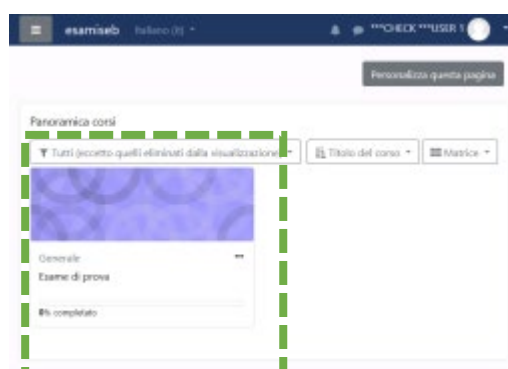


In the **LOGIN mask**, enter the credentials (username, user type and password) normally used to access the University online services





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



Please read carefully the exam terms and conditions, then click on the link to the quiz

**INFORMATIVA BREVE SUL TRATTAMENTO DEI DATI PERSONALI**

**VIDEOSORVEGLIANZA**


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 al seguente indirizzo e-mail: info@unimi.it


I dati personali e le eventuali categorie particolari di dati personali saranno raccolti e trattati per le finalità riportate nell'[informativa estesa](#). La base giuridica del trattamento è l'esecuzione di un compito d'interesse pubblico di cui è incaricato il Titolare trattamento (art. 6 c. 1 lett. a) del GDPR).

I dati personali possono essere comunicati, in qualità di Responsabili del trattamento, a soggetti esterni, quali collaboratori, fornitori della piattaforma di videosorveglianza e società fornitrici dei servizi di assistenza.

Gli esami svolti con sistema Moodle - Proctoring vengono registrati al fine della verifica del corretto svolgimento della prova. Le registrazioni non saranno conservate per più di 30 giorni, decorsi i quali verranno automaticamente cancellate. In caso di flussi o di verifiche richieste dallo studente escluso dalla prova per comportamenti scorretti, potranno essere conservate per un periodo di tempo maggiore ed eventualmente trasmesse alle autorità competenti.

Gli interessati possono esercitare i diritti riconosciuti dal GDPR, in particolare il diritto di ottenere l'accesso ai propri dati personali e la cancellazione degli stessi, ai sensi dell'art. 15 e ss. GDPR. Maggiori informazioni sono reperibili nell'[informativa estesa](#).

 Prova d'esame



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

Attention: 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.

esamised Italiano (IT)

Esame di prova

Dashboard / I miei corsi / test / Introduzione / Quiz


Quiz

Tentativi permessi: 1

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

Il quiz è stato configurato affinché gli studenti possano eseguirlo solamente utilizzando Safe Exam Browser.

You must use an approved version of Safe Exam Browser to attempt this quiz.



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

esamised Italiano (IT)

Esame di prova

Dashboard / I miei corsi / test / Introduzione / Quiz

Quiz

Avvia il tentativo

Password

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


Password quiz

Avvia il tentativo

Annulla

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



Esame - 13 maggio 2020

Domanda 1
Risposta non ancora data
Punteggio max.: 2,00
Contrassegna domanda

Nel 1804 Joseph Marie Jacquard inventò:

Scegli un'alternativa:

- ☐ Una nuova tecnologia per archiviare ed elaborare dati a scopi personali.
- ☐ Una nuova tecnologia per i telai in grado di controllare il movimento di aghi, filo e tessuto attraverso delle schede perforate.
- ☐ La Jacquard Machine.
- ☐ Una macchina tabulatrice a schede perforate.

Navigazione quiz

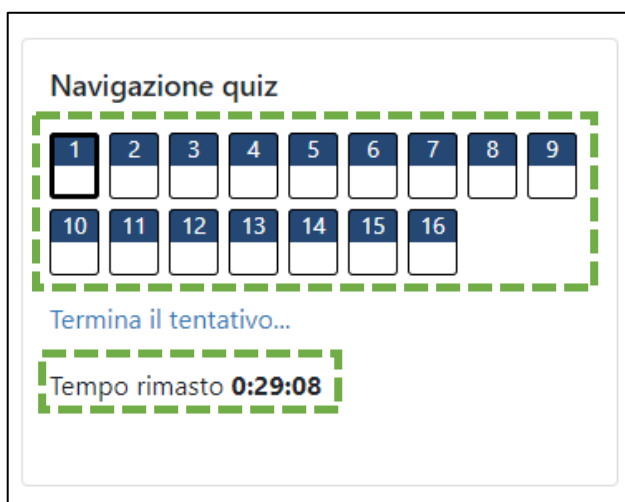
1	2	3	4	5	6	7	8	9
10	11	12	13	14	15	16		

[Termina il tentativo...](#)

Tempo rimasto **0:27:20**

[Pagina successiva](#)

You may also switch from one question to another using the "Quiz navigation" box on the top right.



Navigazione quiz

1	2	3	4	5	6	7	8	9
10	11	12	13	14	15	16		

[Termina il tentativo...](#)

Tempo rimasto **0:29:08**

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.

Esame - 13 maggio 2020

Domanda 16
Risposta salvata
Punteggio max: 2,00
Contrassegna domanda

Quali tag delimitano l'inizio e la fine di un documento HTML?

Scegli un'alternativa:

☐ <head> </head>

☒

☐ <html> </html>

☐ <i> </i>

[Annulla la scelta](#)

Navigazione quiz

1	2	3	4	5	6	7	8	9
10	11	12	13	14	15	16		

[Termina il tentativo...](#)

Tempo rimasto **0:24:09**

[Pagina precedente](#)

[Termina il tentativo...](#)

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

Esame - 13 maggio 2020

Quiz
Riepilogo del tentativo

Domanda	Stato
1	Risposta salvata
2	Risposta salvata
3	Risposta salvata
4	Risposta salvata
16	Risposta salvata

[Torna al tentativo](#)

Tempo rimasto **0:22:28**

Questo tentativo deve essere inviato entro Thursday, 7 May 2020, 19:59.

[Invia tutto e termina](#)

Navigazione quiz

1	2	3	4	5	6	7	8	9
10	11	12	13	14	15	16		

[Termina il tentativo...](#)

[Avvia una nuova anteprima](#)

Once you have answered all the questions and completed the test submission procedure, you may close the Safe Exam Browser.