**Instructions on the remote conduct of the written exams "Human Rights and Armed Conflicts" and “International Law” (Prof. Antonio Bultrini)**

**Please note**: the following instructions are based on the directives for distance examinations approved by the University of Florence and available here: <https://www.unifi.it/art-4700-esami-di-profitto-a-distanza.html>

The exam structure remains substantially unchanged compared to what is described in the syllabus and on Moodle. The exam therefore continues to be written and will take place with the use of pen and paper. **However, the exam, that will last 2 hours altogether, will be divided in two parts: 1 hour and 15 minutes for open questions and 45 minutes for multiple-choice questions. Multiple-choice questions will be sent separately via e-mail once the time available for open questions has elapsed.**

Tuttavia, la prova, della durata complessiva di due ore, sarà suddivisa in due parti: un’ora e venti minuti per le domande a risposte aperta e i restanti 40 minuti per le domande a risposta multipla. Le domande a risposta multipla saranno inviate separatamente, una volta scaduto il tempo per lo svolgimento delle domande a risposta aperta.

If the number of students does not exceed 25, the exam will take place for all students on the scheduled date. If the number of students exceeds 25, students will be divided into two groups and the second group will take the exam on a different date. The division into the two groups and the second date will be communicated once the registrations are closed.

On the date or, if applicable, on the pre-established dates, special "Meet" meetings will be convened (software that will therefore also be installed by the student), to which students will be summoned.

Students will also be invited to a preparatory meeting, before the exam date, also aimed at testing the quality of the connection. The date and time of the preparatory meeting will be communicated after the registration closes and any division into two groups.

Given the circumstances, enrolled students who finally decide not to take the exam are strongly requested to warn Prof. Bultrini in advance of their intention not to appear (they will therefore be considered "absent"). Students enrolled and willing to appear must send in advance by email to Prof. Bultrini the scan of the identity document (with recent photo) or of the “libretto”, whichever they intend to exhibit on the day of the exam.

The actual exam will begin 20 minutes after the start of the dedicated Meet meeting. 15 of the 20 minutes will be used to summarize / specify the examination procedures, to recheck the quality of the connection and to identify each of those present, who will be called upon to present the identity document or, alternatively, the university booklet whose scan will have already been sent to Prof. Bultrini after registration (see previous point).

The remaining 5 minutes, before the start of the test, will be used to send the exam test by email to the students, which from that moment on will be the only screen that the members will be authorized to view on their computer. The answers will be reported on empty sheets prepared for this purpose by the student. Since the answers must be provided in paper format and then photographed / scanned, it is essential that they are written clearly and leaving adequate spaces.

During the test, the microphones must be kept off. Students will be able to intervene in audio to ask for clarifications by making a first request via chat, so as to disturb the work of others as little as possible. Of course, if necessary, specific clarifications can also be requested directly in chat, without having to use the microphone.

Where possible the webcam will be positioned laterally, and not less than 1.5 m away from the student, in order to frame: a) the work table, which must be completely clear of anything other than what is needed to perform the test (sheets of paper in white, pens, other stationery useful for the test, and finally an English-speaking dictionary); b) the computer screen; c) the student; d) the rest of the room, including the door or access doors to the room. No other people will be allowed in the room. Alternatively, the webcam can frame frontally the student and the work table.

**In any case, if the work position is not in conformity with the above, and in particular if it does not allow for a proper framing of the student and of the entire work surface, the student concerned will not be admitted to take the exam.**

Se la postazione di lavoro non sarà conforme a quanto precede, in particolare se non consentirà un’inquadratura corretta dello studente e dell’intera superficie di lavoro, lo studente non potrà essere ammesso a sostenere l’esame.

Within the regular time limit, the sheets containing the answers will be quickly scanned. For this purpose, the use of the Adobe Scan APP from smartphone is recommended <https://acrobat.adobe.com/it/it/mobile/scanner-app.html> (see the relevant tutorial here: <https://www.unifi.it/upload/sub/didattica%20a%20distanza%20(covid19)/Tutorial_smartphone_AdobeScan_to_Moodle.pdf> ).

or alternatively the Google Drive APP for Android (see the related tutorial here: <https://www.unifi.it/upload/sub/didattica%20a%20distanza%20(covid19)/Tutorial_smartphone_GoogleDrive_to_Moodle.pdf> ).

**Students must install and test one of the two APPs in question before the exam !**

Once the test is completed and scanned, the student must send it by email to Prof. Bultrini (antonio.bultrini@unifi.it). The student must then remain connected until Prof. Bultrini confirms in chat that the scan has been received.

The conduct of the remote exam test obviously involves the student's sense of responsibility. The Examination Commission, which will remain connected throughout the test, reserves the right to cancel the test of individual students if irregular behavior should emerge. The Examination Commission will also provide for the complete registration of each remote exam session.

Prof. Bultrini remains available for any doubts and in particular to deal with and resolve in time special problems of a technical or other nature which may make the remote test difficult. In this case, the student is asked to contact Prof. Bultrini well in advance of the exam date, since problems raised on the day of the exam may not be resolvable and could therefore make it impossible, for the student concerned, to take the test on that date.

**Finally, students who will take the exam from a location in a significantly different time-zone, particularly non-European locations, are likewise urged to contact Prof. Bultrini in advance since their situation might require special arrangements.**