Exam.net
Instructions for students

Prerequisites

1) To take the exam, you need to upload to Infostud your **ID card, a close-up photo** (i.e. Passport photo) and complete **the identification process** at your Educational Affairs Office;

- To upload your ID card and your photo to Infostud, you need to use the "**Profilo>Card studente** (on the page you will find further details about the procedure);
- To access the identification procedure, please call your Educational Affairs Office (visit the page). The identification process will be carried out via Skype or Meet. **Please Note**: you need to upload your ID card and photo, following the previous procedure, before the identification process.

Please Note: if you have already requested your card and completed the identification process at the Educational Affairs Office, you do not need to repeat the procedure.

2) You will be needing **a QR code scanner** on your smartphone. Any free application is allowed but we suggest that you test it before you use it.

3) Before your exam, **you must view the "Online written exams – Information for students" document** you can find on Infostud on the "login" page.

How to access and take the exam

- Go to https://exam.net/
- Insert the exam code you received from your professor
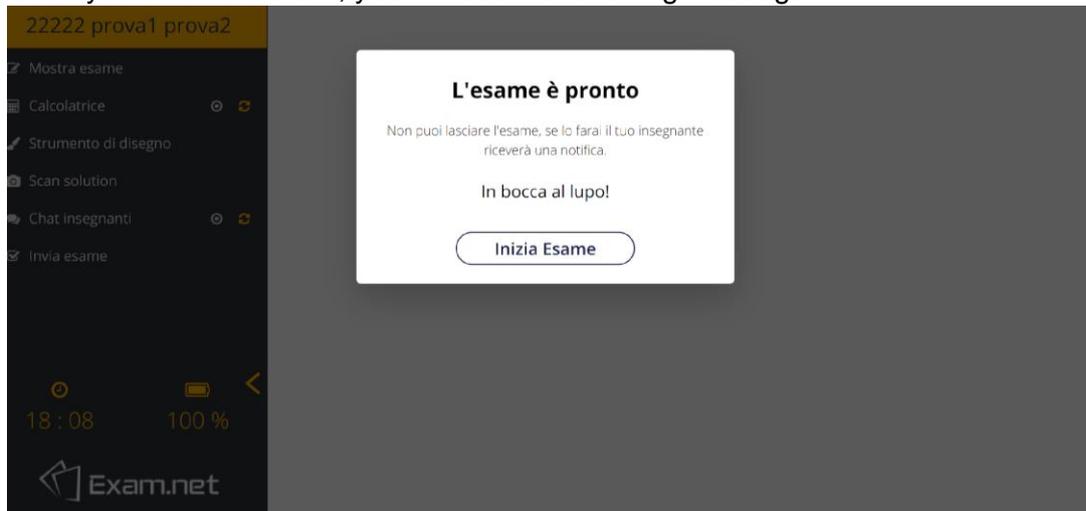- Choose the modality indicated by your professor

Please select "continua in questo browser", if not otherwise specified by your professor. The "modalità di alta sicurezza" can be selected only if you have Safe Exam Browser (SEB) on your device.
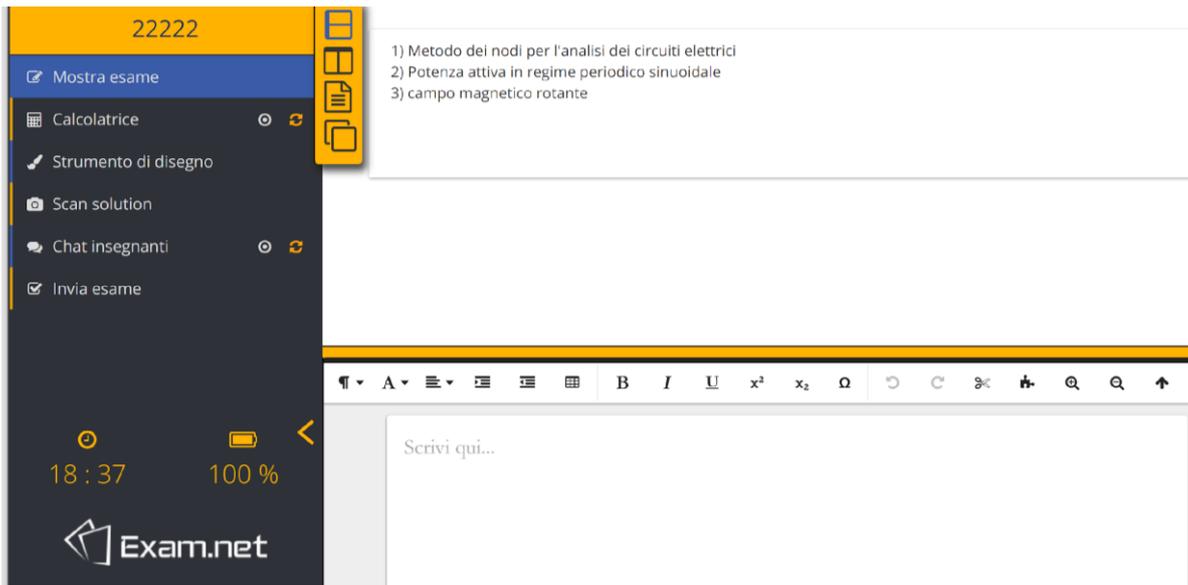
Fill in the required data to enter Exam.net

Please note: **during the exam, you cannot log out of Exam.net.** Only your professor can allow your potential readmission to the exam session and only for justified reasons.

Once you enter the exam, you will see the following message:
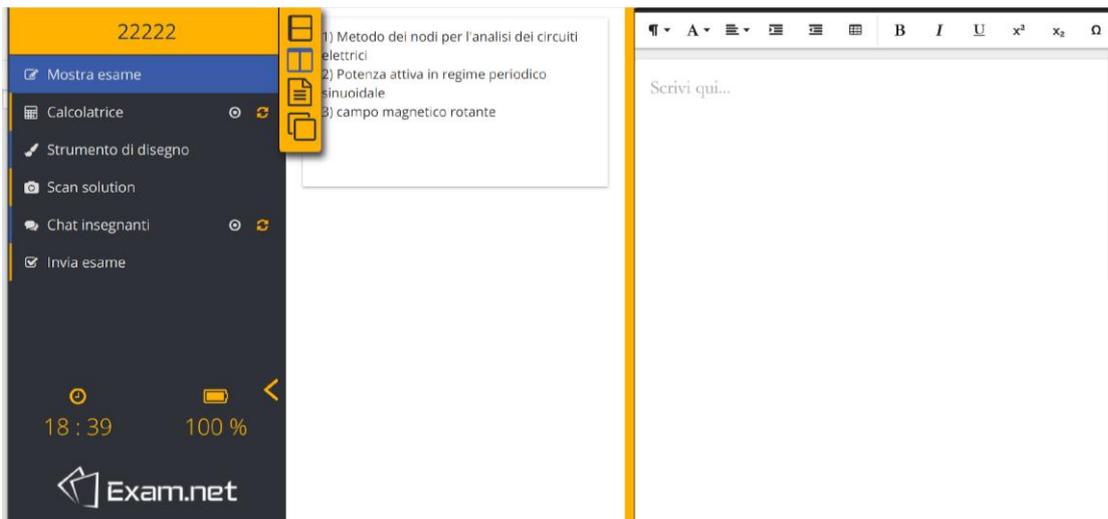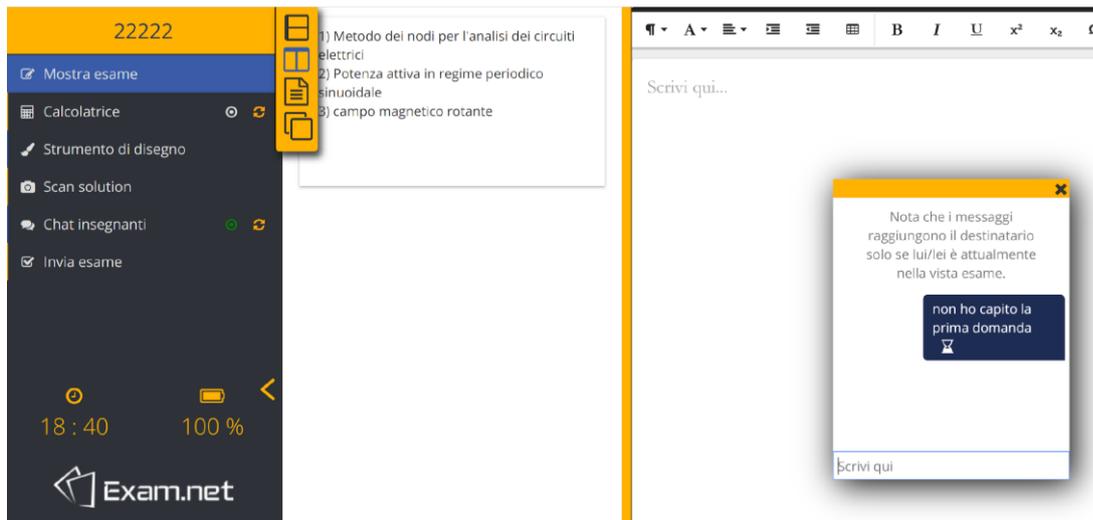

This is what you will see during the exam:

You can see your questions and answers through several possible views based on the selected modality on the top-left corner of the page.

For instance, by clicking on the second icons from the top, the view changes and both the windows ("compito assegnato" and "area di lavoro") are now one above the other.

During the exam, you can text your professor by using the "chat". If you click on the top-left button, "teacher chat", you will be able to open a chat icon, move it wherever you want on the page and send short messages to your professor during the exam.

Please note: do not use the "tab key" to move from a window to another but only your mouse.
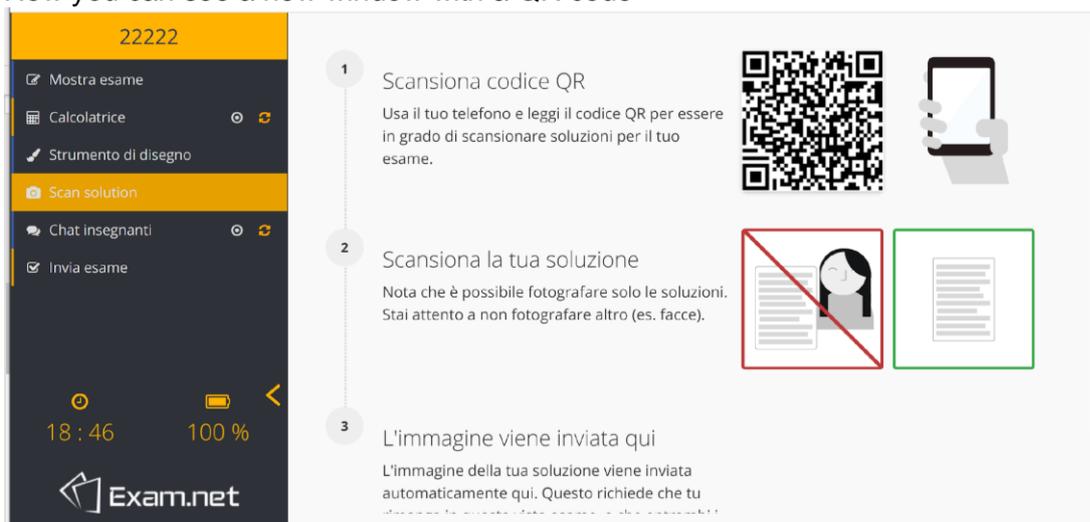
You can take the exam by following the chosen modality or the one selected by the professor:

- write your answer directly on the screen by using the Exam.net tools on the left side menu;
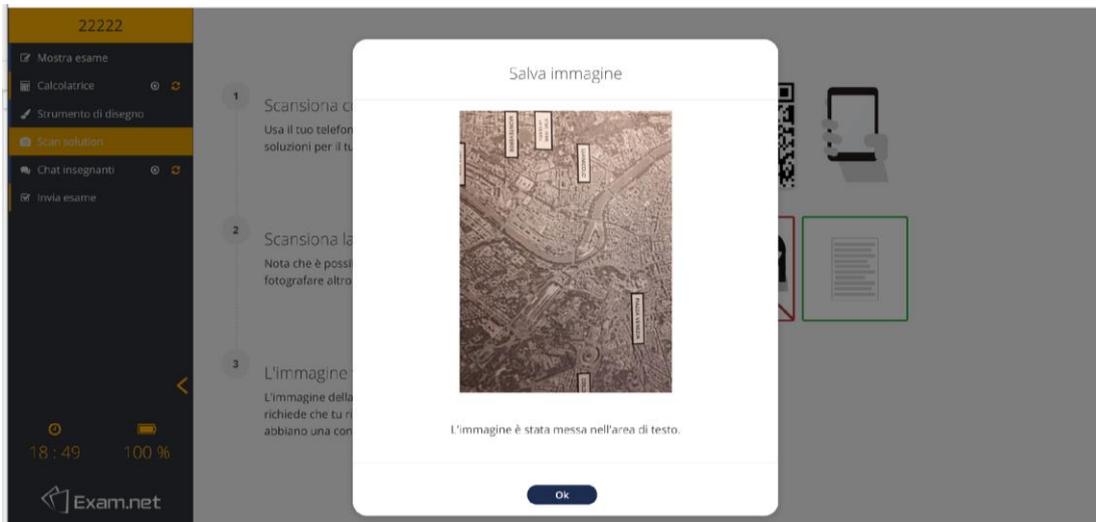- write your answer on paper and send it to your professor through Exam.net (as follows).

How to scan and send your exam to your professor:

Click on "scan solution"

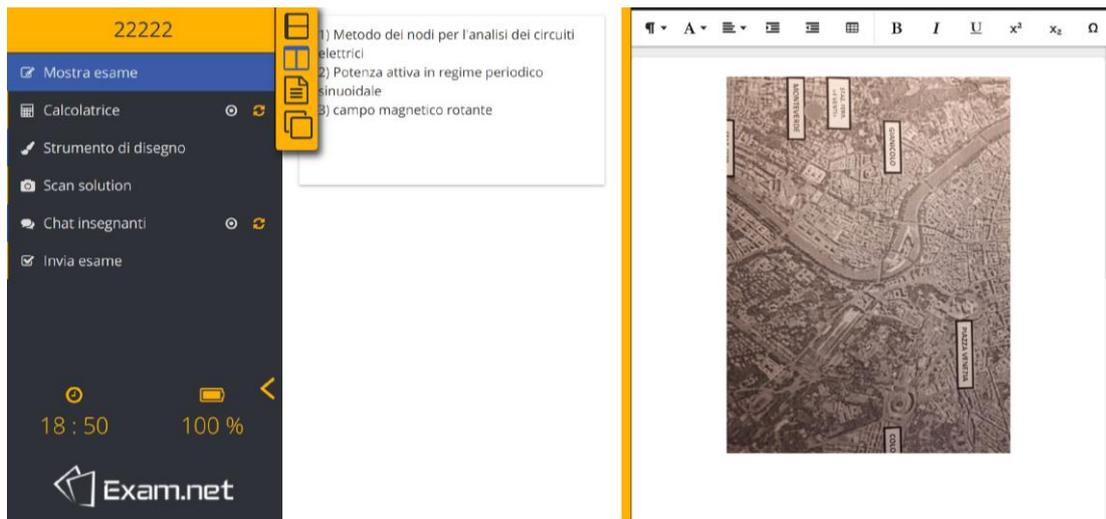Now you can see a new window with a QR code

Through your smartphone's QR code scanner (which needs to be downloaded before the exam) frame the QR code, open the link and take a picture of the solution. Accept the picture or take it one more time and upload your file.

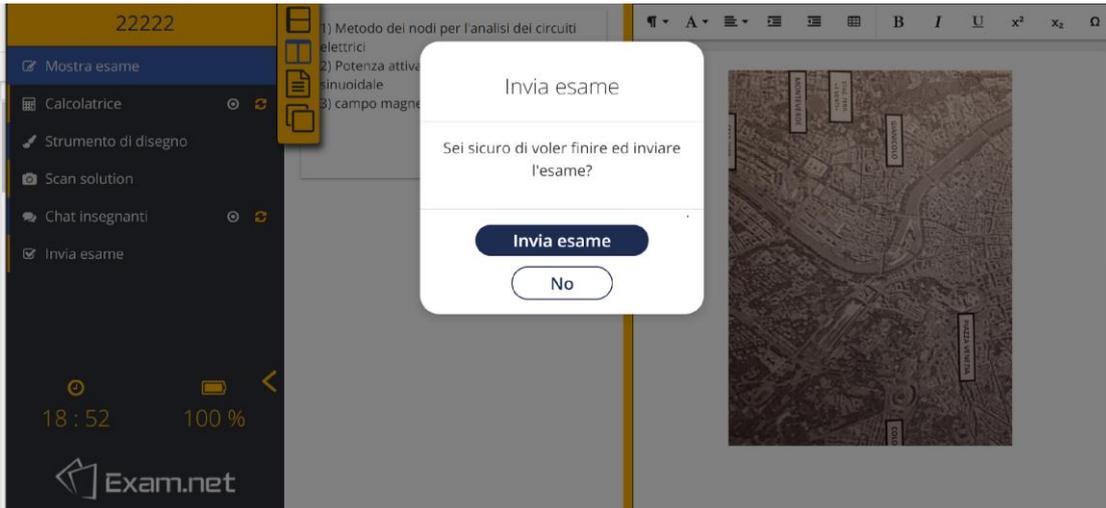Click "ok" if you like the picture on the screen.

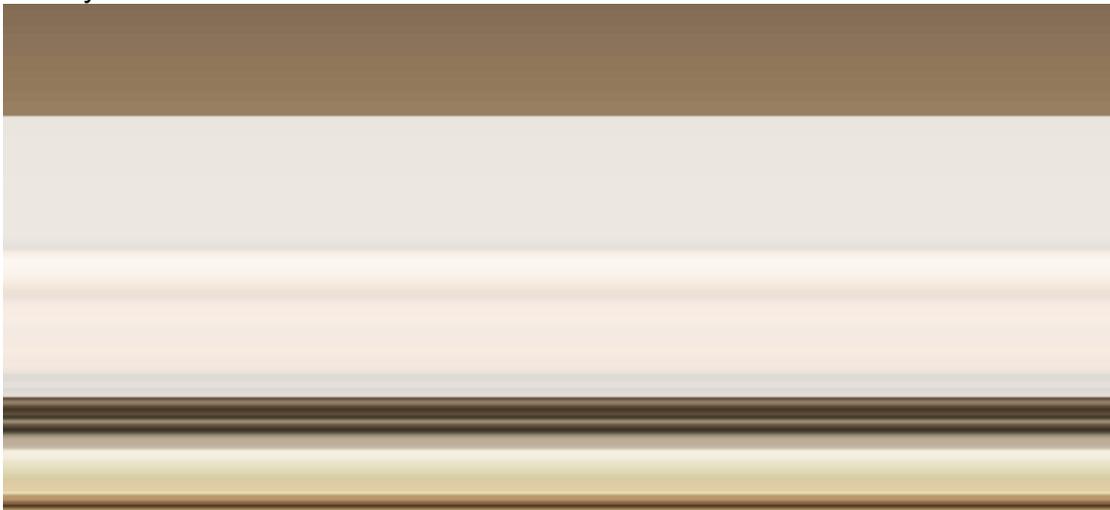Go back to the top-left "Mostra esame" menu

Upload a new worksheet by following the same procedure. Your worksheet will be displayed on the right side of the screen.

Once you have double-checked the procedure, click on "Invia esame" ("send your exam")
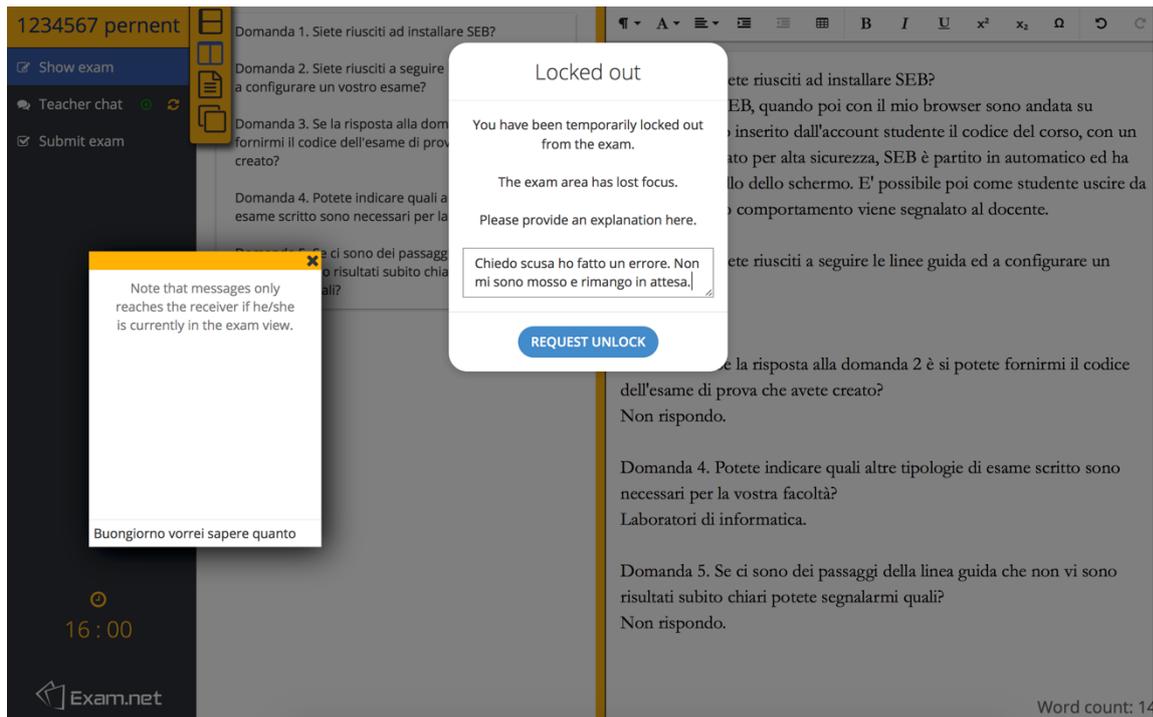
You can now see the following window.

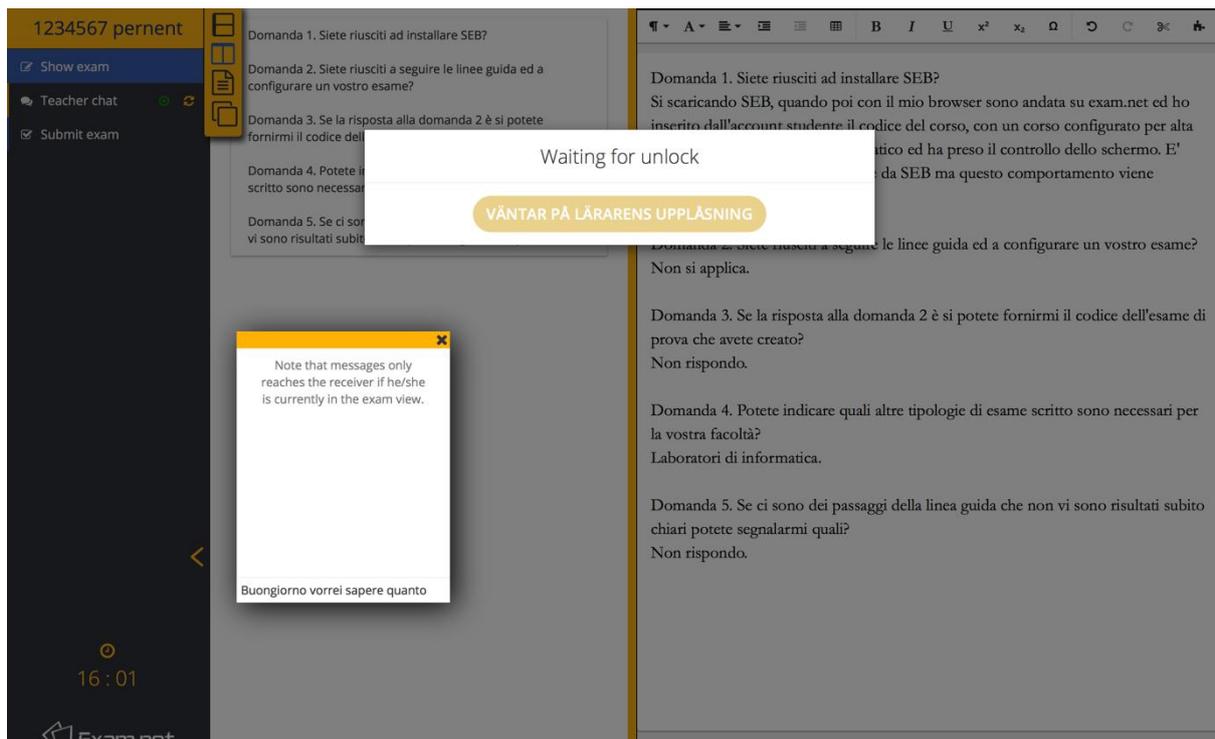Once you finish click on "Invia esame". The exam is over.

Your professor has received your test. The exam is over.

What happens if I log out of Exam.net during the exam?

You will be blocked and you will need to provide your professor with a serious motivation to go back to your exam. The event will remain on your professor's folder.

Once your provide your justification, click on "Request Unlock" .

You will need your professor's permission to reenter the exam.

How to try a mock examination to test Exam.net

To try a mock examination and test Exam.net, you can access by using one of the following codes:

Written exam on paper: code 7YhDJE
Written exam on PC: code AbzzTF