

Procedure for the Multiple Choice Test (MCT)

Space Missions and Systems
Space Environment (Ambiente spaziale)

Preliminary steps

- 1) Download Safe Exam Browser (SEB) (https://safeexambrowser.org/download_en.html - english) and install it on your computer.
- 2) Download and install Zoom (<https://zoom.us/download>) for your computer (this will enable the computer camera while using SEB).
- 3) Download Google Meet on your second video device (smartphone, tablet, laptop, ...), and test it.
- 4) Test the connection and the functionality of the platform <https://exam.net> by using the test exam key fB377v (to be inserted in the login page of the exam.net platform).

On the day of the MCT

- 5) Check that you have received by email the invitation to the Zoom virtual room and the Google Meet virtual room. The unique exam key (different from the test key indicated above), will be communicated in the Zoom virtual room. **You are advised to write it down!**
- 6) Place your computer such that you will face a wall and your shoulders will be toward the door. Your desk must be clean from any unnecessary object. You are allowed a pen and a paper sheet.
- 7) From the invitation email, click on the link to activate Zoom on your computer ten minutes before the scheduled time of the exam. Join with your first and last name (e.g. "Giovanni Rossi"). Enable your camera and mute your microphone. You will access a "waiting room". When your professor will admit you, you will see him and he will see you. There may be other people in the virtual room (other teachers and students).
- 8) Your professor will give general information on the procedure and answer questions.
- 9) Your professor and his collaborators will proceed to the identification of each student. We will put back all students in the waiting room, then admit each student individually in the virtual room for the identification using your documents uploaded on Infostud (Sapienza student card or preapproved ID) or the document previously sent to the teacher. **(Do not leave Zoom and the virtual room in this phase. Just wait to be readmitted.)** In the latter case, you will show again through the camera the ID document you sent by email. You will be asked to turn

the computer in order to show the room, in particular the door location, and the second video device.

10) Activate also your second video device (a smartphone or tablet) and connect it to the Google Meet virtual room using the invitation link you have received by email. **Mute your microphone and turn it on only during the test!** (There will be up to four students and the surveillance people in each virtual room.) Place the second video device in a location or support such that your hands, your face and the space behind you will be visible. If the position is unsatisfactory, you will be asked to move the device. **The second video device must not have the computer screen in the field of view.** It must be typically on the side of the main screen.

11) **Take the test.** Turn on the microphone of the second video device. On your browser go to <https://exam.net>, choose “student” and type in the unique exam key that you have received in the chat of the Zoom virtual room. Provide the required information (first name, last name and student ID). You will be then placed on a waiting lobby until I open the exam.

12) When your professor opens the exam, the MCT will appear on your screen. Please enter your answers to the MCT as in the following example:

1-b
2-c
3-
4-a
...

This means that you are providing answer b to question 1, answer c to question 2, no answer to question 3, answer a to question 4, etc.

IMPORTANT: You must enter all numbers in sequence! Even if you decide not to answer a question, write the question number anyway (as 3- above). **Note that there may be only one question at a time appearing on your screen. Scroll down to get to the other questions.**

There is a timer indicating how much time is left. The duration is 20 minutes.

13) When the timer goes to 0, your professor will close the exam and force the submission of the MCT. **Do not exit the exam.net platform until I force submission.**

Final remarks

- a) If for any reason the connection drops (exam.net, Zoom or Meet, any of them!), you may not reenter the room and the exam will be invalidated.
- b) Remember that only your professor and the exam board can record the session (and destroy it as soon as the exam is registered on Infostud). Every other recording is a violation of the law and may be prosecuted according to the Italian legislation.

- c) The room's door must be closed and nobody but you may be in the room during the exam.
- d) The result of the MCT will be also published on the teacher's website (**3 June for SMS and 4 June for AS**). If you passed the test, you must notify your professor you wish to take the oral exam **in the zoom virtual room**.