AMR: Instructions for Remote Written Tests

> **IMPORTANT: It is your responsibility to read carefully this document in all its parts and follow the instructions to the letter. It is also your responsibility to make sure in advance that everything works in terms of connection, software, etc. Failure to comply or any kind of technical problems may cause your exclusion from the exam.**

AMR remote written tests take place using **two on-line platforms**:
- **Zoom** (for streaming audio/video from your computer)
- **Exam.net** (to get the test problems and send your solution)

The following software must be installed on your computer:
- a **Zoom Client for Meetings** from https://zoom.us/download
- for MacOS: the exam.net app from https://support.exam.net/#/seb
- for Windows: the **Safe Exam Browser** (SEB) from https://safeexambrowser.org/download_en.html

I strongly suggest to turn off screen savers, anti-virus software, automatic updates and anything that can interfere and cause problems during your test. I also recommend that you connect to the sample exam (see Section 7 of this document) to test your configuration in advance.

0. GETTING READY

You need:
- a computer with Internet access, camera and microphone
- a smartphone that can read QR codes and take pictures
- identity document

The computer must be placed in such a way that you are seen **from the side**. You should be sitting at an empty desk (no screens, computers or devices other than the one that is filming you!), and you can only have white paper in front of you. The scene must be **well lit** and the image should clearly show you and your writing area, as in this picture:

Your smartphone must be on the desk, face down. No calculator is allowed (it is available on Exam.net).

1. CONNECTING TO THE ZOOM MEETING

15 mins before the test starting time as indicated on INFOSTUD, open a window in your browser (any browser) and connect with first+last name (check that you have stored them in your Zoom Client profile) to the following Zoom Meeting, enabling both camera and microphone:

https://us02web.zoom.us/j/98465362701?pwd=VGdWc295ckMxbnJralU3Unl6TXBvdz09
Meeting ID: 984 6536 2701
Password: dte6xuh3%1

You will enter a "waiting room" from which I will admit you in the meeting. I will then check your video frame and microphone connection. **If everything is satisfactory you will be allowed to start the test right away; for the others, any time lost in adjustments will be subtracted from your total available time.**

2. CONNECTING TO EXAM.NET

Once I have verified your audio/video stream, you must open a second window (or tab) on your browser and connect as a "student" to

https://Exam.net
Exam key: **I will send this key on the zoom chat**

At this time, the exam.net app (under MacOS) or the SEB (under Windows) will activate and ask you to enter **first+last name** and **email** (it must be your institutional mail @studenti.uniroma1.it).

3. TAKING THE TEST

As this point, the exam will go in "full screen mode" and you can start answering to the test problems.

In the Exam.net window you will see:
• the test problems
• a calculator
• a timer
• a text area, in which you will upload your solution at the end
• a chat
• **this instruction document**

4. PREPARING THE SOLUTION

Be sure to prepare well ahead the solution for the upload:
• Write in a clear and orderly fashion
• Try to use a single sheet for each problem (add a chart/plot sheet if needed)
• Label each sheet: "Problem 1", "Problem 1 charts", etc (your name is not necessary)
• **Do not take pictures or upload your solution before the timer has reached zero!**

5. UPLOADING AND SUBMITTING YOUR SOLUTION

At the end of the test (i.e., when the timer has reached zero), upload and submit your solution by following this procedure:
- Click on "**Scan solution**" (**Warning! if you click on "Submit exam" you will exit the test without sending a solution**)
- Use your smartphone to read the QR code which appears on the computer screen
- From now on, follow carefully the instructions on your smartphone and computer
- When you take pictures of your solution: place the smartphone over the center of the sheet in "portrait" orientation; use a 4:3 aspect ratio; avoid shadows, rotations, perspective distortion, shaking, etc
- After uploading the photo of your first sheet by entering into the computer the code shown in your smartphone, you can upload the others by selecting "Scan solution" on the smartphone and entering a new code for each photo
- All the uploaded photos will appear in a single document in the text area of Exam.net. Check carefully that they are correctly oriented and clearly readable; check also the the ordering of the sheets is the right one
- **When you are satisfied, close the exam by clicking on "Submit exam"**

6. IF…

- **If you want to retire from the exam**: first let me know on the exam chat; once I acknowledge your request, simply click on "Submit exam"

- **If you want to submit your exam before time is finished**: you cannot. Please wait for the timer to reach zero.

- **If you want to ask me something**: use the exam chat (better) or, if you think it concerns everyone, just talk in your microphone.

7. EXAM.NET SIMULATION

To check that your configuration works, connect on exam.net as a student using the following key: 7GtVwa. This sample test is always open. Once inside, you can try the various functionalities (upload, submit, chat…).