Online exams – Procedure for document checking

The checking of the document of the examined student is an essential step in delivering distance oral exams and it must be carried on **before** starting the actual exam test; on the student's side, the identification consists in showing his own identity document on the screen; on the lecturers' side, it consists in checking and recording the display of the document.

In order to grant the students the protection of their personal data and prevent that the document is displayed to the other candidates and to any attending people, this step will be carried on by means of a **private video call** among one of the lecturers, member of the Exam Commission, and the candidate, based on the following steps.

1. Displaying the participants' list

The lecturer responsible for checking the documents must click on this icon, located on top left of the window of Skype for business, to display a column with the participants' list:
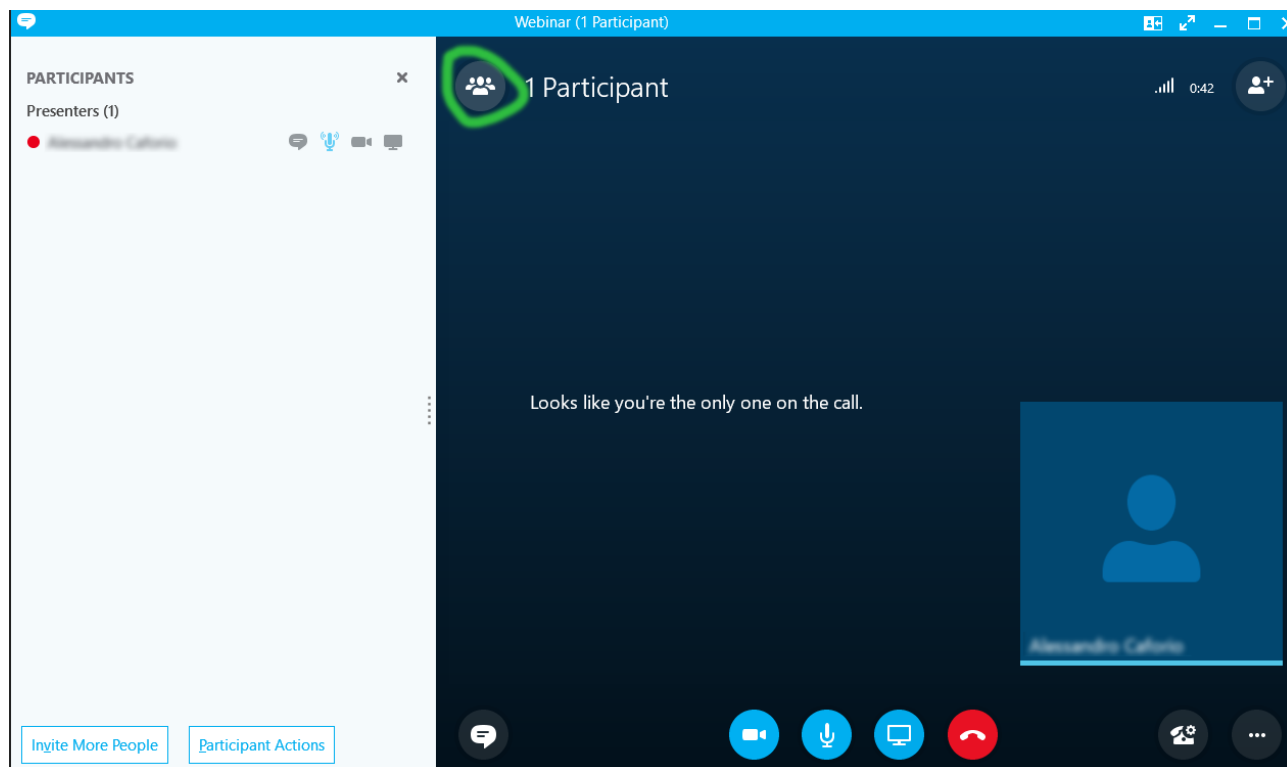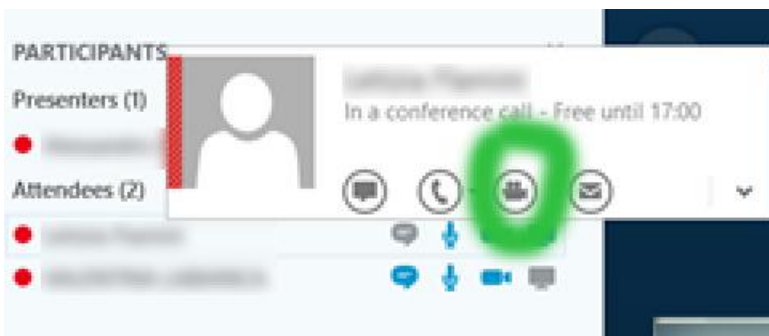
2. Starting the private video call

In order to start the private video call, you must move your mouse onto the name of the person you wish to video call in the participants' list. Then, a new rectangular box with 4 icons in the bottom area will be displayed, as in the picture below:
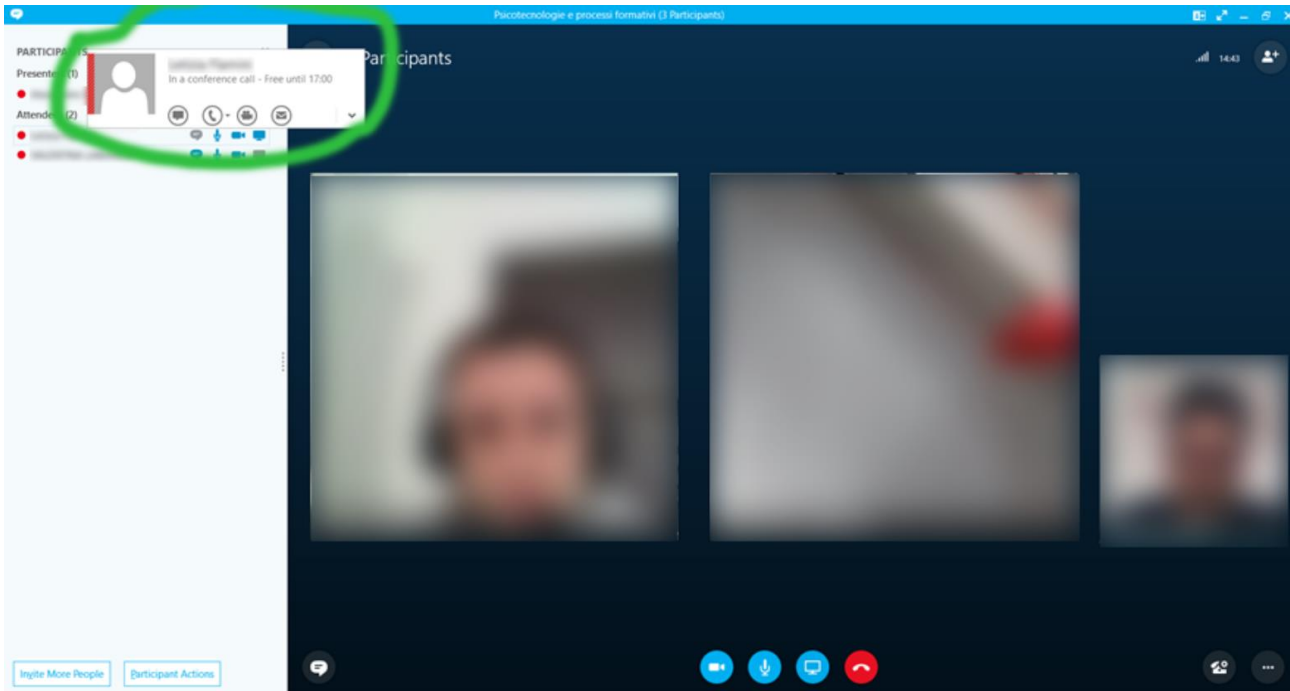

Click on the **third little icon** among the four ones on the bottom, the one with form of video camera, in order **to start the private video call**.

Before starting it, **please notify the student who will receive a request for a private call which he has to answer and who, actually, will have to answer by accepting the call.**

3. Recording the private video call

Once the video has been started, the screen of the lecturer (and that of the student, if connected from a personal computer; unlike the case in which the student connected from a smartphone) will be displayed **with a second, smaller than the previous one, conversation window with only two participants**, as shown in the picture below.
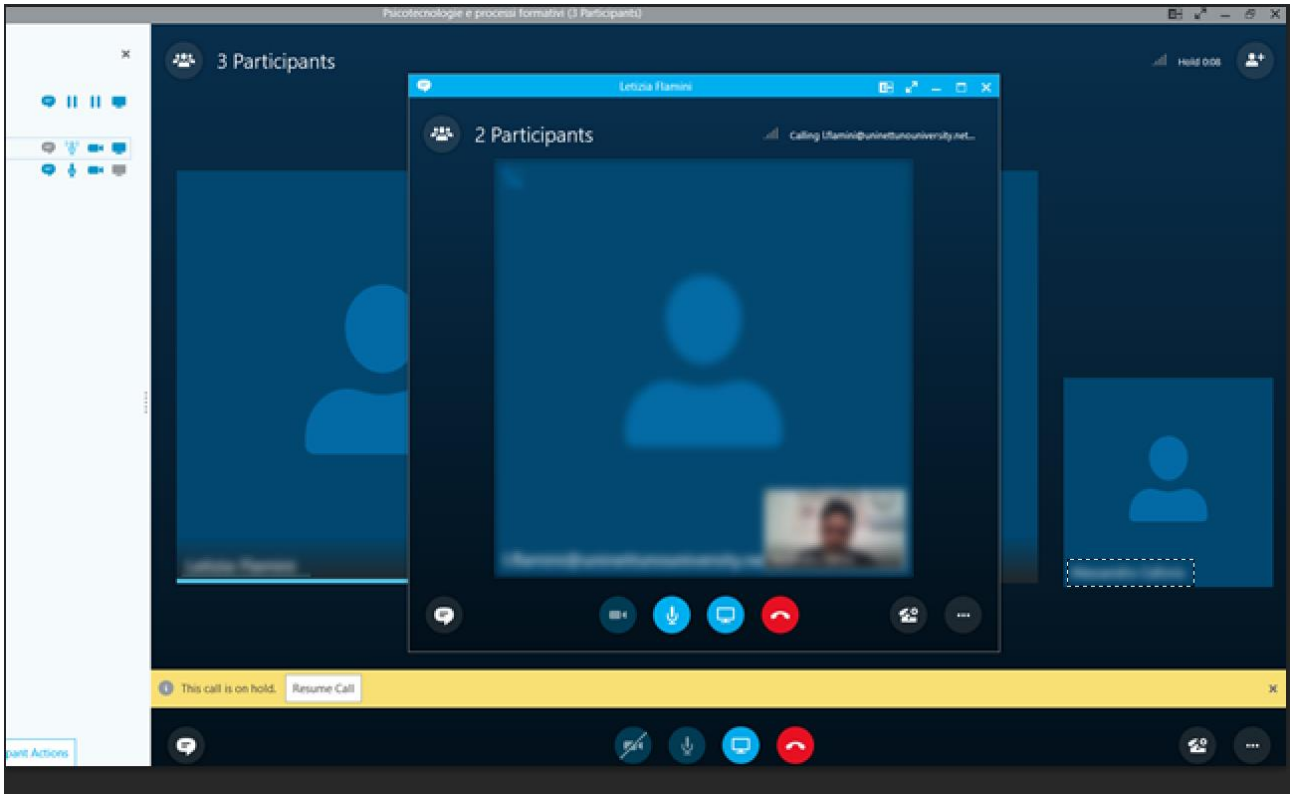
At this point the lecturer **starts the recording and asks the student to show to the webcam his identity document. Then he waits until the document is clearly visible and, then, ends the recording session**. This step usually does not take more than **10 seconds**.

The start and interruption of the recording are managed from the menu that is activated by clicking on the icon with 3 dots ●●● **in the window of the private video call.**
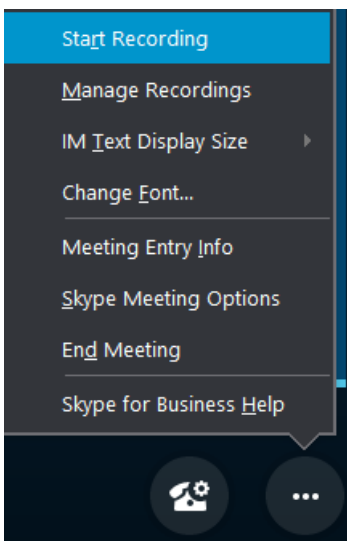
4. Return to the Interactive Classroom to deliver the exam

Once the procedure of document checking is completed and the recording has been interrupted, the **lecturer invites the student to close the video call and to resume the conversation in the Interactive Classroom where the exam will take place**.

The conversation can be concluded by clicking on the red icon of the telephone handset "down" **in the private video call**, or clicking on "X" on the top right, **still in the private video call window.**

If the student or the lecturer should close the Interactive Classroom (and not the private video call) by mistake, you will only need to get into it again.

Once the private video call has been closed, you will only need to click on "Resume call" to resume the "open to the public" Interactive Classroom and start the exam delivery.