



UNIVERSITÀ
IULM



REMOTE EXAMINATIONS

GUIDE FOR TEACHERS

IULM UNIVERSITY

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PREMISE

In view of the forthcoming examination session, it is important to remember that:

1. The Board of Examiners, in accordance with the University Academic Regulations (art. 21, paragraph 1), is made up of the teacher of the course, who acts as Chairperson, and at least one other member, possibly an official lecturer or researcher from the same disciplinary group.
2. Where it is impossible to constitute the Board, in addition to the official teacher together with official lecturers or researchers, specialists in the subject may be called upon to take part. The Academic Senate has established that this may include:
 - holders of contracts for the teaching of supplementary courses;
 - holders of research grants (the discipline or disciplines of competence must be specified by the teacher who is entrusted with the scientific responsibility for the research project of the assignee);
 - PhD fellowship holders (the discipline or disciplines of competence must be specified by the faculty to which the fellowship holder belongs);
 - Doctoral students (who may only be included on the Board for courses related to their doctoral studies);
 - Professionals with a suitable curriculum approved and validated by the Dean of the Faculty;
 - Freelance contract holders.
3. Specialists must be proposed by the Chair of the Board to the Dean of the Faculty to which the teaching is related, submitting a curriculum vitae of the candidate, so that the Dean can assess the appropriateness and authorize their inclusion on the Board.
4. Specialists shall not be entitled to payment for participation in the examination sessions. A fee, at the sole discretion of the Deans, will only be granted to external specialists, nominated for the Examination Boards whose official teacher has no teaching support or lacks a sufficient number of specialists to form the Boards.
5. As established by article 21, paragraph 2 of the University Academic Regulations, each Examination Board, considering the number of students enrolled, can be divided into sub-Boards. Considering the emergency situation, the Rector, by his own decree and in derogation of the above mentioned article, will allow the sub-Boards to operate autonomously, although always under the responsibility and supervision of the Chair.
6. During the course of the examinations, teachers must remind students that any behaviour and/or actions that prevent the regular carrying out of the exam will be punished. In particular, since it is strictly forbidden to record the exams and since recording - both audio and video - cannot be inhibited in the Microsoft Teams platform either by the teacher or by the student, the teacher can check at any time whether the student has started any form of recording and take the measures he or she deems most appropriate.
7. Identification of students during online examinations must normally take place by means of the university badge. In limited and justified cases where the badge is not available, a different valid identity document may be accepted.
8. The Academic Senate, at the Rector's suggestion, has resolved that it will not be possible to require students to use the dual device for surveillance during examinations.

PRELIMINARY GUIDELINES FOR USING MICROSOFT TEAMS

Microsoft Teams allows participants to be divided into various working groups, called Teams. Each Team can be associated with one or more teachers, who become the de facto owners. Students can join each Team using a password that they will be provided with through the University website.

Each team corresponds to a course.

Teams contain channels. Within each team there is always a "General" channel, where teachers can enter their lessons, write text messages to their students through a bulletin board, upload files and perform other operations.

Teachers can create new channels within each team. The channels, for example, can be dedicated to the different modules of a course, to particular activities and to individual exams. Just like the "General" channel, each channel created by the teacher contains a bulletin board and a file section, and allows them to insert lessons etc.

As a rule, the ordinary management of the lessons can take place within the "General" channel of each Team. **For each exam, however, teachers will be invited to create a new dedicated channel** in order to separate the activities of the lessons from those of the exams.

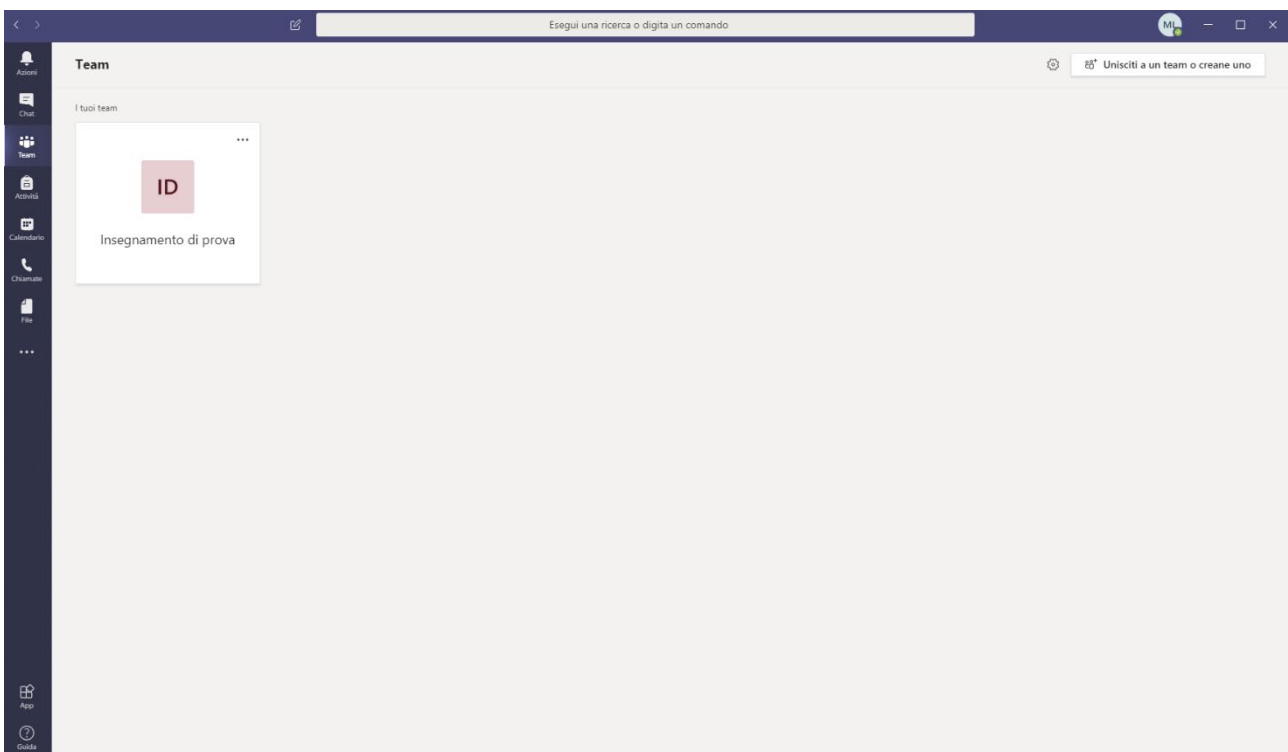
In the coming days all the courses whose lessons took place in the first semester will be preloaded in the Microsoft Teams platform automatically, while those whose lessons took place in the second semester are already present.

Please note that for technical reasons each Teams session may not contain more than 250 people, including teachers and collaborators.

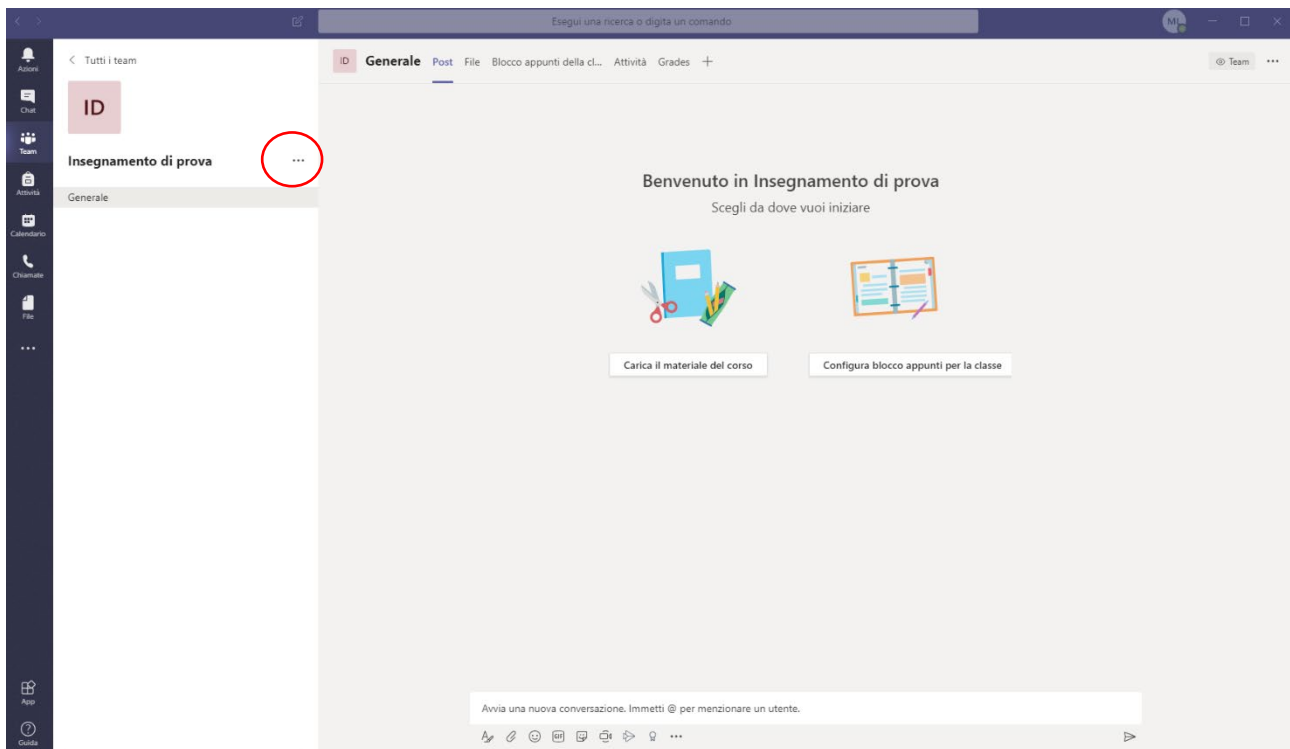
PART 1: MICROSOFT TEAMS INSTALLATION GUIDE

The Microsoft Teams tool is accessible via browser (Google Chrome, Internet Explorer) by accessing www.office.com or via smartphone app (Android or Apple) with some important limitations. **We recommend using the app on a PC or Mac** by following the steps in this guide.

1. Visit the site <https://teams.microsoft.com/downloads>
2. Download and install the Microsoft Teams app
3. Run the application and log in using your IULM account (nome.cognome@iulm.it). You will also be asked to log in through the IULM log-in panel, where you will enter your username (name.surname) and your password.
4. The following interface will appear containing all your courses, each of which represents a channel.



5. By clicking on the single course you will access the channel called "**General**". In this channel it will be possible to upload any support material (slides, videos, etc.) by clicking on "**Upload course material**". In addition, the General channel acts as a chat and allows you to send text messages to all students.

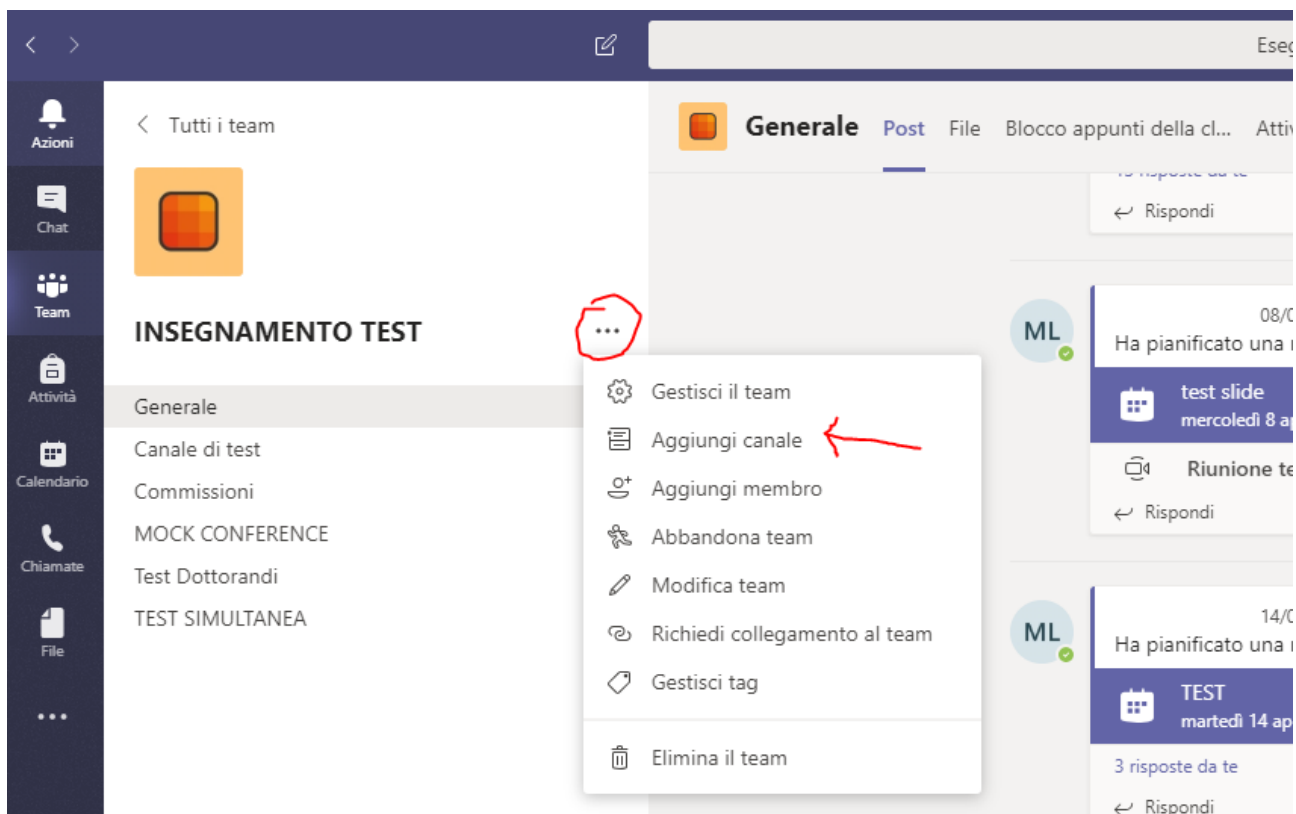


- Teachers who wish to do so may create additional channels in addition to the "General" channel within their course. To do so, simply click on the three dots to the right of the course name, then click on "**Add Channel**". This operation is particularly useful for all those courses divided into modules and, as we will see, to create examinations.

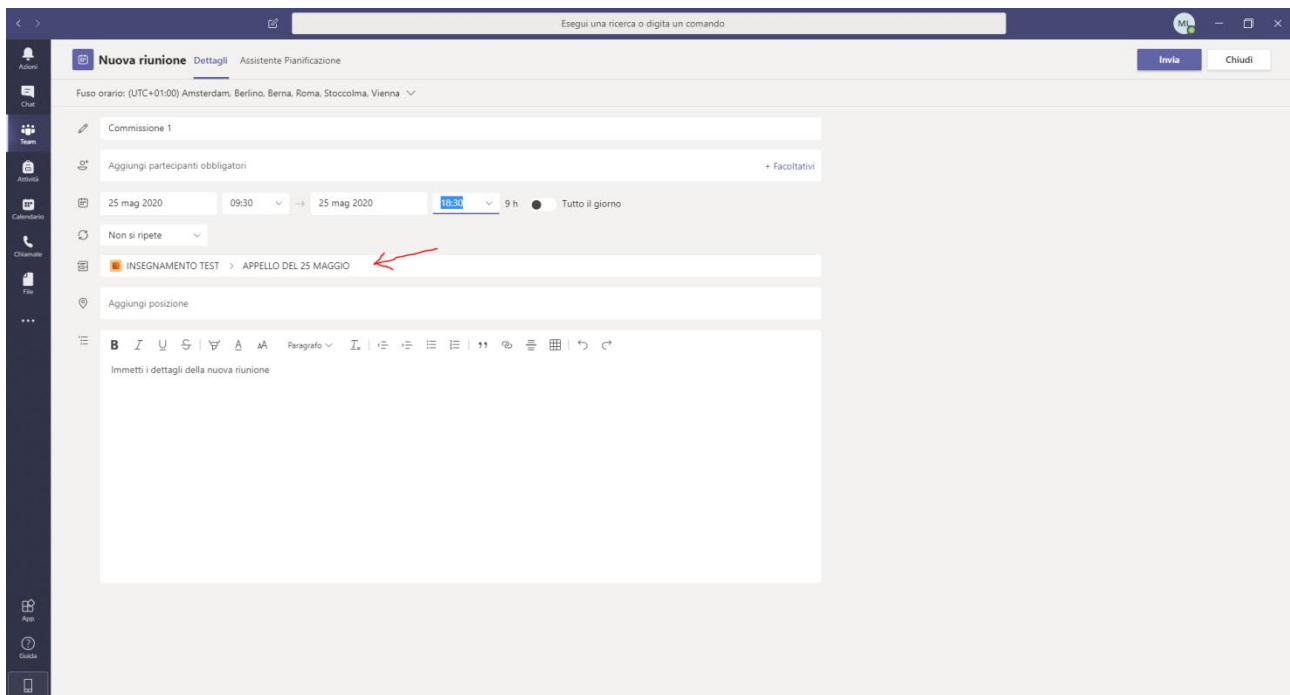
PART 2: GUIDE TO CREATING AN EXAMINATION

Creating an exam is similar to the process of creating a normal lesson, with some minor differences: each exam will be inserted as a new channel in the course. Each of these channels will include the examination board and, if necessary, the sub-boards needed for that exam.

- From your teaching page, click on the three dots to the right of the course name, then select **"Add Channel"**




- On the next screen you will be asked to enter the name of the channel. Enter "EXAM OF XX" where XX indicates the day and month of the exam (note: the system does not support the / character, so we recommend writing the month in full, for example "25 MAY"). Check the box **"Automatically display the channel in the channel list of all members"** and press **"Add channel"**
- At this point, the exam channel has been created and appears in the list of course channels.
- By clicking on **"Meeting"** in the left column, proceed with the creation of the examination board and/or sub-board by pressing "New meeting".
- Enter the **name of the board** (e.g. Board 1), the day of the exam, the start and end times of the exam. Under the heading **Add a channel**, select the course to which the exam refers and then select "EXAM OF XX" (i.e. the newly created channel) to associate the board and/or sub-board to the exam created. Once you have performed these operations, press **Send**.



- Repeat the operation described in point 5 for all the boards to be entered for each exam. It will be the teacher's responsibility to inform their collaborators of the board to which they have been assigned. **Collaborators without a IULM account will be provided with dedicated credentials that will allow access to the examination rooms.**
- On the day of the exam, simply return to your course, EXAM OF XX channel, click on the assigned board and press **Participate**, then **Participate now** to start the live streaming of the exam on Teams.

PART 3: EXAMINATION PROCEDURES

ORAL TEST

1. Each Chair of the Board, once the student registering period has been closed, will arrange for the exam to be carried out by creating, if necessary, one or more sub-Boards, each of which will correspond to a previously created room in Teams, following the instructions described above.
2. At the same time the Chair will communicate to the students the link for the room to which they will have to connect as well as the time of the exam. Communication can be made through the teacher's [personal page](#), using the "Communication to students" function available in the exam functions. If the number of students enrolled makes it necessary, it will be possible to divide the oral tests over different days and, consequently, to call the students on the arranged day.
3. It is advisable to invite students to each session or sub-session, if they have been created, **at least 15 minutes** in advance to allow them to connect and register attendance before the start of the exam at the scheduled time. Please note that students who do not connect at the scheduled time will not be able to take the exam. Students without a university badge or, alternatively and only in limited and justified cases, an identification document will not be admitted to the examination. Also students who have not registered for attendance will not be admitted to the exam.
4. Please note that at the beginning of each oral examination **the candidate must be formally recognised** and asked to show their university badge, or, as said, a valid identity document to the Board. In order to ensure that the event is public, students will be able to remain connected (with microphone and camera off) for the entire duration of the test, waiting for their turn. The Chair will inform them that they will take all necessary measures to prevent and repress misconduct or behaviour that may prevent the smooth running of the exam (e.g. disciplinary sanctions).
5. Please note that, in accordance with the University's Academic Regulations, each Board must be made up of two teachers (or one teacher and one collaborator).
6. The teacher and collaborators will connect at the arranged time and wait for the students to present themselves to the Board. Teachers and collaborators can view the connected students at any time by clicking on the icon 
7. Teachers are advised **to give students an approximate time when the oral exam will take place** so that - if students wish - they can leave the room and avoid overcrowding. All students, except the student being examined, should be asked to switch off their microphone and webcam.
8. After the oral interview the teacher will inform the student of the result of the test. The student must explicitly declare that he or she understands what has been communicated and the teacher will proceed to record the grade in accordance with the usual procedures.
9. We remind you that **the audiovisual recording of the exam is forbidden**, except for some special cases communicated in advance, for which consent will be obtained and for the sole purpose of assessing the candidate. In case of recording, the student must also confirm (at the beginning of the recording) that he or she understands that under no circumstances can the recording be challenged by the student to contest the assessment expressed, which is at the sole discretion of the Board.
10. In the event of technical difficulties in connecting via the platform used, the identification and continuity of the candidate's image can also be ensured by other means such as video calling by telephone after prior notification to the candidate and acknowledgement of the candidate's consent through a formulation such as "Dear Name-Surname, having acknowledged the technical difficulties in connecting, do you agree to take your exam by video calling? If it is impossible to restore any kind of connection with the candidate, the candidate will be considered absent and will be contacted by

email to schedule a new day and time. In this regard we inform you that false and misleading statements will be punished with the cancellation of the exam.

QUIZ ON QUESTIONMARK

Please note that, as stated in art. 18 - paragraph 3 of the University Academic Regulations, in case of assessment based on written tests only, the student always has the right to request a further oral assessment, with the sole exception of foreign languages.

QuestionMark is a software that allows for the carrying out of written tests with multiple-choice questions. Teachers who use QuestionMark for their exams may continue to do so, taking into account the operational guidelines defined by the Academic Senate.

A detailed guide on how to use it can be obtained from questionmark@iulm.it.

Due to the onerous setup work, unfamiliarity with the software and the limited number of licenses, it is recommended that those who have never used the software, but wish to set up a written test with multiple choice questions, choose the Quiz on Community.

The following precautions are essential for the smooth running of an examination conducted on the Questionmark platform:

- planning an examination with a maximum of 45 students for each round: this will make it easier to give adequate support to individual students or the teacher in case of need, avoiding the build up of delays. To this end, it is strongly recommended that each round be at least 30/45 minutes apart from the previous one.
- a different test must be scheduled for each round. Only in the case of several simultaneous rounds is it possible to maintain a single test; however, in order to ensure adequate technical assistance in case of need, it is recommended that no more than three rounds be scheduled simultaneously.
- it is essential to provide a backup test for each round and for each type of test that students are able to take: only in the case of rounds taking place simultaneously in different virtual classrooms is it possible to have a single backup test.
- the slide with the instructions for accessing the exam will be sent directly to the teacher and must not under any circumstances be modified in content or form.
- if you need to receive support, please write to SUPPORTO.TEAMS in chat, indicating the full name of the exam and the room where support is required, avoiding direct invitations to attend the meeting.

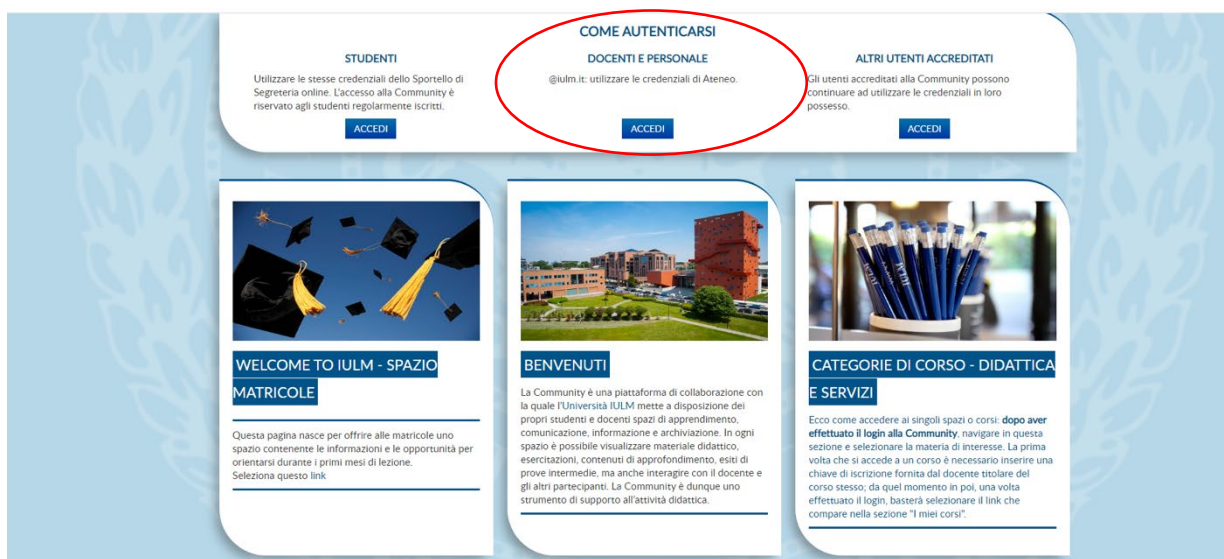
QUIZ ON COMMUNITY

Please note that, as stated in art. 18 - paragraph 3 of the University Academic Regulations, in case of assessment based on written tests only, the student always has the right to request a further oral assessment, with the sole exception of foreign languages.

The Community is a collaborative platform which IULM University uses to provide its students and teachers with spaces for learning, communication, information and archiving. In each space it is possible to view teaching material, exercises, further study material, results of in-course tests, but also to interact with the teacher and other participants. The Community is therefore a support tool for teaching activities, which can be activated by teachers who wish to do so, by sending an email to community@iulm.it

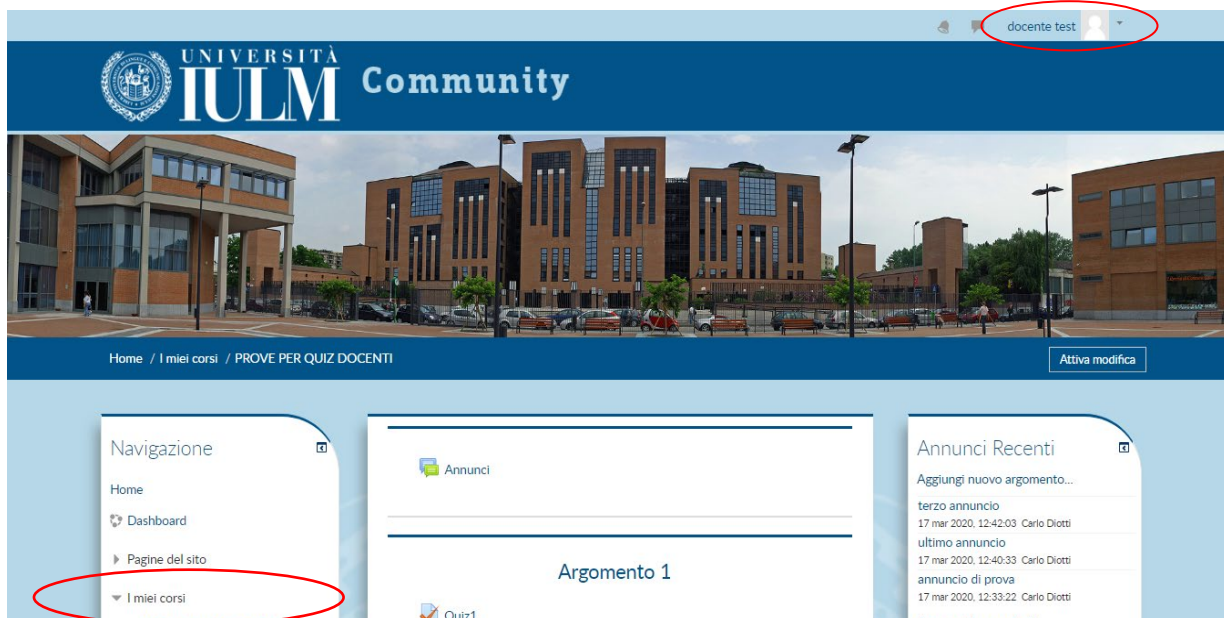
If you have chosen to take the exam with multiple-choice questions, you will need access to the [Community](#) in order to prepare for it. Access can be made using your University credentials.

Once you have logged in, there are basically two steps to take in order to prepare for the exam: the creation of a database of questions and the creation of the quiz.

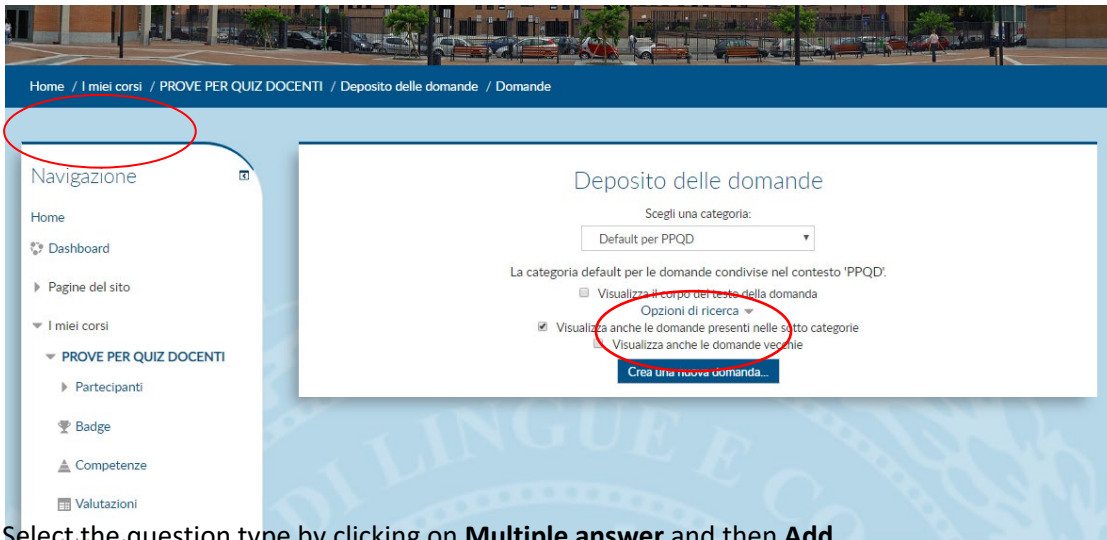


CREATION OF THE DATABASE OF QUESTIONS

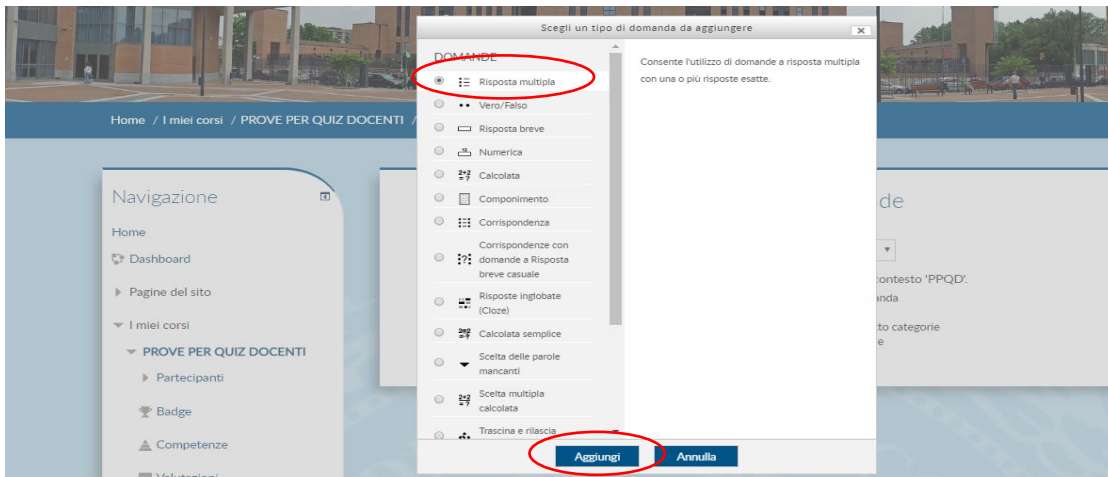
Click in the section **HOW TO AUTHENTICATE - TEACHERS AND PERSONNEL** to view, from the Browse menu, the course(s) for which you have chosen to activate a space and for which you will have to create an exam.



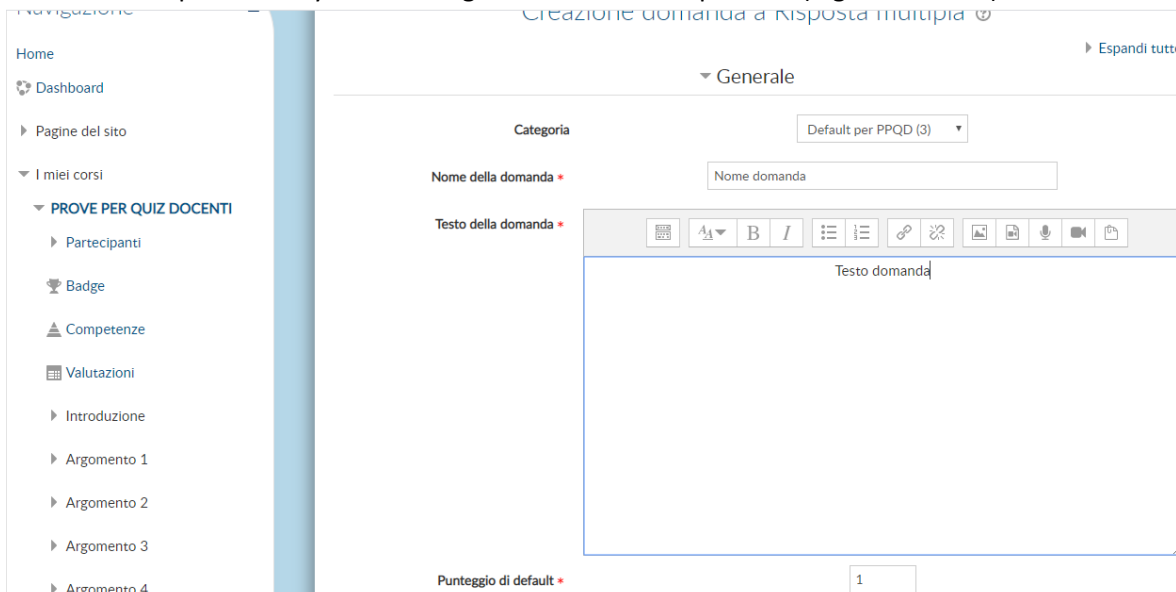
To create a database of questions that will then be associated with the exam, from the **Administration** menu, available under the Browse menu, choose **File Questions** and then **Questions**. Click **Create a new question**.



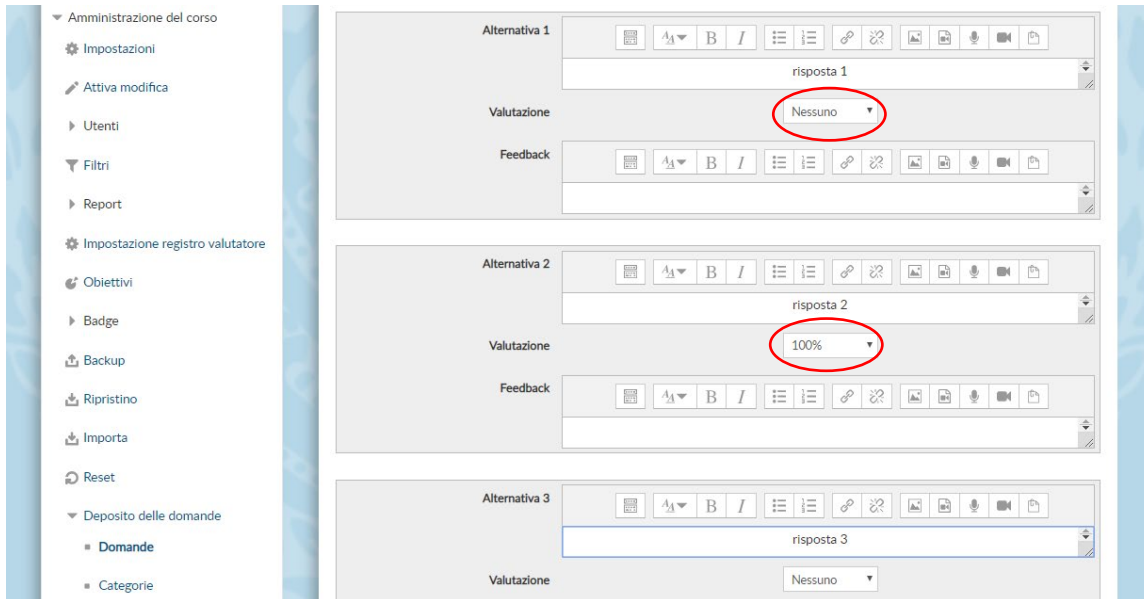
Select the question type by clicking on **Multiple answer** and then **Add**



A screen will open where you need to give a name to the question (e.g. Question 1) and enter the text.



Once the question has been entered, two fundamental steps are necessary to assign a score to the question and to define, for each question, the answer alternatives offered to the student. You must also assign the 100% value to the correct answer from the drop-down menu. Assign the value None to the wrong answer.

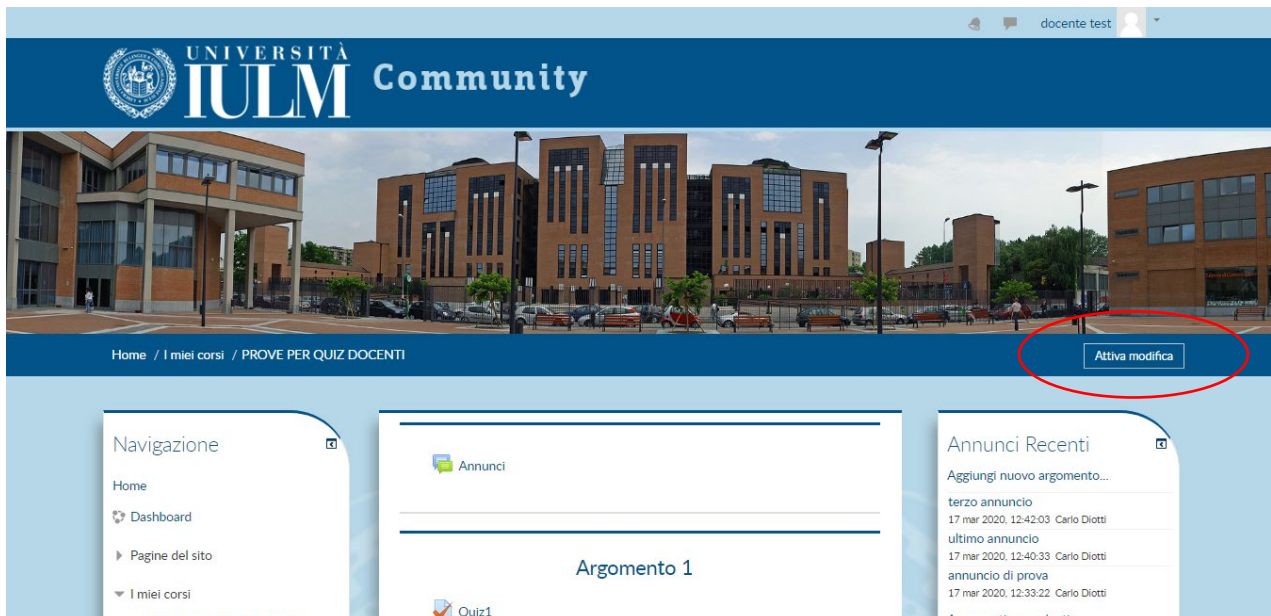


Save by clicking on **Save and continue editing**, and continue loading questions.

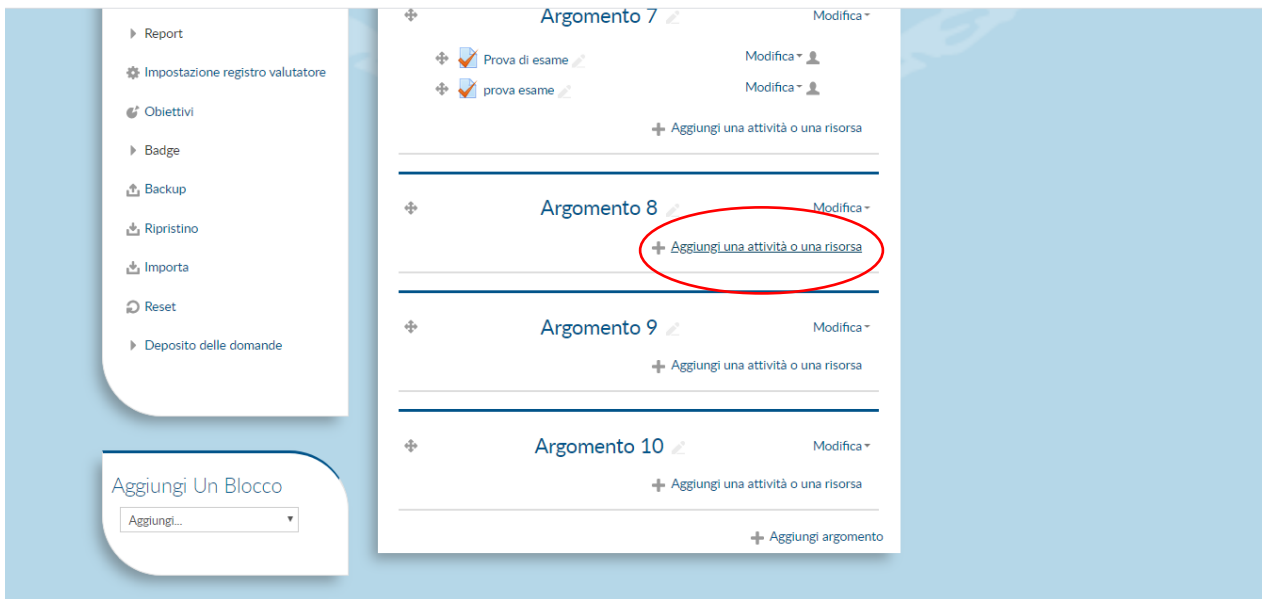
EXAM QUIZ SETUP

Once you have created the database of questions, you need to create the Quiz, i.e. the actual examination test.

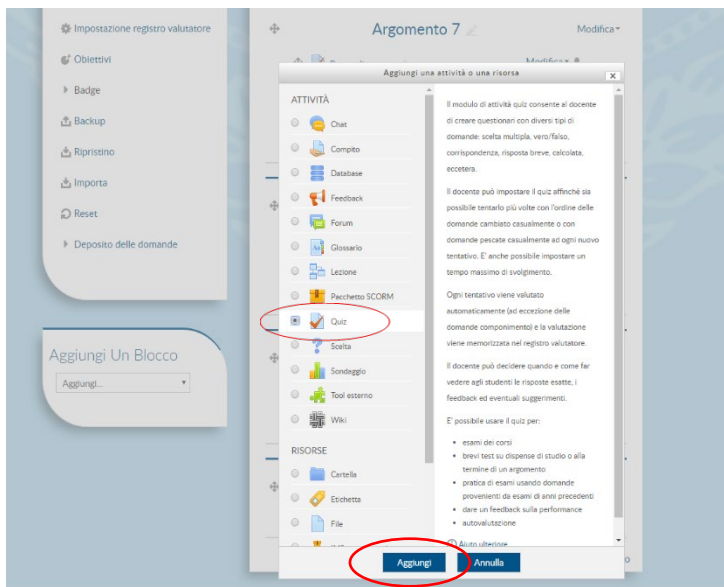
From the Browse menu, once you have chosen the course for which you want to create the exam, select **Enable editing**



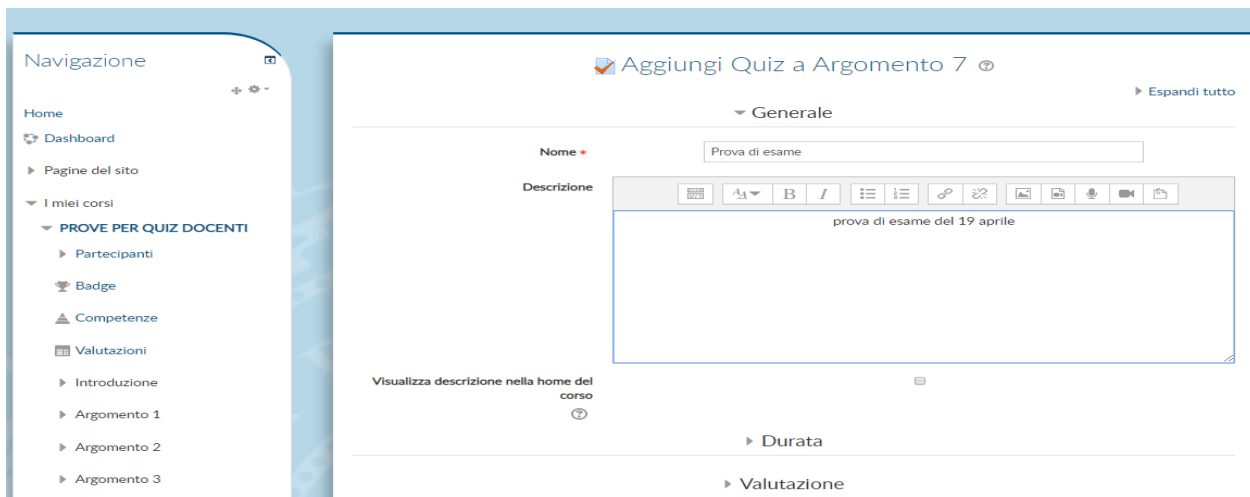
This operation allows the teacher to choose the section (called **Topic**) in which to create the examination, enabling you to edit it.



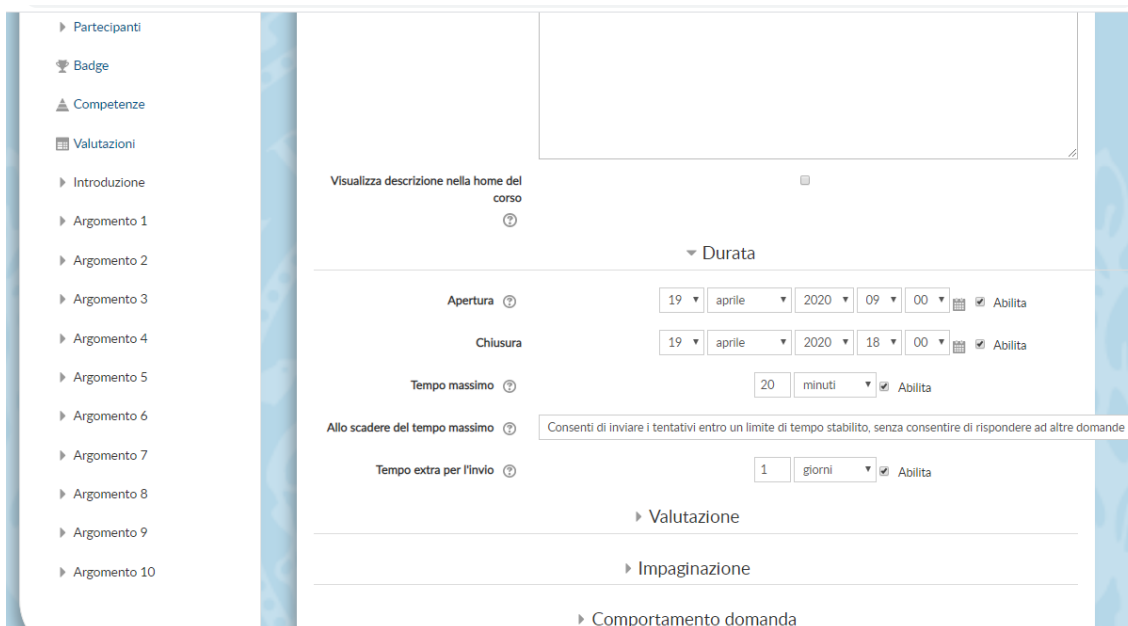
Click **Add a task or resource**, choose **Quiz** mode and click **Add** again



A screen will open where you can enter a name (which students will click on in order to access the quiz) and, if desired, a description of what students need to do. It is very important at this stage to define the criteria for taking the written test, criteria such as the start and end date of the test, the duration of the test, the time available for students to submit it, the number of attempts available to the student to take the test etc.



After clicking **Duration** set the date and time of the opening and closing of the test. Determine how much time students have to complete the Quiz by indicating the **Maximum Time**. Remember to set a time that minimizes the chances of students consulting any source during the exam. After the maximum time has elapsed, it is important that students are able to send the test for assessment in order to pass the exam. For this reason the teacher should select from the drop-down menu **Allow to send within a set time without allowing other questions to be answered**. This option prevents students from answering the questions again after the time has elapsed but allows extra time (e.g. 15 minutes) for students to send the test.



By clicking on **Assessment** you can define how many times a student can repeat the quiz before sending it. By indicating **Attempts allowed = 1** the student will only have one chance to complete the assignment (**it is important that this is 1 otherwise the student will have the chance to redo the exam**). Fill in the **Pass** field to determine the minimum grade required to pass the test (e.g. 18/30).

The screenshot shows the 'Valutazione' (Assessment) configuration page. The 'Tentativi permessi' (Allowed attempts) field is set to 1 and is circled in red. Other visible fields include 'Categoria della valutazione' (Assessment category) set to 'Senza categoria', 'Sufficienza' (Passing grade) set to 0,00, and 'Metodo di valutazione' (Assessment method) set to 'Voto più alto'.

Review Options determine what information students can be shown during and at the end of the exam. It is recommended that you remove the flag from all columns except the first one.

The screenshot shows the 'Opzioni di revisione' (Review options) section. The 'Durante il tentativo' (During the attempt) column has several options checked, including 'Il tentativo', 'Se corretto', 'Punteggio', 'Feedback specifico', 'Feedback generale', 'Risposta corretta', and 'Feedback complessivo'. These are circled in red. Other columns include 'Subito dopo il tentativo', 'Dopo, mentre il quiz è ancora aperto', and 'Dopo che il quiz è stato chiuso'.

To allow only students enrolled in the exam to access the quiz, it is useful to set a **password** that can be communicated during the recognition phase in the rooms of the respective Boards.

The screenshot shows the 'Ulteriori restrizioni sui tentativi' (Further restrictions on attempts) section. The 'Password d'accesso' (Access password) field is visible and is circled in red. Other fields include 'Indirizzi di rete abilitati', 'Obbligo attesa tra 1mo e 2do tentativo', 'Obbligo attesa tra i successivi tentativi', and 'Livello sicurezza browser'.

When you have finished setting the test criteria click on **Save and view**.

In order for students to take the Quiz on the esamionline.iulm.it platform only, the 'Enabled network addresses' field must be set to **193.206.116.212**.

Argomento 7
Argomento 8
Argomento 9
Argomento 10
Argomento 11
Argomento 12
Argomento 13
CLASSE BASSANO
esame maggio statistica
esame 14 maggio

Ulteriori restrizioni sui tentativi

Password d'accesso Click per inserire testo

Indirizzi di rete abilitati

Obbligo attesa tra 1mo e 2do tentativo minuti Abilita

Obbligo attesa tra i successivi tentativi minuti Abilita

Livello sicurezza browser

Visualizza più elementi...

Feedback complessivo

The limitation to the network address indicated above will allow the following properties to be applied to the desktop:

Watermark showing the student's ID (name.surname) and **Blocco Clipboard (Clipboard Lock)** which inhibits copy/paste operations.

Teachers wishing to conduct an examination using the Quiz on Community must inform the Student secretariat by the beginning of the examination session for which course and on what dates they intend to use it.

Once you have finished setting the criteria for the test, click on **Salva e visualizza (Save and View)**.

At this point, the system will open a screen that allows you to associate the questions, previously created and saved in the **Question Store**, to the newly created Quiz.

Click on **Edit Quiz**. On the next page click on **Add** to associate the questions from the **Question Store**.

Home / I miei corsi / PROVE PER QUIZ DOCENTI / Argomento 7 / Prova di esame

Navigazione

Home
Dashboard
Pagine del sito
I miei corsi
PROVE PER QUIZ DOCENTI
Partecipanti
Badge
Competenze

Prova di esame

prova di esame del 19 aprile

Il quiz è stato chiuso il domenica, 19 aprile 2020, 18:00

Per tentare questo quiz è necessario conoscere la password d'accesso.

Limite di tempo: 20 min.

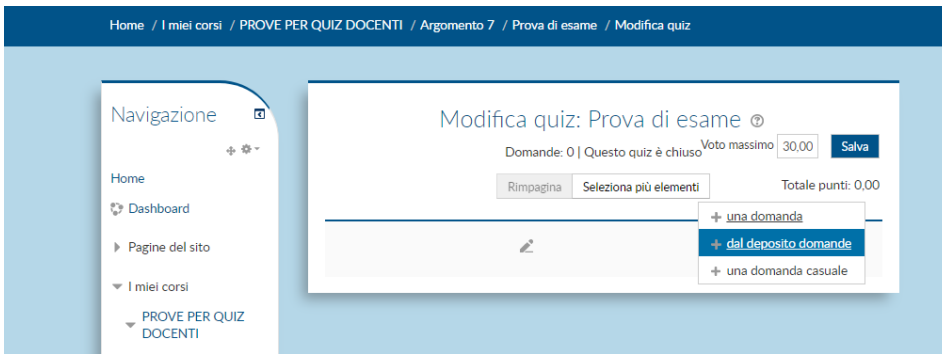
Metodo di valutazione: Voto più alto

Ancora non sono state aggiunte domande

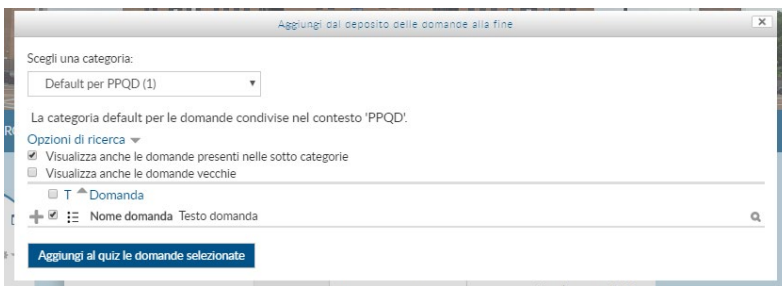
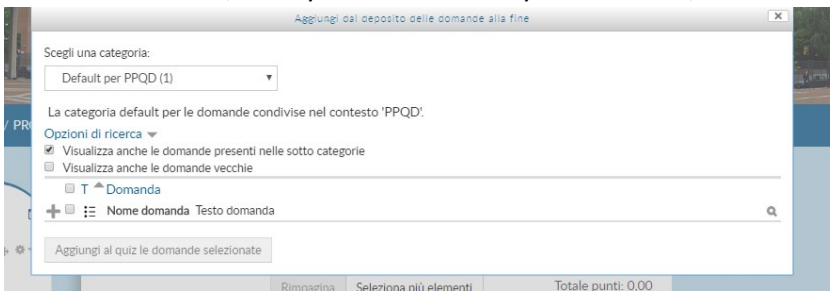
Modifica quiz

Torna al corso

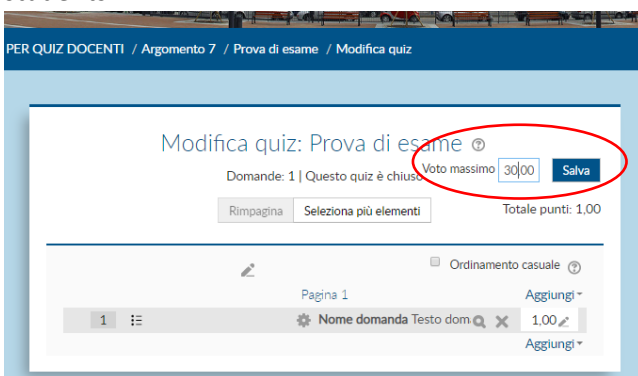
Scrivi qui per eseguire la ricerca



The system will present the entire list of questions created. Choose the ones you wish to include in the selected exam and, once you have finished your selection, click **Add the selected questions to the quiz**.



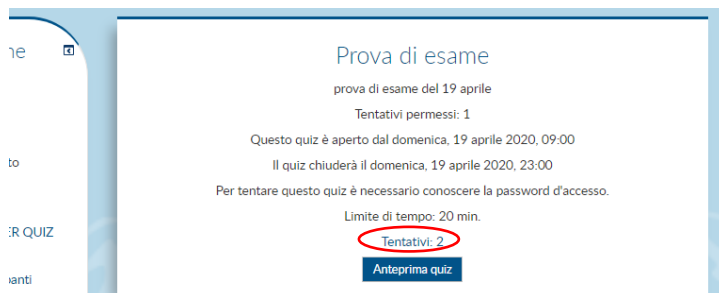
Once you have finished the process of associating questions to the Quiz, you must save it, not before you have checked that the maximum grade is set. At this point the exam is ready to be administered to the students.



How does the assessment of the examinations take place once the students have taken them? From the **Browse** menu, select **Assessments**, choose the section (**Topic**) in which the exam has been created and click on it.



The screen below shows the total number of students who have taken the test (**Attempts**)



By clicking on **Attempts** a report containing the data of each student who has completed the test is available. For each student it is possible to review the details of the exam. To do so, simply click on **Review attempt** in the column with the Name/Surname of the student.

Rivaluta tutto Prova rivalutazione totale

Consentito solo un tentativo per utente in questo quiz. Reimposta preferenze tabella

Scarica tabella dati come Valori separati da virgola (.csv) Scarica

Nome / Cognome	Codice identificativo	Indirizzo email	Stato	Iniziato	Completato	Tempo impiegato	Valutazione/30,00	D. 1 /10,00	D. 2 /10,00	D. 3 /10,00
stu dente Rivedi tentativo		stu.dente@iulm.it	Completato	19 aprile 2020 19:32	19 aprile 2020 19:34	1 min. 32 secondi	0,00	✗ 0,00	✗ 0,00	✗ 0,00
stu2 dente Rivedi tentativo		stu2.dente@iulm.it	Completato	19 aprile 2020 19:37	19 aprile 2020 19:39	1 min. 50 secondi	10,00	✗ 0,00	✗ 0,00	✓ 10,00
Media generale							5,00 (2)	0,00 (2)	0,00 (2)	5,00 (2)

Seleziona tutto / Deseleziona tutto Rivaluta tentativi selezionati Elimina tentativi selezionati

These are the steps required to create an examination with multiple-choice questions.

It is important, when all the tests have been corrected and assessed, to remember to upload the results to your [personal page](#) and publish them to make them available to students.

Please note that anyone who needs assistance in creating an exam paper can make a request by sending an email to community@iulm.it. Since this is important preparatory work, you are advised to send the request for assistance **at least 10 days before** the exam date.

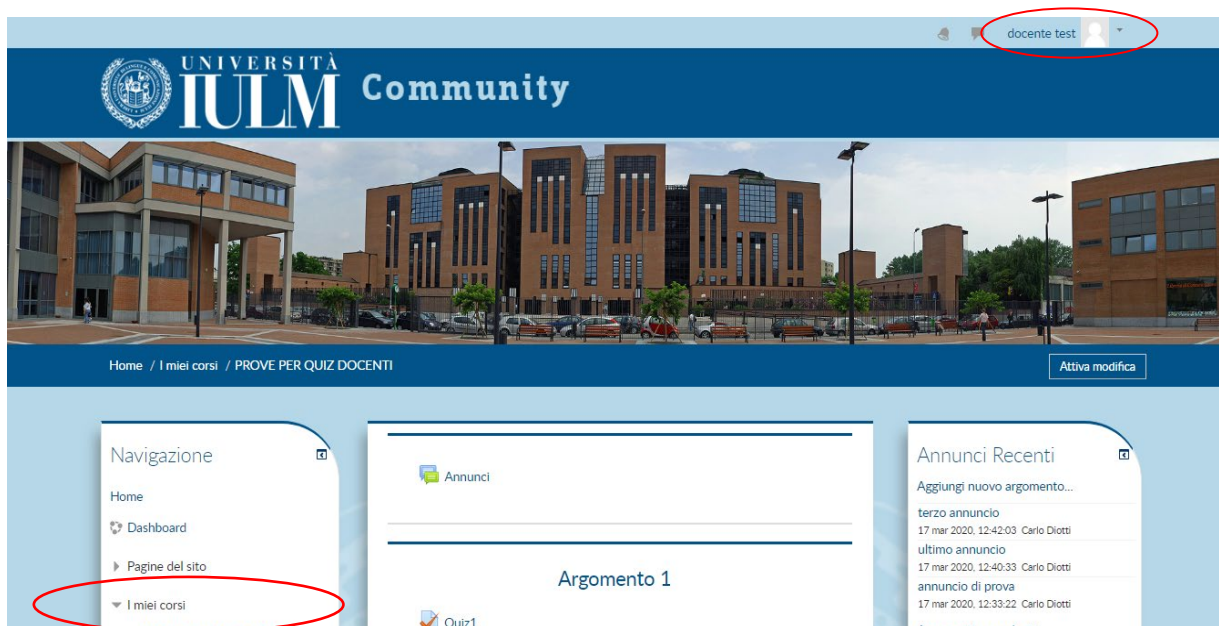
WRITTEN TASK ON COMMUNITY

Please note that, as stated in art. 18 - paragraph 3 of the University Academic Regulations, in case of assessment based on written tests only, the student always has the right to request a further oral assessment, with the sole exception of foreign languages.

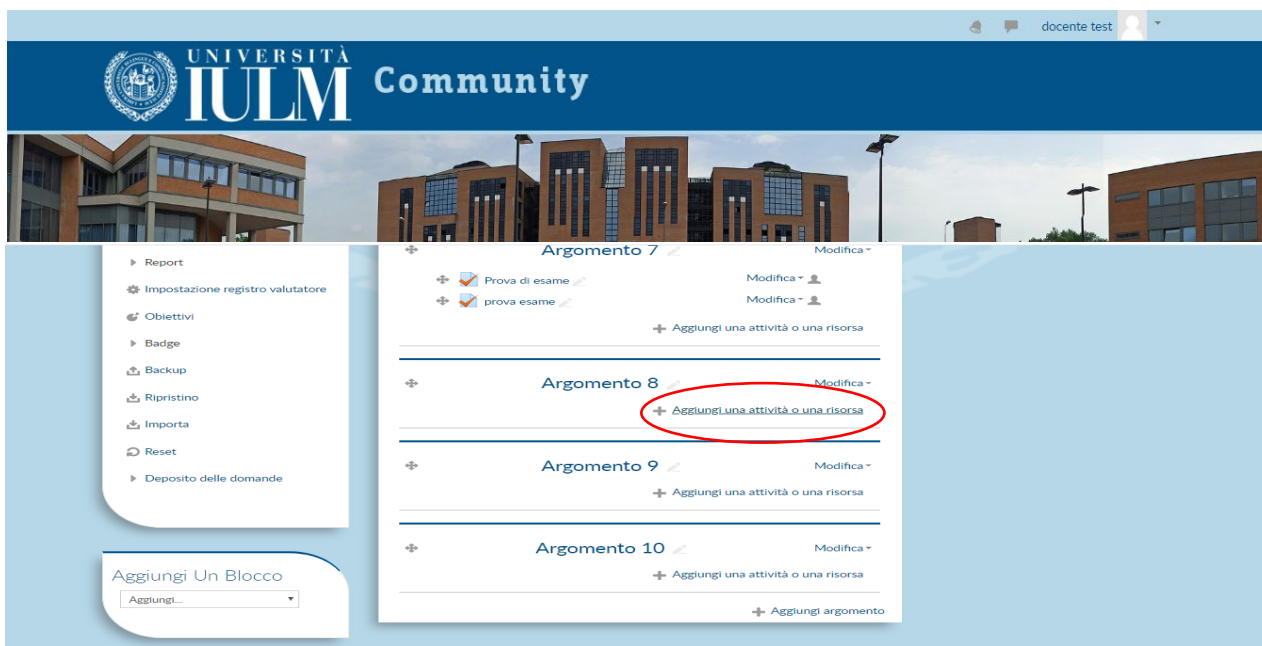
All teachers who carry out a **written test with open questions** can use the Community, using the resource called "Task". This allows the teacher to assign questions and determine the time frame within which the student should upload their work.

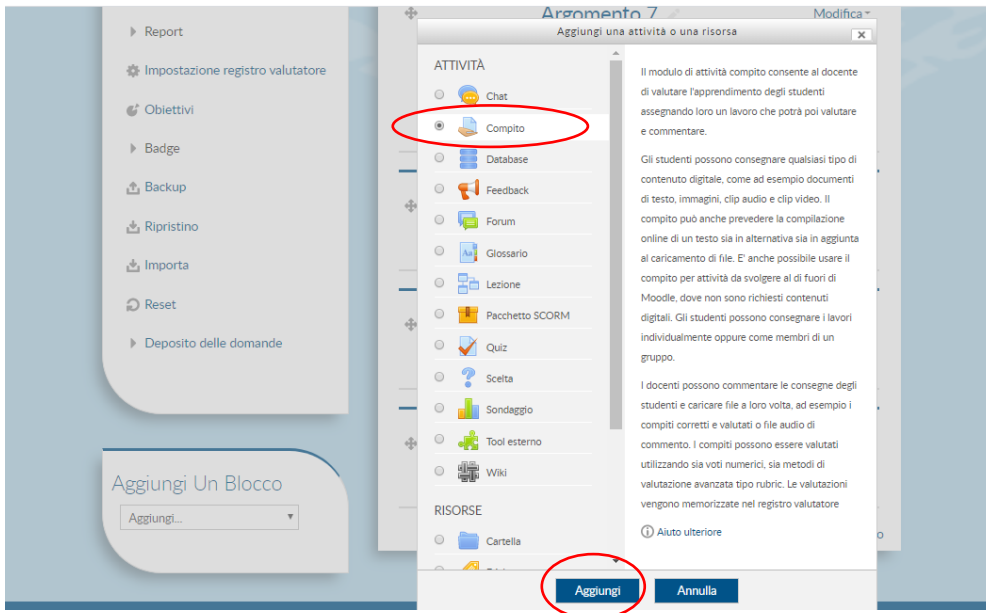
What are the steps to follow to create a test with open questions?

Once you have logged in to the [Community](#) using the University credentials, click in the section **HOW TO AUTHENTICATE - TEACHERS AND PERSONNEL** to view, from the Browse menu, the course(s) for which you have chosen to activate a space and for which you will have to create an exam.

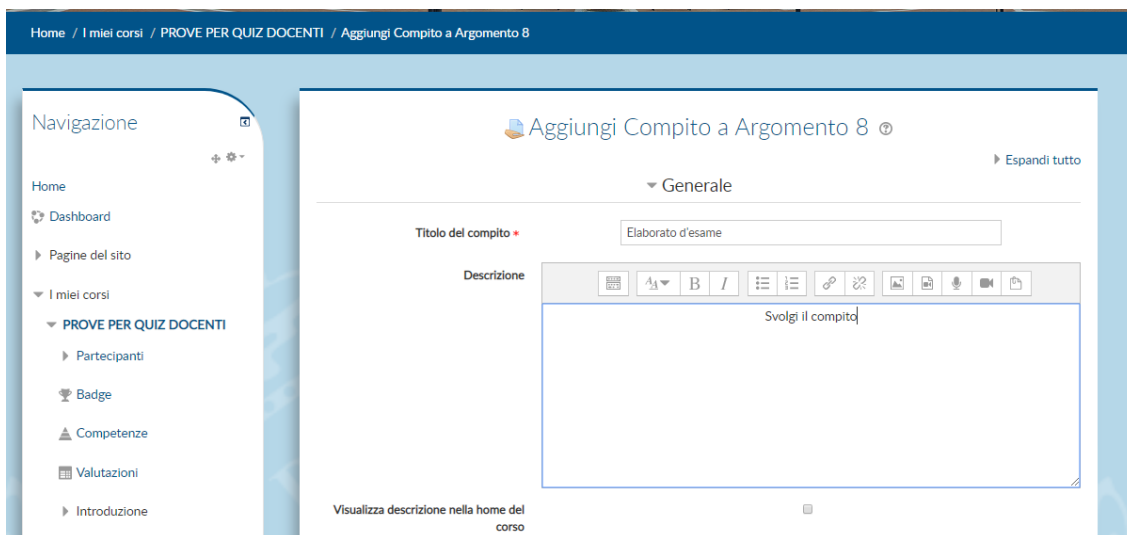


To set the work, click on **Enable edit**. This allows the teacher to choose the section (called Topic) in which to create the exam and enable editing. Click on **Add Task or resource**, choose **Task** and click again on **Add**.

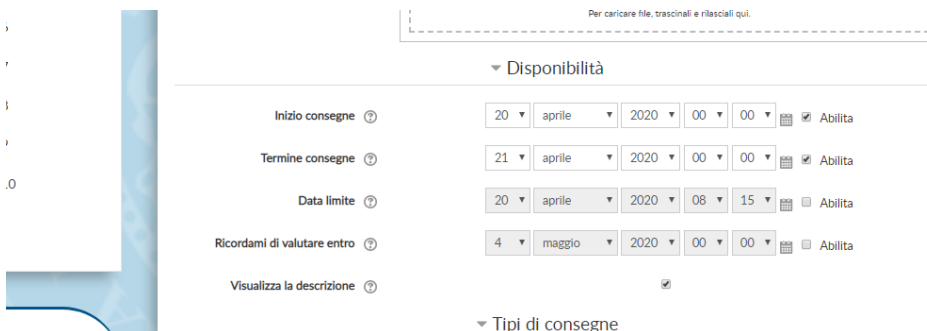


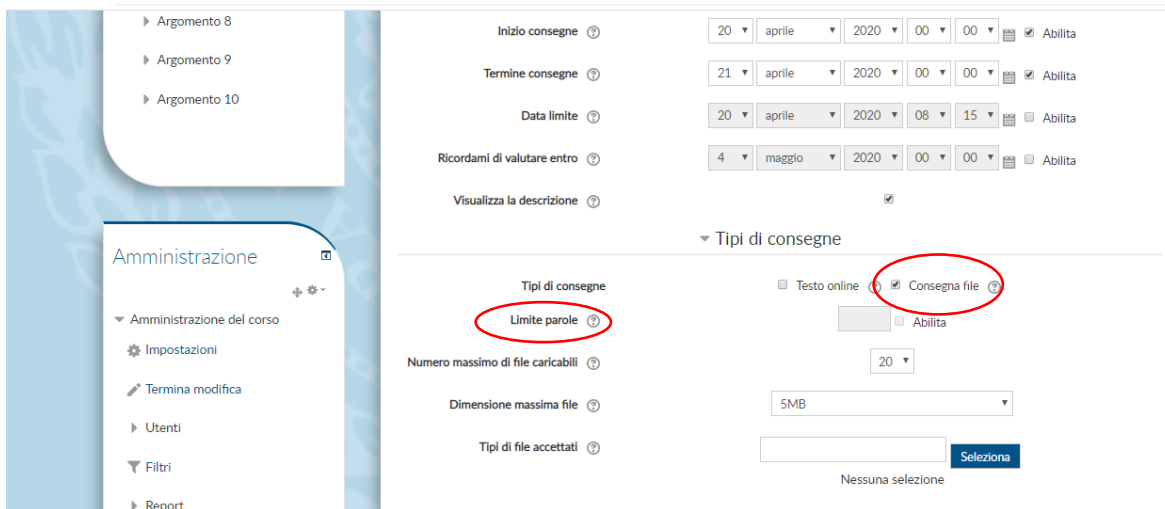


Add a name in the **Title** field of the assignment that students will click on to access the exam and, if desired, a **description** of what students will have to do to complete the assignment.



Once the Task has been defined, it is necessary to establish its duration and, subsequently, how it is to be submitted. In this regard, it is recommended not to change **the File Delivery default mode**.

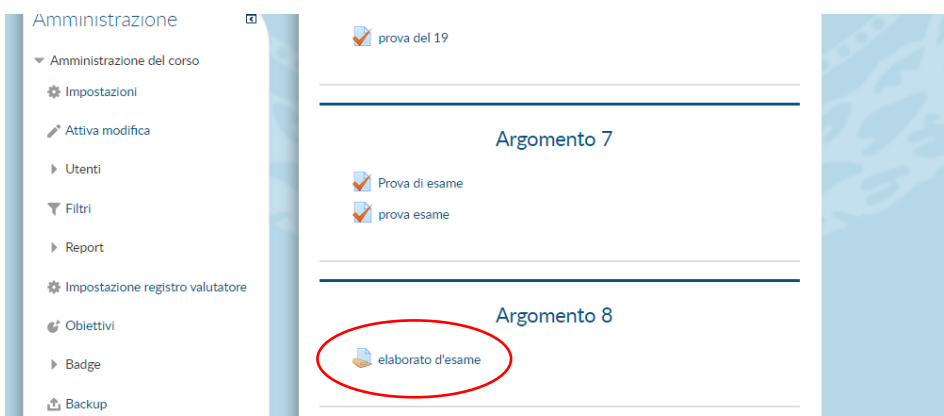




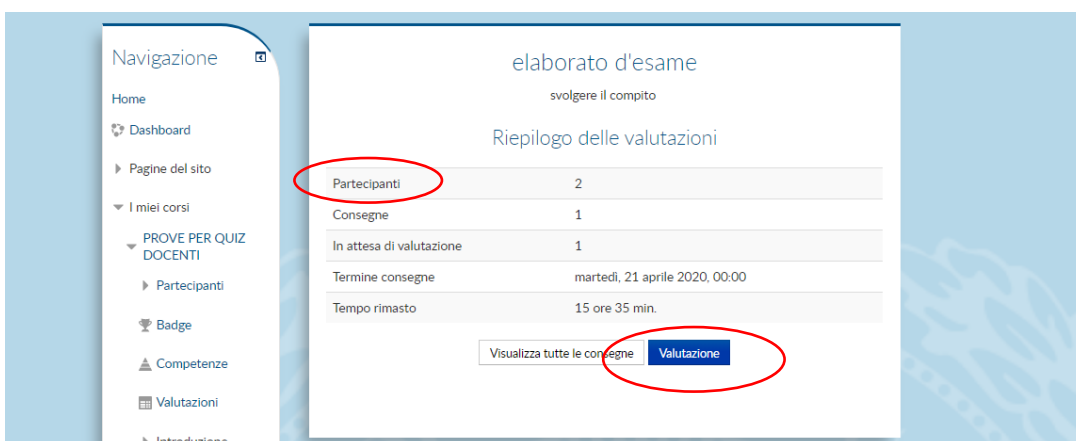
If you wish, you can also set a maximum number of words to be used to write the work. Once you have completed entering the data, save it by clicking on **Save and view**. The task is now ready to be administered to the students.

On the day of the exam, after carrying out all the operations for recognising students in the rooms and having given the instructions about how the test will take place, the students - at the end of the set time - will proceed to submit the paper for assessment.

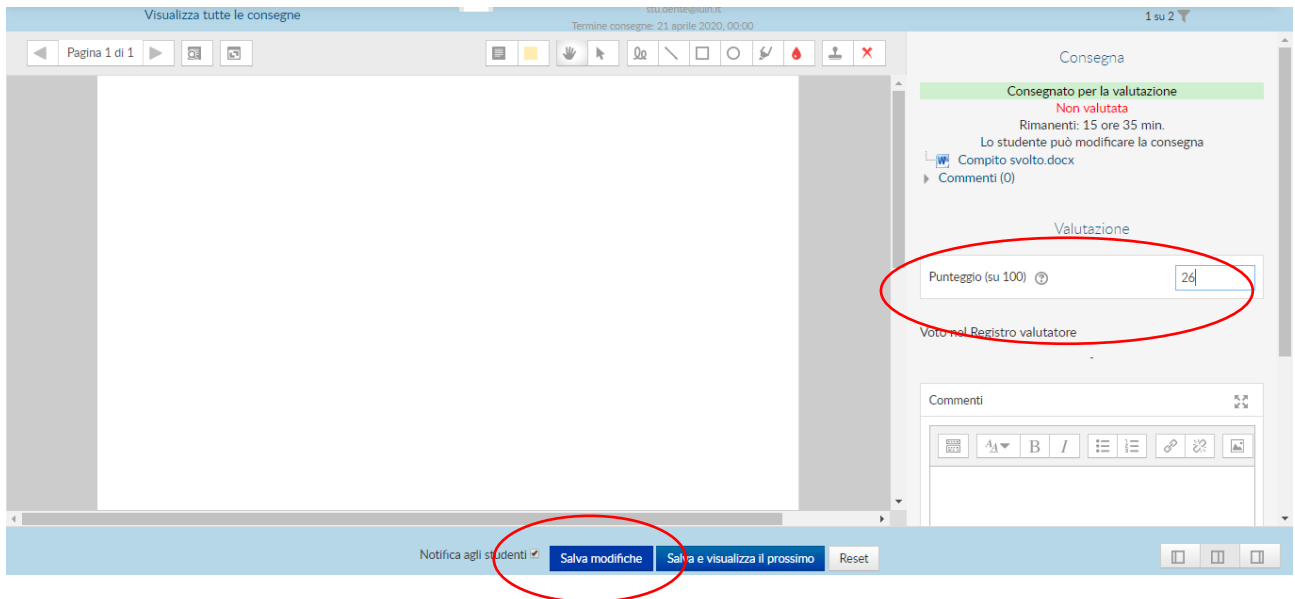
The teacher will be able to view the papers uploaded from the section (Topic) in which the test was created.



by clicking on the name of the exam, the teacher will be able to verify how many students have uploaded the paper and proceed with their assessment.



The evaluation of the papers, unlike the Quiz, is not automatic. Each teacher is required to download, correct and assess each individual paper. Once the assessment has been completed, proceed to save, and repeat the process.



It is important that when all the tests have been corrected and evaluated, to remember to upload the results to your [personal page](#) and publish them to make them available to the students.



PEN AND PAPER

All teachers who wish to do so can choose to have their examination taken on a sheet of paper.

Please note that, as stated in art. 18 - paragraph 3 of the University Academic Regulations, in case of assessment based on written tests only, the student always has the right to request a further oral assessment, with the sole exception of foreign languages.

As is already the case for exams where candidates are physically present, each Chair of the Board, once the period for registering for the exams has ended, will arrange for the exam to be held by dividing the candidates into groups of a **maximum of 30 students** and assigning them to each sub-Board.

We remind you that, in accordance with the University Academic Regulations, each Board must be made up of two teachers (or one teacher and one collaborator).

1. Students will enter the assigned room with the microphone off. Connected students can be viewed in a list by clicking on the icon .
At the beginning of the test, each Board will inform the students of the duration of the test and inform them of the rules to be followed for the correct execution of the task (distance from the camera that allows the teachers to frame the face, hands and paper; refrain from using any type of document or technological instrument, except where expressly permitted; ensure that there are no other people near their workstation; maintain silence; do what is required by the teacher to ensure the smooth running of the exam).
2. Teachers will give the exam paper to the students. The paper can be given by oral dictation, by sharing the teacher's screen, or by uploading a file to the "File" section of the exam channel.
3. Teachers will ask students to keep quiet and switch on their microphone and webcam.
4. **To view the students' webcams, simply open the list of participants with the**  **button then right click to select a student and press "Pin".**
Conversely, by pressing "Unpin" you can return to the starting situation and continue to monitor another student.
5. **Within 15 minutes** of the end of the test, students must send a **PDF scan** of the paper to the email address provided by the Board. Students who do not have a scanner will be able to use a dedicated smartphone application. For Android and Apple users, we recommend the free CamScanner application (downloadable from <https://www.camscanner.com/>). The Board, if it deems it appropriate, may also allow a photo of the paper to be sent.
6. Students who finish the test early will have to notify the Board. We recommend that you take note of the names of these students and the time, so that you can check that the paper was actually submitted within 15 minutes. Alternatively, the teacher may ask students to remain seated until the scheduled finishing time.
7. **For the examinations of the foreign language teaching at the Faculty of Interpreting and Communication, please refer to the dedicated section of this guide.**

SUBMITTING CREATIVE WORK

This procedure involves sending a piece of creative work (a text, audiovisual work etc.) which is pre-assessed by the teacher. We remind you that, in accordance with the University Academic Regulations, this procedure is accompanied by an oral interview, the characteristics of which are specified in the dedicated section.

PROCEDURES FOR LANGUAGE WORKSHOP EXAMS FOR THE FACULTY OF INTERPRETING AND TRANSLATION

General information:

- **Bachelor's Degree in Interpreting and Communication**
- **Master's Degree in Specialised Translation and Conference Interpreting**

As per previous instructions to the teachers of the foreign language workshops, the second session of in-course assessment will not take place.

The lessons during which the testing was to have taken place will be carried out by the teachers not as exams but as normal lessons.

The grade for each language workshop laboratory that provided for the carrying out of two in-course tests will instead be calculated by adding the mark awarded for the first in-course test to that awarded for an examination to be taken at the end of the course; the arithmetic average of the two marks will produce the overall mark for the workshop in question. Specific software for the management of the Language Workshop exams will be used to calculate the average.

Only students who passed the first in-course test in December 2019 and who have successfully passed the oral tests carried out in the second semester may register for the first dates in the exam session. The written examinations will therefore be based purely on the course programmes for the second semester.

Students who did not take or did not pass the first in-course tests and who have not successfully passed the oral tests carried out in the second semester may register for the second exam dates. In this case the examinations will be based on the entire programme covered in both the first and second semesters.

By way of exception, and without constituting a precedent, students who do not pass the exam on the first test date may also register for the second test date. In this case the examinations will still be based on the entire programme covered in both the first and second semesters.

For students on the Erasmus mobility programme in the first semester, in view of the ministerial guidelines not to proceed with in-course assessment, the supplementary session for the first in-course tests (*normally scheduled for May*), which were not taken owing to the fact the students were abroad on the Erasmus programme, will not be carried out. Students will therefore have to register for the second exam date and take the examination for the courses (or part of the courses) they did not pass when abroad or that have not been fully recognized.

Language Workshop Written Examinations:

- **Bachelor's Degree in Interpreting and Communication**

All written language workshop exams, from grammar to translations, will be carried out by sending the text to the student's e-mail inbox at the time of the exam; students will be able to consult the text received from their computer screen; the webcam on the computer will be activated so that the student may be monitored via Teams. Mobile phones, tablets and other similar devices will be placed face down next to the computer. Groups of 4/8/9 students can be monitored at a time (*the number will be determined on the basis of the implementations currently being set up on the Teams platform, and which will soon be made available*) by one teacher and, in case of a large number of students enrolled for the exam, with one or more assistants/collaborators responsible only for student surveillance. The students, within the set timescales, will write their answers to the exam questions using a pen and the exam sheets. At the end of the exam each

student will scan the exam sheet with their answers using the App or following the instructions given to them. Once scanned, the answer sheet will be sent by the students to the email address given to them at the beginning of the exam.

Language Workshop Written Examinations:

- **Master's Degree: Course in Specialised Translation**

The written exams for Editorial Translation: Fiction and Non-Fiction and Specialised Translation Workshops will be held online on the Teams platform. During the test each student will have to keep the microphone and the webcam of their computer on, while their mobile phone and any other electronic device (tablet etc.) must be switched off. The text to be translated and the passage for commentary will be sent to the students through the "Task" function of the Community in jpg format. Students can consult the text received on their computer screen or download and print it. Groups of 4/8/9 students can be monitored at a time (*the number will be determined on the basis of the implementations currently being set up on the Teams platform, and which will soon be made available*) by one teacher and, in case of a large number of students enrolled for the exam, with one or more assistants/collaborators responsible only for student surveillance. The students, within the set timescales, will take the computer exam and at the end of the exam will 'hand in' their answer sheet to the same "Task" section of the Community. As regards the use of paper copies and electronic reference materials, please refer to the Regulations for the Language Workshops 2019-2020, point 8 (Use of dictionaries and other lexicographic materials).

Language Workshop Oral Examinations:

- **Bachelor's Degree in Interpreting and Communication**
- **Master's Degree: Course in Conference Interpreting**

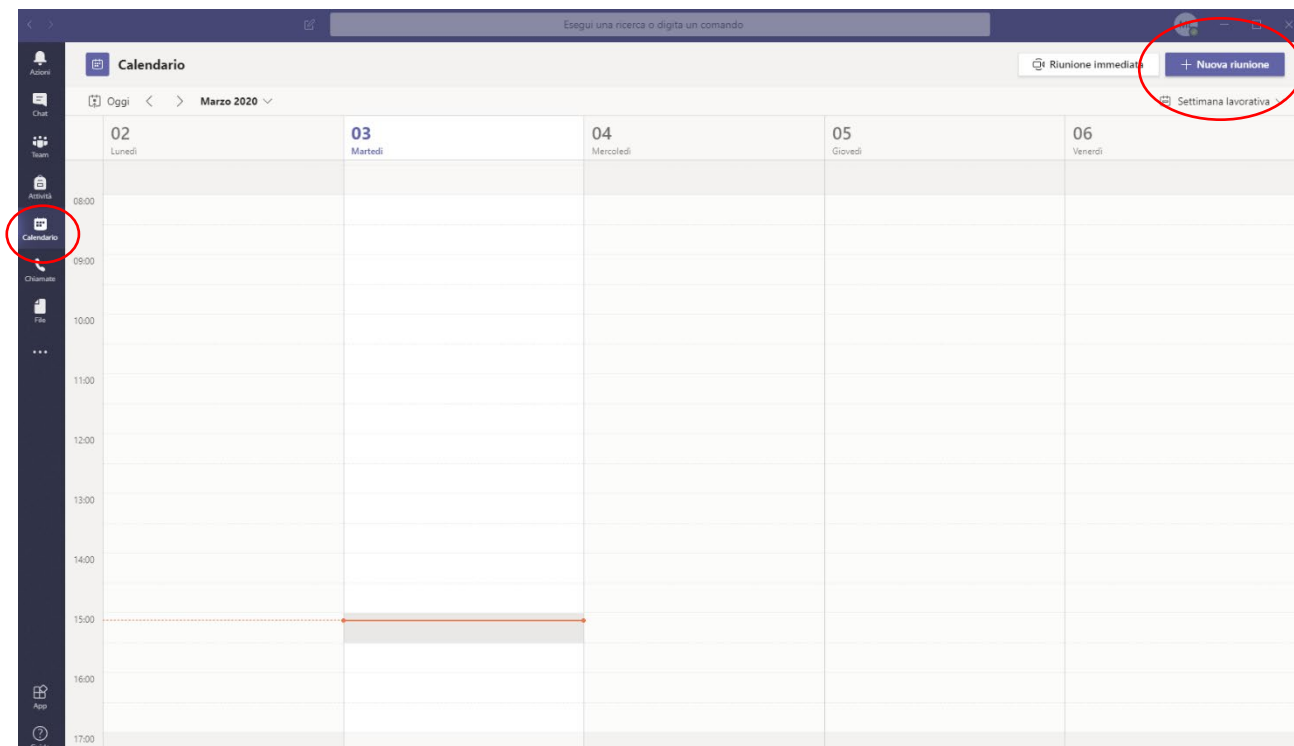
The exam grade will be expressed by calculating the arithmetic average of the marks awarded to each student for the in-course assessments registered by the teacher and entered into the specific software for managing workshop examination results *by 27 May 2020*. Only in cases where students do not have a mark or failed the tests will it be possible to take an oral test during the scheduled exam session.

In the event of technical connection problems with the platform being used to carry out the oral examinations, the candidate may be repositioned on the list of those registered for the exam. If it is impossible to restore any kind of connection, the candidate will be contacted to fix a new day and time. In compliance with [privacy](#) regulations, it is forbidden for anyone to make an audio/video recording of the examination, with the exception of the exams for the consecutive and simultaneous interpreting workshops, which will be conducted after obtaining the student's consent (which will also be recorded), so that they may be kept on record for possible consultation.

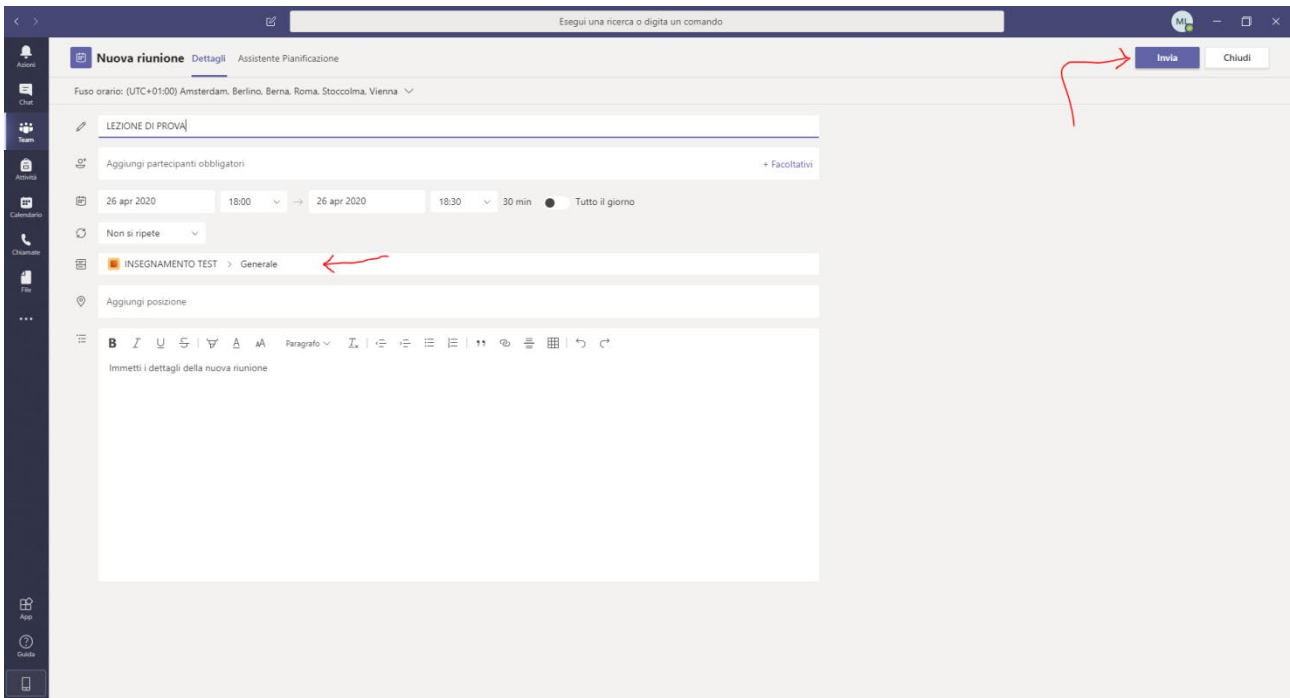
PART 4: GUIDE TO CREATING A LESSON

The following guidelines are intended only for teachers who have never used the Microsoft Teams platform before.

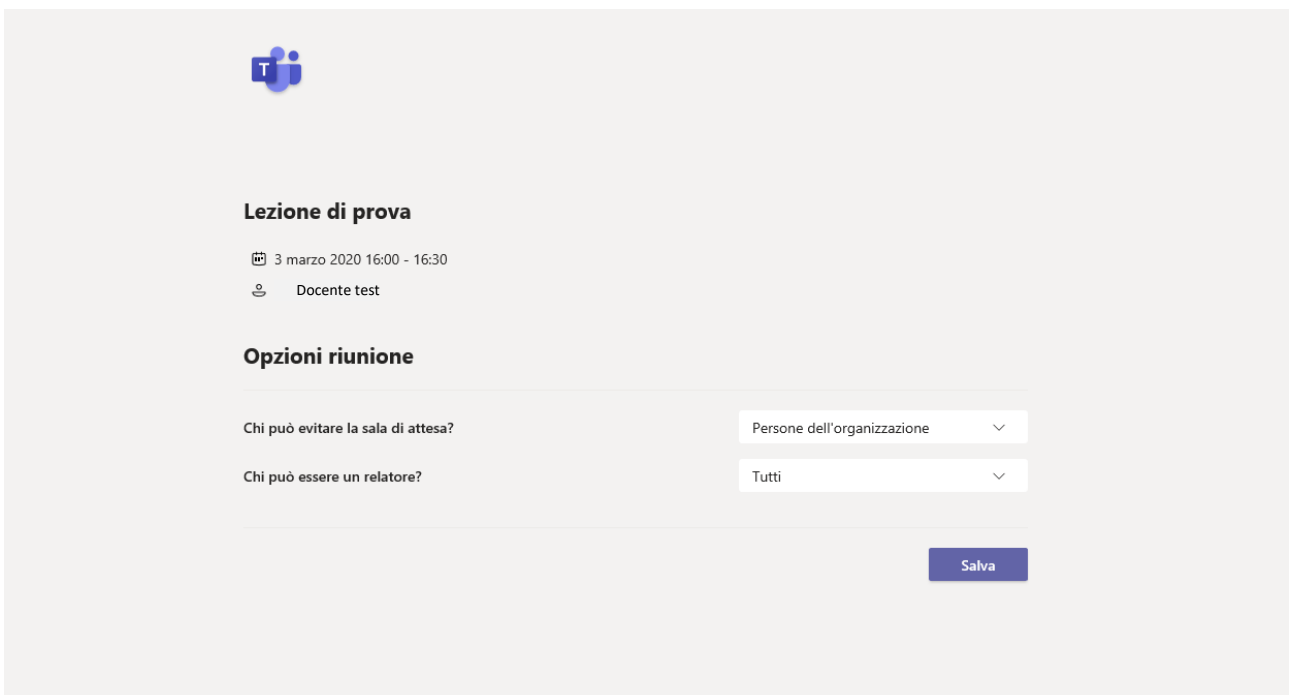
1. To schedule a live streaming lesson, click on Meetings (*Calendario*) on the left side menu. The following screen will appear. If an error message appears, ignore it and proceed to the next step.



2. Through this system, the teacher can potentially see and hear students, but they will be instructed not to open their microphone unless strictly necessary (e.g. to ask questions). The size of the room is limited to 250 users, so anyone who is excluded from the live lesson will be able to view the lesson once it has been concluded (for which reason you are requested to record the lesson - see point 9).
3. Enter the Title of the lesson (***Titolo***), date, starting and finishing time and, under Add channel (***Aggiungi canale***) select the name of the course the lesson refers to, then select "**General**". Once you have followed all these steps press Send (***Invia***).

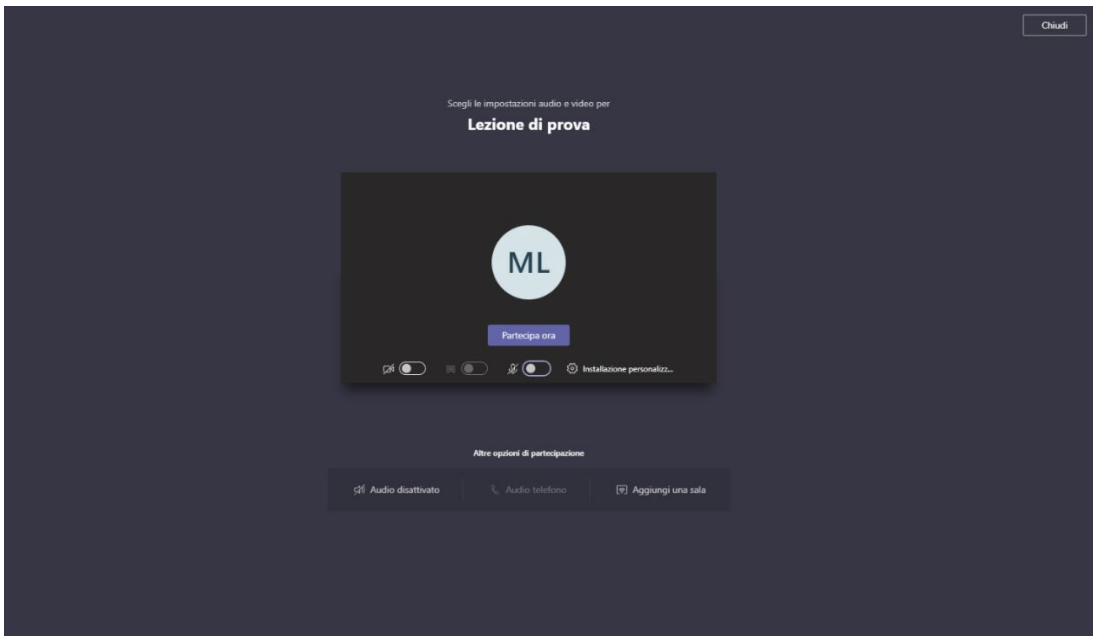


4. Once the lesson has been scheduled, it will appear in the General channel for your course. All students will receive an email notifying them of the lesson.
5. In the General channel, click on the lesson, then on Meeting options (*Opzioni riunione*). A browser will open where you may be asked to enter your IULM credentials. Continue with the log-in until the following screen appears.

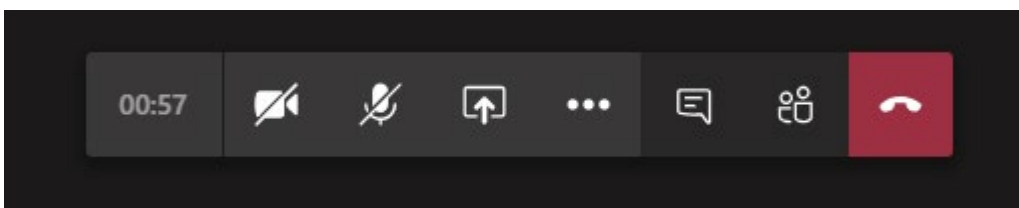


6. Under “Who can present” (“*Chi può essere un relatore*”) select “Only me” (“*Solo io*”). This will prevent students from being able to take control of the slides during the presentation. Press Save (*Salva*) and close the browser, which will take you back to the Teams.

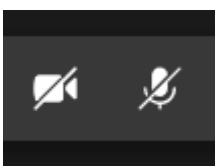
7. On the day and time of the lesson, you simply have to return to your course, General channel, click on the scheduled lesson and press Join (*Partecipa*). The following interface will open:



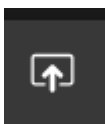
8. Activate your webcam and microphone using the icons on your screen. Should there be any configuration problems, click on Custom setup (*“Installazione personalizzata”*) to configure your microphone and webcam, and if necessary to carry out a test call to check they are working correctly.
9. When you are ready to begin the lesson press “Join now” (*“Partecipa ora”*). From this moment on you are live online. You can manage the lesson using the meeting controls shown in the following image.



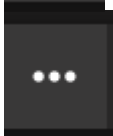
The icons in the meeting controls allow you to:



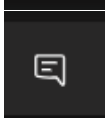
Turn your webcam and microphone on and off



Share content such as slides, your own desktop or another app.



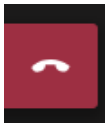
Open a series of options, including the possibility to **record the lesson** and turn off all the students' webcams. **WE RECOMMEND YOU ALWAYS RECORD THE LESSON**. In this way your lesson may be followed live or as a recording.



Activate a text chat

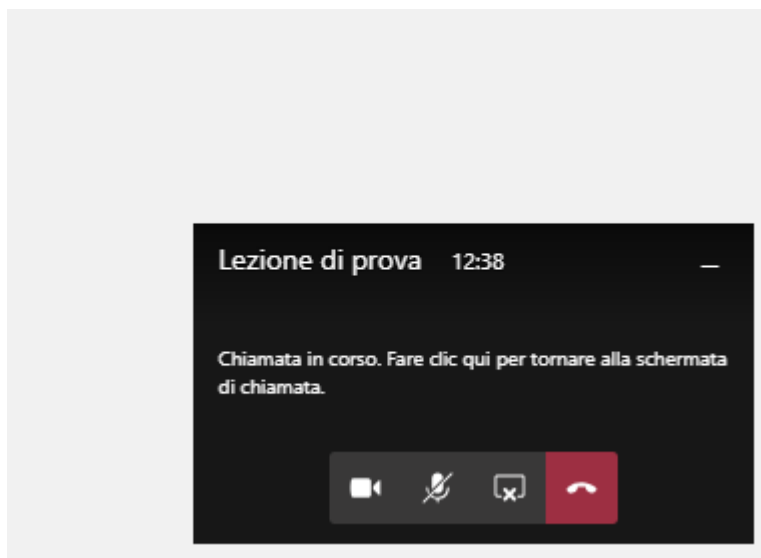


Activate a list of participating students. From here it is also possible to **mute all the students** in order to eliminate background noise and comments. The students may in any case participate when they want by turning on their microphone.



Terminate the live lesson

10. In order to share a PowerPoint presentation, press the icon for content sharing (see point 14), under PowerPoint, select Browse and then upload a file. The slide display will start immediately. By moving the mouse over the slides, you can change slides or finish the presentation to return to the full webcam screen. Please note that for technical reasons, **slides must not contain videos**.
11. **To show a video**, simply open it on your computer and pause it, then press the icon for content sharing (see step 14), tick the **Include system audio** box and select the window corresponding to the video player. Microsoft Teams will be momentarily minimized to allow you to play the chosen video. Once finished, simply click on the third icon in the lower right window to stop sharing and return to the main lesson screen.



12. If you use a Mac or if you do not use PowerPoint for presentations, we recommend that you open the programme you use (e.g. Apple Keynote) and share only the window of the programme you use. Due to platform limitations, sharing audiovisual content is not always possible on a Mac. If you are equipped with a Mac and need to show audiovisual content during your lessons, you can use the PCs in IULM and give lessons directly from the university.

PART 5: ASSISTANCE

Teachers who wish to use QuestionMark for the written tests can send an email to questionmark@iulm.it

Those who intend to use the Community for the written tests can send an email to community@iulm.it

Please note that whether you choose to use QuestionMark or the Community, preparation and set-up work is required. For this reason it is important to contact the support service by email (questionmark@iulm.it; community@iulm.it) at least **ten days before** the date set for the examination.

To ask for technical support for the use of Teams send an email to supportodidatticaonline@iulm.it or call **02 89141 2347/2403/6980**.

To ask for non-technical information related to the carrying out or registering of examinations, send an email to supporto.didattica@iulm.it

For immediate assistance, you can write via Teams chat to the support.teams account, always indicating the Team and Commission in which the anomaly is found.