



Procedure for carrying out the oral exam online with the consequent video communication tools in regard to the health emergency COVID / 19

THE RECTOR

- GIVEN** the University Statutes;
- GIVEN** the University Didactic Regulations;
- GIVEN** the 2019-2020 Student Regulations issued by Rector Decree 2139 of 17 July 2019 and subsequent amendments and additions;
- GIVEN** the Charter of Rights and Duties of the students, issued by Rector Decree 3862/2019 prot. 0108807 of 6 December 2019
- GIVEN** the Decree of the President of the Council of Ministers 01.03.2020 "Further implementing provisions of the decree law of 23 February 2020 n. 6, containing urgent measures in epidemiological containment and emergency management from COVID-19 ", published in the Official Journal of the Italian Republic of 01.03.2020 n. 52;
- GIVEN** the Decree of the President of the Council of Ministers 04.03.2020 "Further implementing provisions of the decree law of 23 February 2020 n. 6, containing urgent measures in epidemiological containment and emergency management from COVID-19, applicable on the whole national territory ", published in the Official Journal of the Italian Republic of 04.03.2020 n. 55;
- CONSIDERING** that the aforementioned Prime Ministerial Decree of 4 March 2020 has suspended Educational activity throughout the national territory until 15.03.2020, also in reference to those provided by universities and has expected that *"in universities and institutions of high artistic, musical and choreatic training, throughout the duration of the suspension, didactic or curricular activities can be carried out, where possible, at a distance, identified by the same universities and institutions, with particular regard to the specifications needs of students with disabilities "*; Decree No. 1026/2020 Prot. No. 0026443 of 01/04/2020 - [UOR: A-SERSTU - Classif. III / 9]



- GIVEN** *the note prot. 6932 of 05.03.2020 of the Minister of the University and Research Prof. Gaetano Manfredi in which it is specified that "the exams as well as the degree sessions can be held at a distance (in which they will have to ensure the necessary measures to guarantee the prescribed advertising)";*
- GIVEN** the Decree of the President of the Council of Ministers of the 08.03.2020 "Further implementing provisions of the decree law of 23 February 2020, n. 6, containing urgent measures in epidemiological containment and emergency management from COVID-19 "
- GIVEN** the Ordinance of the Lazio Region of 08.03.2020 "Measures for epidemiological emergency prevention and management from COVID-2019. Ordinance under art. 32, paragraph 3, of the law of 23 December 1978, n.833 regarding hygiene and public health addressed to people from the areas indicated by the DPCM 8 March 2020 and falling within the Lazio Region and further prevention measures";
- GIVEN** the Decree of the President of the Council of Ministers of the 09.03.2020 "Further implementing provisions of the decree law of 23 February 2020, n. 6, containing urgent measures in epidemiological containment and emergency management from COVID-19" published in the Official Journal n. 62 of March 9, 2020;
- CONSIDERING** therefore, in consideration of the widespread availability of technological tools that allow interactions at a distance, the conduct of the exams can be carried out in telematic mode;

DECREES

Art. 1

From the date of issue of this decree and until further notice ,oral exams can be held remotely through the use of synchronous audio-video connection tools and with procedures and technologies that must guarantee:



- identification of the candidate by verification of the identity document or valid student card;
- confidentiality of student data using, throughout the course of the exam session, the exam registration number;
- the public form of the exam session, allowing virtual access to viewing and listening to the exam by third parties, in addition to the candidate, to the other candidates and to the Commission which, are authorized by the President of the Commission.
- the quality and fairness of the test;
- the contemporaneity and confidentiality of the decisions taken by the Commission;
- data and information security regarding all participants, pursuant to GDPR 679/2016 and Legislative Decree 196/2003;
- the correct reading of the final mark

Art. 2

It is absolutely forbidden for anyone to record, in whole or in part, with instruments of any type, the audio, video or image of the session at a distance and to distribute them in any way that they have been obtained. The conduct that does not comply with what is prescribed will be pursued in accordance with the law.

Art. 3

The teachers will pay particular attention to the conduct of the exams of students with disabilities or DSA, making available to the latter all useful tools to meet the special needs of these students and to protect their privacy and confidentiality, while ensuring the public form of the exams provided by law.

Art. 4

Exam Commissions must be composed in compliance with art. 24, paragraph 9 of the University Didactic Regulations. All members of the Commissions can participate in the examination session using the audio-video connection tools compatible with those supported by the University.



Art. 5

To this decree, as an integral part, are attached "Operational guidelines for conducting remote profit exams" (Annex 1). In any case, the student will be identified during the exam with the student number from the time of the call and until the communication of the outcome of the test.

The operational indications can be readapted by the Commission examiner, in the face of specific needs, declared by the student for lack of adequate technological resources, without prejudice to the essential requirement and necessary Internet access capability and possession of at least a video device, speaker and microphone, in compliance with the stated principles in art.1.

Art. 6

Students enrolled in single courses, pursuant to Art. 41 of the Student Regulations, even if not enrolled in Sapienza, they can take the exams online in agreement with the Course Manager, according to the criteria set out in art.1 and 2 of this Decree.

Digitally Signed,

THE RECTOR



Instructions for taking the oral exams online

Taking the oral exams remotely by means of the Google Meet platform of Google Suite. The recommended technical-administrative procedure is described below by the University. Any special needs, adequately motivated and in advance communicated by the student, will be evaluated by the Exam Commission which will then evaluate the implementation of the appropriate changes to the procedure itself.

WARNING: It is absolutely forbidden for anyone to record , in whole or in part, with tools of any type, audio, video or images of the exam session online and to distribute the recordings in any way that they have been obtained. Conduct that does not comply with the provisions will be prosecuted in accordance with the law.

Exam Preparation

Exam Commission

In order to take the oral exams online the President Professor of the Examination Commission must previously:

- Plan and create the exam session on Infostud
- Create the link of the public Meet videoconference for the exam session and communicate it to the students who booked the exam and to the other members of the exam Commission using the e-mail on the Infostud platform. In the text of the email, the teacher:
Informs the student that they are connecting to the video conference using the link reported and implying acceptance of the procedures described in the procedural document for distant oral exams.
- Create the Meet videoconference link reserved for the Commission and communicate it to the other members of the Commission.
- Have a PC with camera, microphone, speaker and stable connection to Internet.
- E-mail the link of the Meet public videoconference to students who wish to attend the exam and who have previously requested it from the teacher.

The Commission connects to the videoconference reserved 15 minutes before for any refinements of the procedure. They stay connected but turn off the microphone and video camera. The Commission then connects to the public video conference 5 minutes before the start of the session and checks the correct functioning of the PCs and internet connection.



STUDENTS

Prerequisites

For the exam to be conducted online and in order to ensure the highest level of environmental control, the student is expected to have a PC equipped with camera, microphone, speaker and a smartphone (or other device), both with stable internet connection to allow videoconferencing.

The exam session must be configured as follows:

- The PC is placed on a table with only a form of identification, smartphone, and other material possibly authorized by the teacher, necessary to carry out the test;
- The table must be positioned approximately 1.5 meters from the wall, the student must sit in front of the PC with the shoulders facing the wall;
- The environment in which the exam takes place must have only one entrance.

Other configurations for the examination are admissible but must be previously accepted by the teacher.

Preparation of the Exam

For the exam to be conducted online, the student must first prepare the work space for the examination as specified above. The student connects to the Meet public video conference 15 minutes before the start of the session with the PC, using the personal account on the domain @students.uniroma1.it; verifying the correct functioning of the PC and the internet connection. The microphone and video camera of the PC are disabled, the speaker is active.

The Exam Procedure

The President of the Exam Commission summons the student to be examined using the **student number (matricola)**. The student activates the microphone and video camera on the PC and answers. On the PC, the student selects the "Maximize" mode of the video conference connection window and selects how to share the whole screen within Meet. The Commission identifies the student by online verification of the identification card in another video call reserved for the Commission only and to the student summoned, having all previously disabled microphone and video camera in public video conference. To do this, the student connects to the reserved video call using their smartphone and, subsequently, always using their smartphone, they frame and show the environment around him to the Commission for environmental verification. At the end of the environmental verification, the student leaves their smartphone with microphone and speaker deactivated and activated camera that frames the door of the room.



The exam begins: Commission and student reactivate microphone and video camera. The teachers of the Exam Commission can simultaneously view the student, the desktop of the student PC, access to the room. The Commission proceeds with the questions and the student is required to respond keeping his eyes fixed on the camera and his hands framed. In the event that the examination requires the use of writing aids or other types authorized by the teacher, the PC camera will have to resume the work plan and the student's hands. At the end of the interview, the student turns off the microphone and video camera of the PC and exits the videoconference reserved for the Commission. In case of loss of connection or repeated interruptions, the Commission will evaluate and will communicate on the validity of the test. The Commission, having deactivated the video conference audio and video mode in Meet, meets in the reserved video conference to evaluate the exam. Subsequently, the President communicates the outcome of the test using the public video conferencing (identifying the candidate only with the student number).

Proceed with the next candidate, repeating the procedure.

Finally, please note that, as required by Art. 17 of the Charter of rights and duties of the students, issued by decree of the Rector 3862/2019 prot. 0108807 of 6 December 2019, "The students (...) are required to behave correctly during the examination tests, giving a tangible example of their values of personal integrity and intellectual honesty".