Guidelines for the online Polimetrics exam

The written-part of the exam will take place on Zoom. Remember: the first-half of the exam is going to be an ORAL exam. For more information about the oral-part of the exam please check the page of Polimetrics on the ARIEL hompage or contact directly Andrea Ceron (andrea.ceron@unimi.it).

The students must be online at 10:45. The exam will begin strictly at 11:00 and will end at 11:30.

The MEETING ID for the exam is: 233 581 2074
The password is: 5jzApj

Hardware requirements:
1) A laptop or PC, with microphone and camera (internal or external), connected to the internet;
2) A mobile phone connected to the internet.
The computer must be plugged in charging and the mobile phone must be fully charged (or plugged in charging as well).

Software requirements:
1) The latest Desktop version of Zoom installed in your computer: https://zoom.us/
You need to register in Zoom with the unimi.it email account (this way even the free account will enable you to stay connected for more than 40 minutes), but using a password different from the one you use for the email service. The day of the exam you have to login in with your unimi.it account;
2) An App in your mobile phone to take pictures
3) An app in your mobile phone to read QR code (any free application is fine, but check that it works BEFORE the exam!)
4) The software **SEB-Safe Exam Browser** from the link https://support.exam.net/#/seb

During the exam, the student **must be alone in the room**, with nothing on the table (no books, photocopies, etc.). Each student will only need her/his university card, a pen (and eventually a compass) and paper to write the answers.

You must turn on both the microphone and the cam of your laptop during the exam.

To be sure that everything works fine, plz try the **Mock exam** as explained below!

A) ZOOM

Start a "**Join a meeting**" in Zoom.
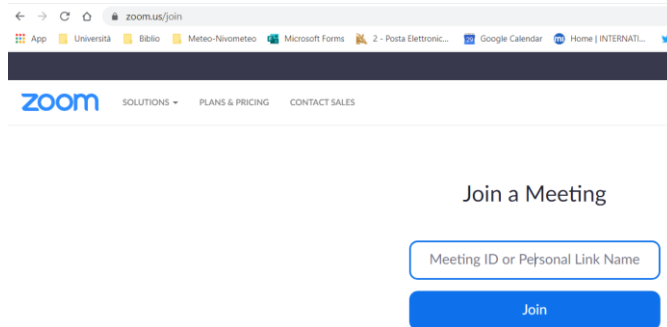
Use the MEETING ID and the password given above (NOT YOUR PERSONAL ZOOM Username & PASSWORD!).

You will temporarily enter a Waiting room and will be admitted individually to check your identity.


Once everyone has entered the Waiting room, each student will receive the Exam key via chat (a 6-letter code, which distinguishes between upper and lower case) to access Exam.net. Please copy the Exam key on a paper cause you will need it later.

During the exam each student will be monitored by professors or assistants through Zoom installed on your PC / laptop.

B) EXAM.NET con SEB (*Safe Exam Browser*)

1. Go to Exam.net and write the **Exam key** you got via Zoom.
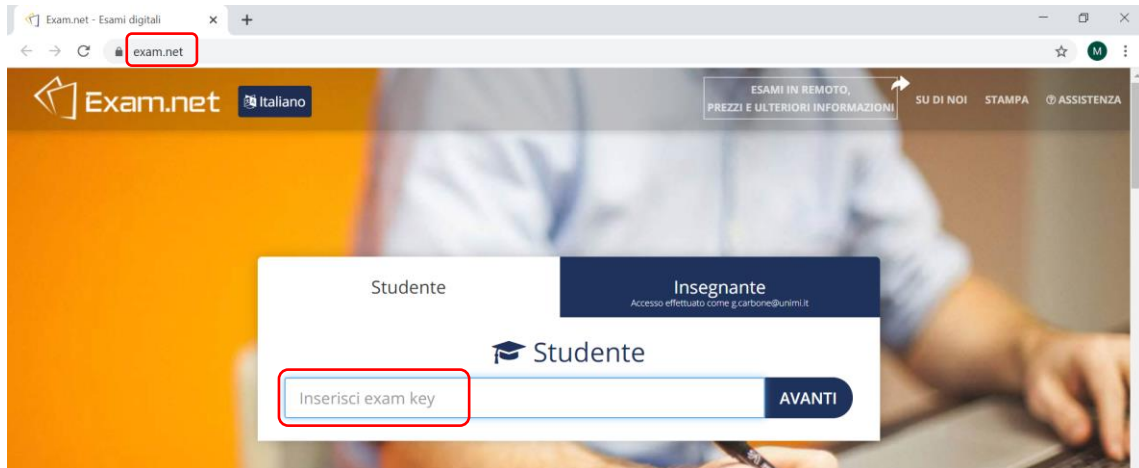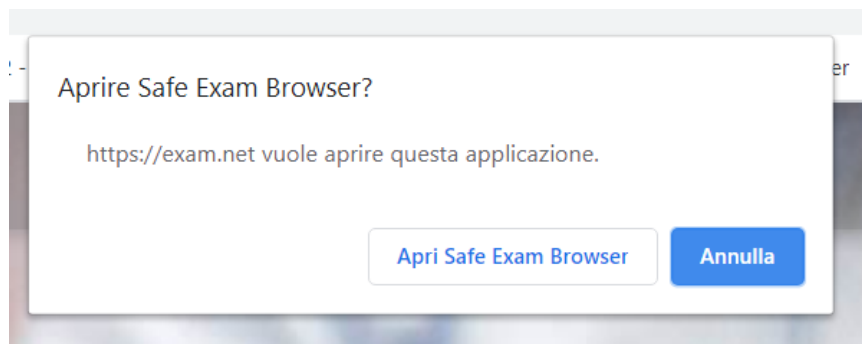

2. Click on "**Avvia SEB**"

Approx. 10 seconds of black screen will follow

> If you have one or more open Apps that conflict (e.g. Microsoft Teams), SEB will ask you for permission to close them.
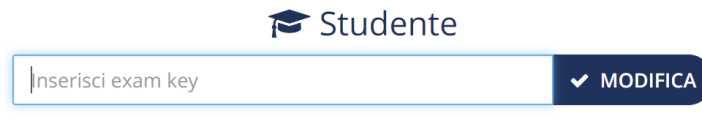>
> Alternatively, you can exit and close them yourself before returning.

3. The browser will ask you to confirm that you want to open **SEB (Safe Exam Browser)**.
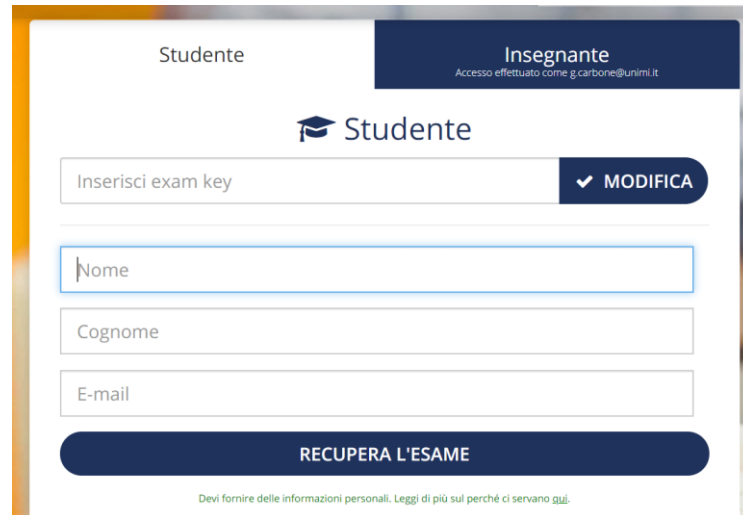
4. You will have to re-enter the **Exam key** you got via Zoom.

5. Enter also your name, surname and email and then click on "**Recupera l'esame**"

6. Click on "**Inizia l'esame**".

7. You will see an exam area like the following one.
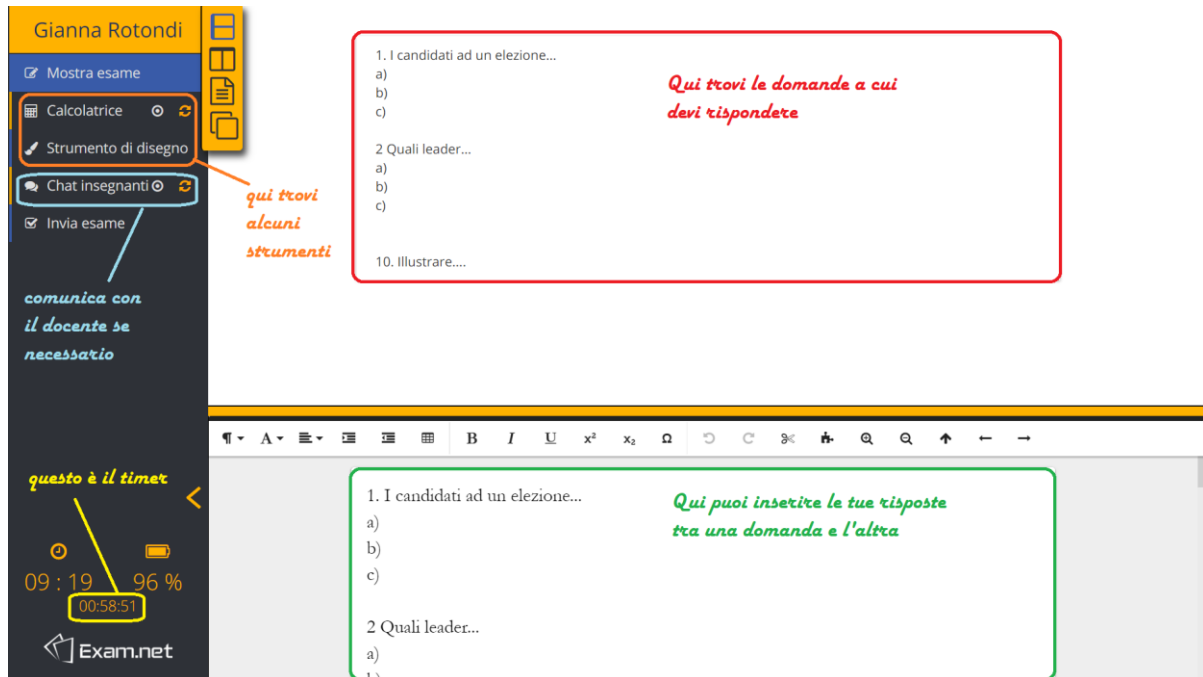
You will see:

- the questions in the upper right part of the screen

• a space where to write your answers at the bottom of the screen.
Warning: the questions will be presented to you all together, and the space for answers will be unique, so you must number your answers accordingly (i.e., answer to Question 1, etc.)
 • a menu with some tools (if necessary) on the left
 • the possibility of using the chat to communicate with the teacher: the use of this option must however be kept at a MINIMUM!
 • a countdown in the lower left part of the screen
 • the bottom to send the exam once finished

8. If a question is based on a figure (like for example the one below), re-copy that figure on your paper and draw on it what you think is useful (such as: the median lines, or the indifference curves, or the Pareto set, etc.). When you copy the figure on your paper, try to replicate the figure shown in the exam (of course, we do not expect that it will be an exact replica of it!).
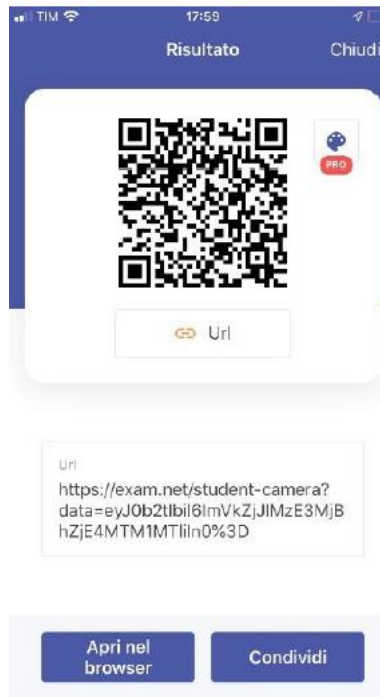
B(34)
●

A(33)
●

D(50)
●

C(33)
●

9. To attach the figure you draw in the paper back to exam.net you need to do the following.
   First: you have to choose the "Scansiona soluzione" option (on the left menu):

| ☑ Mostra esame |
| 🖩 Calcolatrice ⊙ ⟳ |
| 📷 Scansiona soluzione |
| 💬 Chat insegnanti ⊙ ⟳ |
| ☑ Invia esame |

1 Scansiona codice QR
Usa il tuo telefono e leggi il codice QR per essere in grado di scansionare soluzioni per il tuo esame.

2 Scansiona la tua soluzione
Nota che è possibile fotografare solo le soluzioni. Stai attento a non fotografare altro (es. facce).

3 L'immagine viene inviata qui
L'immagine della tua soluzione viene inviata automaticamente qui. Questo richiede che tu rimanga in questa vista esame, e che entrambi i dispositivi abbiano una connessione ad internet attiva.

17:57   46 %

Exam.net

Then you students have to scan the QR code that you see in the page with you mobile App

Choose "Apri nel browser" (open in the browser, but this message can be QR App specific) – you are using the mobile phone – and you will see the following:
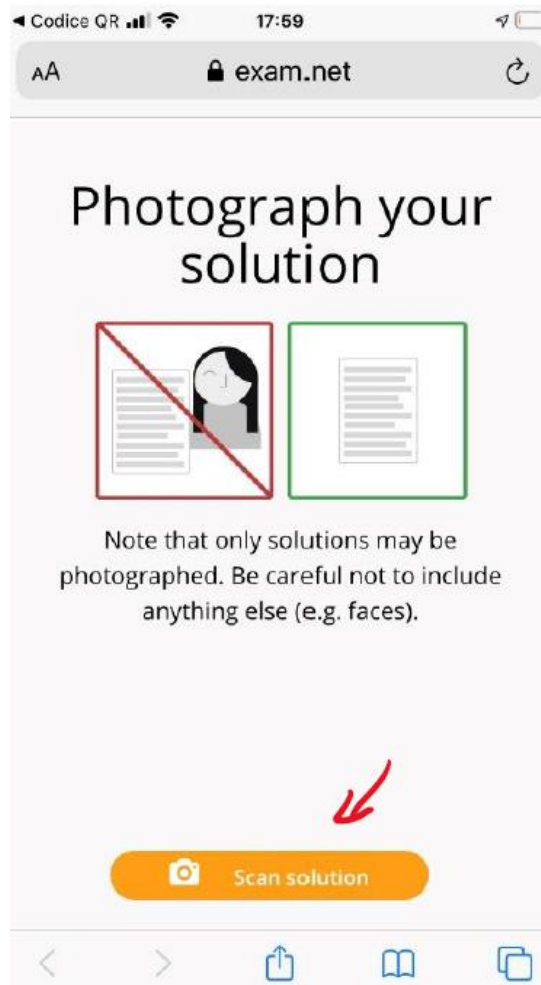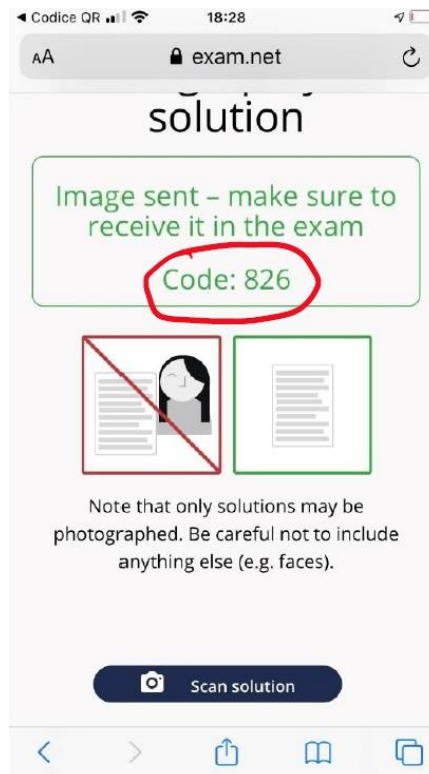
Then choose "scan solution".

The site will take control of your mobile's camera (CamScanner not involved in this step). Take a picture and then select "usa foto" (use picture). Or take another one if you don't like the one you just took by selecting "Riprova".
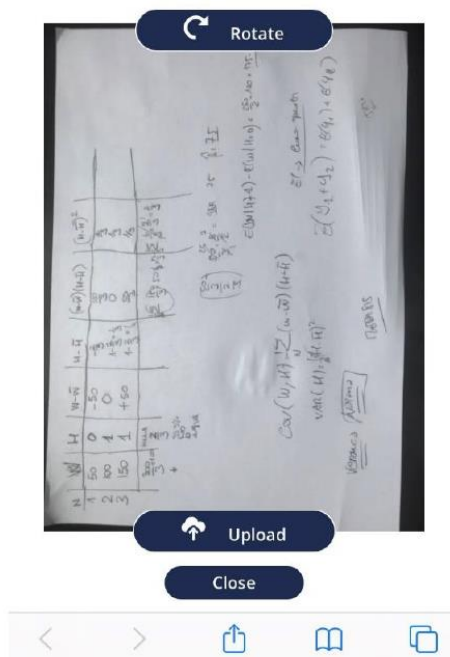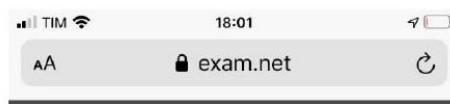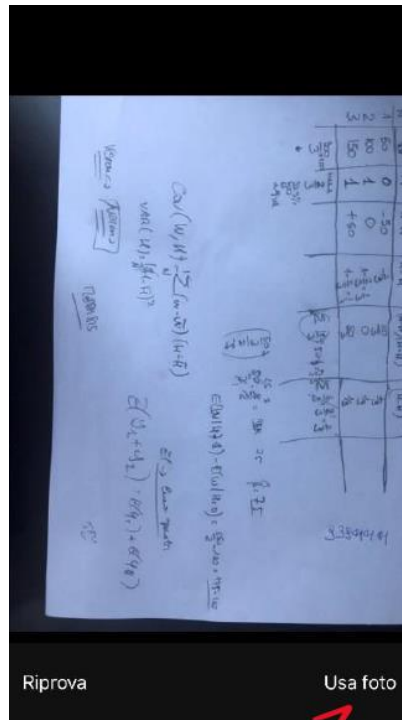
Then upload the picture (you can also rotate the picture before uploading) and close.
Then you see this in your mobile phone:

You have to input the code received in your mobile (826) in the exam.net site in your computer and the image will be saved.
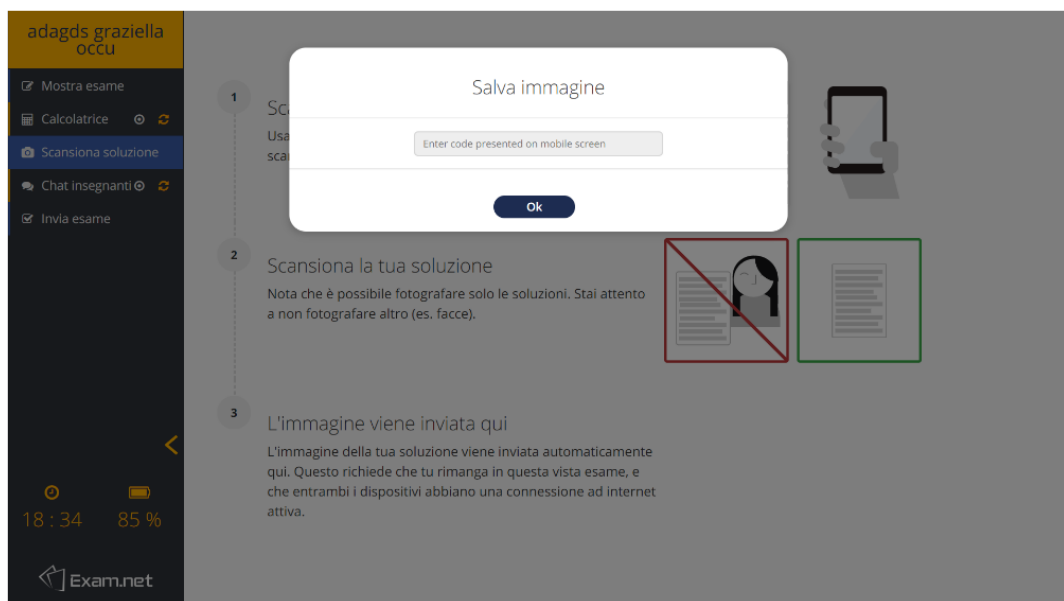
If you need to upload more than one page keep open "scan solution" in your mobile phone and repeat the complete procedure for each page (you will be provided one code for each image).

10. When the time expires (time can be checked in the exam.net exam window) you must end writing and submit the pictures of the exam paper through the exam.net platform. You must click on **Invia l'esame**" and then confirm it.
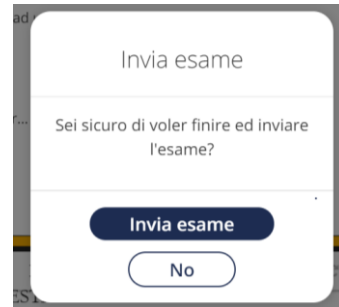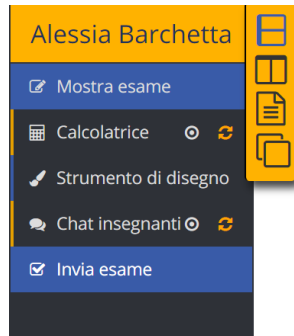
You will have three minutes to complete this operation, after which the Professor will "force submission" and submission will no longer be possible. Unsubmitted exams will not be considered;

DISCLAIMER

There will be no video recording of the exam session through Zoom. The exam.net software will give a warning to professors if students use the browser to navigate other websites (exiting from exam.net). The professors/ assistants can force submission when time for submission expires. Professors/assistants decline responsibility for any technical problem during the exam.

In particular, Zoom must be working with the camera and the mic on during the whole exam session and students must be in front of the camera for the whole exam duration. In case these conditions are not met, the exam will not be marked and students will have to attend the following exam session.

MOCK EXAM (strongly suggested!)

To test the exam.net methods explained in this file in advance, you can connect to exam.net and use the following **Exam key**: 7sNdar