TIMING OF FINAL EXAMS
In the most similar conditions possible to a conventional final exam

Requirements:
PC - Laptop
- with ATENEA access - Google Suite
- audio and video transfer capability
- read documents (PDF, ...) 
- battery autonomy for 4 h uninterrupted
Mobile phone with camera
- Apps: Google Suite (GMeet)
- 4 hours battery life
- Data network for audio / video
- Ability to scan or photograph documents
- Quality enough to be readable
- Upload it to ATENEA

PHASE 1
EXAMINATION CALL

- Exam day and time
- Duration of the exam broken down
- Format of the exam and how it will be evaluated
- Tools to be used
- Material that can be used during the test
- Procedure for contacting the teacher in case of technical problems
- Specific information on data protection

Optionally:
- Alternative procedures in case of technical problems
- Information on note publication data and review procedures

PHASE 2
PREPARATION

Location of the mobile phone for image retransmission

- Sign in to Google Meet with microphone and camera initially enabled. In the exam development phase, with microphone disabled.
- It is recommended that the student use headphones with a microphone to prevent unwanted coupling of external sound.

PHASE 3
EXAM DEVELOPMENT

- The exam will be available at the beginning or a link to it.
- Maximize the window and full screen.
- Metacourse of the subject or theory group.

PHASE 4
DELIVERY OF RESULTS

- When the time is running out, it will be notified for GMeet audio or screen.
- Vertical blade orientation.

- It is recommended to mute the microphone.
   - At the beginning, a sequence will be recorded to call the attendee list.
   - If necessary, the card identification can be requested.
   - Upload handwritten resolution images (only in case of handwritten development.
   - You will need to upload to EXAMINATION TASK solutions in text format.

Keep the original manuscripts for future reference if necessary.

If the exam has written development:
- Recommendations:
  - White sheets, not checked.
  - Do not use pencils, high contrast ink.
- Have your cell phone in a visible place, see the messages that can be given.

Appendix: under the supervision of the person in charge of the assignment.