**ONLINE EXAM SESSIONS**

**CdS SECI**

*Lingua inglese B003923 (6cfu + voto/grade)*

**BEFORE THE EXAM, CHECK YOUR INTERNET CONNECTION AND MAKE SURE YOUR VIDEO AND MICROPHONE WORK**

***(attending and non-attending students)***

**I. WRITTEN EXAM: *reading and listening comprehension***

* To sit an exam, you **MUST** have enrolled online (look under PROVA PARZIALE, not ESAME)! Once online enrolments have closed (usually 3 days before the exam date), I will send you via email (to your UNIFI email address) the invitation to participate in the online exam on Google MEET/Webex.
* Total time for the written part of the online exam: about **1 hour**: intro part about 30 minutes (depends on number of students); reading part 10 min., listening part about 5 to 6 min.

**Exam procedure**

**Step 0** - 24 hours before the exam date you **MUST** send me via email a copy of your ID/passport and student card in order to be able to sit the exam.

**Step 1** –**online log in:** on the day of the exam, please click on the Google MEET/Webex link I have sent you previously, 5 minutes before the scheduled time. Once you are logged in, turn on your video but turn off your microphone!! Please be aware that I will be recording the entire exam session!!

**Step 2** –**student identification:**I will call your names one by one from the online enrollment list; when I call your name, please switch on your microphone and show me your ID card so I can see your photo and name clearly (you can obscure other info if you wish) and then show me your student card where I can see your student number. This step will also be useful to test your video and microphone which MUST work, otherwise you cannot sit the exam.

At that point I will ask you to **show me your workplace**: show me with your camera/computer your desk which MUST be empty of all papers or any other materials. I need to be able to see you and your desktop/computer keyboard/screen during the exam, so either use your smartphone or another devise to give me a view of what you are doing. I MUST be able to see you ALL THE TIME during the exam.

These in fact are the requirements set up by the university of Florence - see link https://www.unifi.it/upload/sub/comunicazione/esami\_online/allegato\_dr\_indicazioni\_esami\_online.pdf : "Per la sorveglianza, è necessario inquadrare lo studente e lo schermo, pertanto è possibile usare lo stesso computer se dotato di webcam mobile, oppure uno smartphone o tablet da cui collegarsi in videoconferenza" (vedi immagine sotto).



Once step 2 has been completed, please switch off your microphone again but NOT your video so I can proceed with student identification.

**Step 3 - illustrating the exam paper:** at this point I will post the **link** for the exam in the CHAT; you need to click on that link which opens the exam paper. At the top of the paper you will see a description of the exam: the entire written exam consists of a reading and listening comprehension; you need to PASS both parts, the reading part and the listening part, in order to get a general PASS.

* reading: part 1 = 4 vocabulary questions with 4 options each (gapfilling); part 2 = 6 reading comprehension questions with 4 options each. 60% is needed to pass, which corresponds to 6 correct answers /out of 10. You will have 15 minutes for these two parts of the exam;
* listening: only once the reading part is over will you go onto the next section which is the listening part of the exam and you will see 6 multiple choice questions. You will have 1 minute to read those questions and then I will play the audio for you to listen to TWICE while answering the questions. 50% is needed to pass this part of the test which corresponds to 3 correct answers / out of 6.

**Step 4 - writing the exam**: once all students have a clear understanding of the exam format, you **MUST** write your NAME, SURNAME and STUDENT NUMBER/MATRICOLA in the space provided (if this information is missing, I cannot accept your paper)! Only when all students have completed that first part, will I write in the CHAT the access code which you need to insert in the space on the form where it says ‘access code’. Only when you have inserted the access code will you be able to proceed and complete the two parts of the reading part of the exam in the time given, that is **15 min**. for both parts! I will tell you when to START and after 15 minutes when to STOP; you should then go onto the next section of the exam which is the listening; you will have 2 minutes to read the 6 multiple choice questions and then I will play the audio TWICE without stopping or interrupting; while listening you can select the correct options, confirm or change them.

At the end of the second listening I will tell you to click on the SUBMIT/INVIA icon at the end of the test. I insist on saying that you **MUST** click on the INVIA/SUBMIT icon when I say so because then I will block the test and if you haven’t submitted it by then, I will no longer accept it.

**Step 5** – **final:** please stay connected until I have received all your papers (I will have to check) and only then will I declare the exam concluded and you can leave.

**Results of the exam:** remember it is a pass or fail, you will receive communication asap.

**CHEATING:** IF we should realize or suspect that you are using other material online or on paper to help you, we have the right to invalidate your paper; we will then set up another time on Google MEET/Webex and do a further oral exam about all the material listed in Moodle.