

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

- Use cable vs wifi connection if you can choose
- Inform other users to reduce network use



- Check your computer beforehand:
- disk space
 - updates
 - battery charge (if a laptop)

- Have good lighting in the environment
- Avoid interruptions that could disturb you
- Notify your home environment what you are doing an important exam
- Have a clock visible to control the time during the test
- Previously simulate the whole environment where you will take the exam
- Preserve your privacy by not showing other people

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

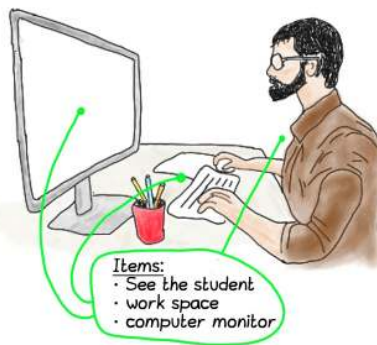
PHASE 2 PREPARATION

Location of the mobile phone for image retransmission



It is recommended that the student use headphones with a microphone to prevent unwanted coupling of external sound

Items that should appear in the camera image:

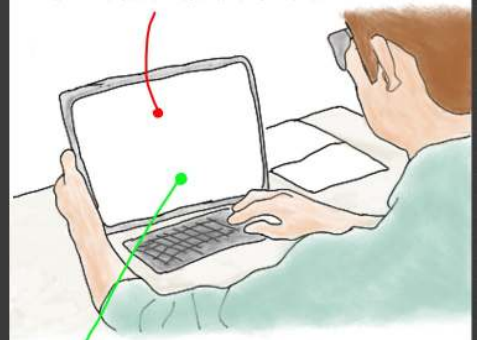


It is recommended to check the area captured by the camera to remove any items that you want to keep private

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

You must be in the workplace throughout the exam. If the teacher does not make any exceptions to this rule



You can communicate with the teacher using the GMeet audio channel. Just to ask about the statement of the exam

If the exam has written development Recommendations:

- White sheets, not checkered
- Do not use pencils, high contrast ink



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 results in text form
- questionnaire type

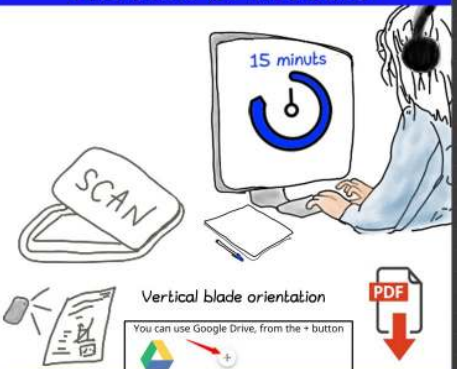
Upload handwritten resolution images (only in case A)

You will need to upload to EXAMINATION TASK solutions in text format

Have your cell phone in a visible place see the messages that can be given

When the time is running out it will be notified for GMeet audio or screen

PHASE 4 DELIVERY OF RESULTS



Vertical blade orientation

You can use Google Drive, from the + button

Keep the original manuscripts for future reference if necessary

