INSTRUCTIONS FOR THE ACCESS TEST for the courses:

Cognitive Neuroscience

Applied Dynamic and Clinical Psychology

July 14th, 2025 at 1:00 PM

CONNECTION AND EQUIPMENT CHECK SESSIONS

Students who want to test connection to the system, the regularity of the workstation where they will take the test and access to Exam.net will be able to connect on the following days and times in the dedicated ZOOM room:

https://uniroma1.zoom.us/j/83330704404

where there will be an operator who will guide the student in testing the devices and in the environmental verification.
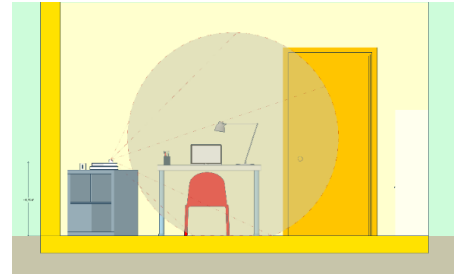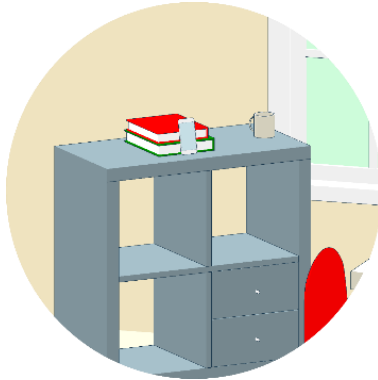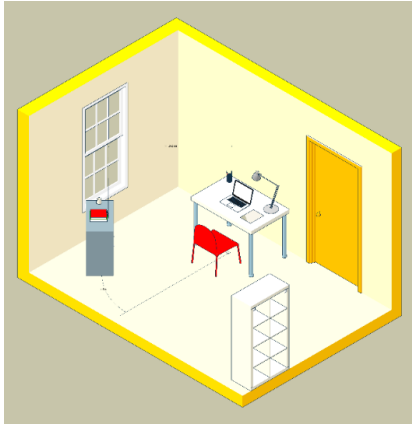
Test session times:

Wed, July 9th, 2025 from 10:00 AM to 12:00 PM

Thu, July 10th, 2025 from 2:00 PM to 4:00 PM

Fri, July 11th, 2025 from 10:00 AM to 12:00 PM

Preparation of the room and devices

You must set up the room before the scheduled time for the test, respecting the instructions as in the figures below:

• choose a quiet and properly lit room in the house (study, kitchen, bedroom, etc.);

• position the PC and mobile device in such a way as to avoid reflections and glare, therefore with the light source (natural or artificial) preferably propagating from the right or left;

• place a **support** behind you (bookcase, shelf, tripod, etc.) on which, **only when the virtual classroom commission requests it**, you will have to place the mobile device with the camera view facing the desk. The **support** must have:

- **an angle** with respect to the desk of **approximately 45°**
- **a maximum height** from the ground of **1.50 metres**
- **a distance** from the desk of approximately **1.50 metres**

Required devices:

- 1 desktop computer or notebook equipped with camera, microphone, speaker and stable internet connection (**Device 1**).
- 1 mobile phone or tablet with the same characteristics (**Device 2**) with the ZOOM app installed and updated.

How to position yourself on the day of the test:

- you will have to wear clothing in which it is not possible to hide objects (such as sweatshirts with pockets, jackets, coats);
- you will have to position yourself centered on the PC screen;
- only the PC, white sheets of paper and a pen should be on the desk. You must remove any

other object or tool other than those previously listed (except any compensatory tools recognized for people with DSA and/or disabilities);

- you will need to have with you the mobile device with which you will connect to ZOOM to access the virtual classroom (device 2); device 2 must be positioned on the support behind you only when the classroom commission tells you to do so.
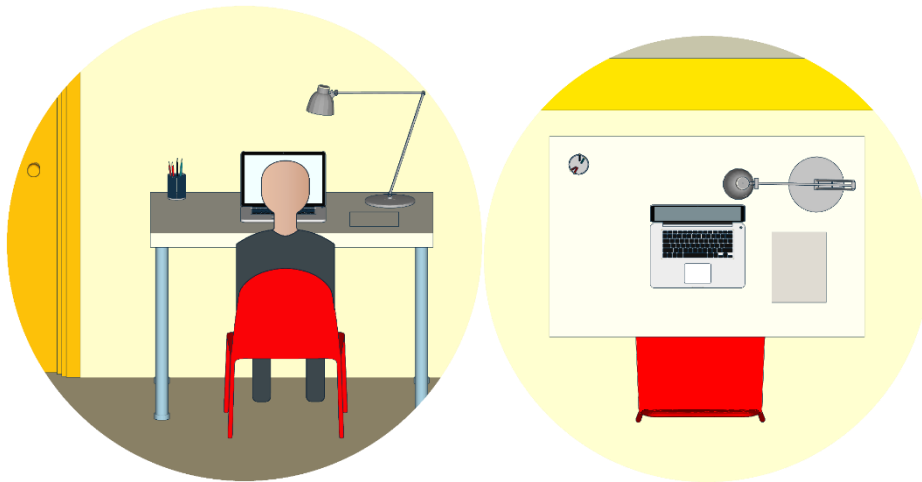
During the test:

• device 1 and device 2 must be connected to a power outlet to prevent them from turning off during the test;

• the room door must be closed and must fit within the frame of the mobile device;

• you cannot use any other type of device and accessories such as headphones, earphones or external microphones;

• in order to guarantee control of the activities carried out on device 1 on which the exam takes place, it is necessary for the student to keep his desktop full screen.

INSTRUCTIONS FOR ACCESSING AND CARRYING OUT THE TEST

CONNECTION TO THE EXAM SESSION

• The student and the Commission connect to the public video conference on ZOOM assigned to them starting from **12.00 CEST** (camera and microphones deactivated) via device 2. The division of students into rooms will be published in the Registration section of the course pages by **July 10th, 2025.**

• The supervisory staff in public videoconference calls the student to be examined by student number and invites him to access the videoconference in a secondary session reserved for checking the identity document.

STUDENT RECOGNITION AND ENVIRONMENTAL AUDIT

The examining student connects to the private videoconference for recognition; The student must have a valid form of identification. Subsequently, once he returns to the public videoconference, he will have to show that there are no unauthorized prompters and/or aids in the environment.

At the end of the check, leave device 2 connected to the public ZOOM with only the camera active, which frames the environment as indicated in the instructions above.

The student must connect from device 1 (desktop or notebook) to the page https://exam.net/ and wait for the room managers to provide the key to access as detailed below.

Once the exam key has been entered, the student will have access to the test and the countdown of the time available will begin. Once the 40 minutes foreseen for carrying out the test have passed, the system will close the session automatically.

INSTRUCTIONS FOR ACCESSING EXAM.NET

Exam.net works on every device; **PC, Mac, Chromebook and iPad**. This means that you can use the platform in different environments, with different hardware and/or operating systems.

You can access a video in English with Italian subtitles which illustrates the procedure for accessing and carrying out the test for students by accessing this link: https://www.youtube.com/watch?v=vQ4eIBfViE4&t=2s
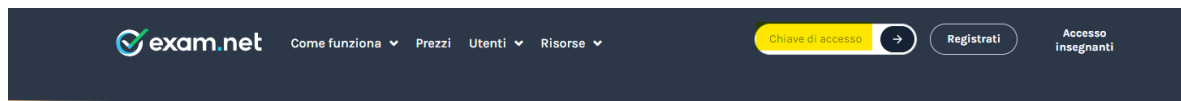
Access and taking the exam

- Access the tool via the link: https://exam.net/

You can change the portal language by going to the bottom of the page.
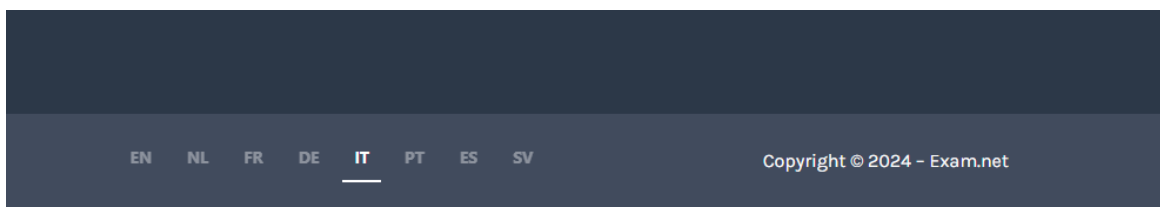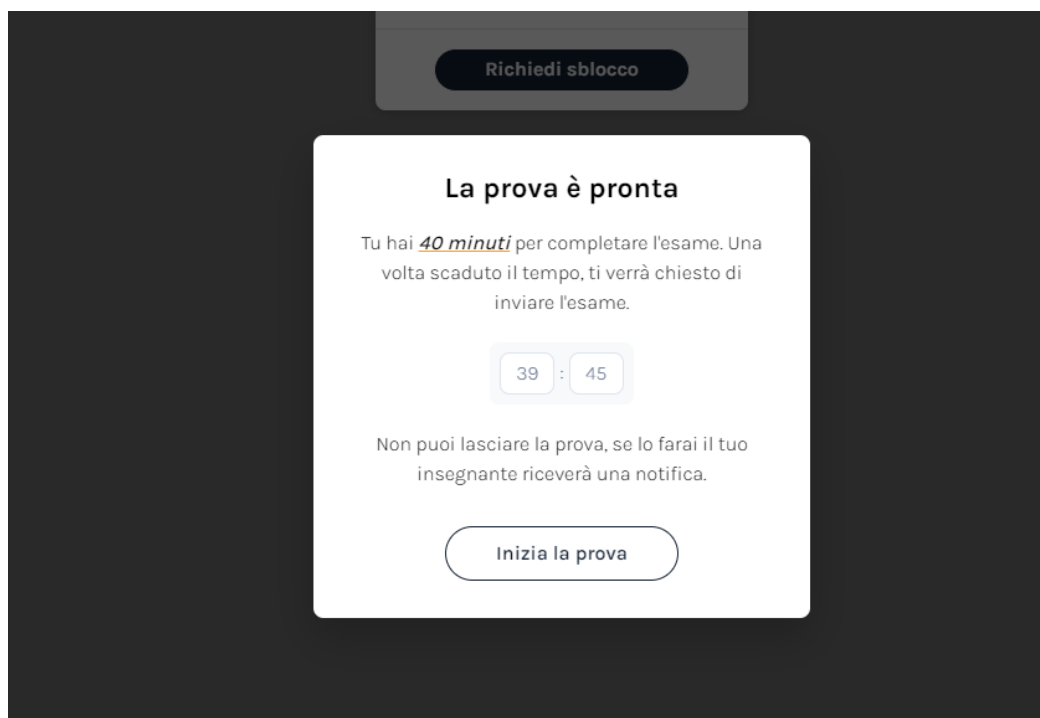

- Enter the exam code provided by the teacher in the "Access code/Student exam key" box.

- Enter the required data: Name, Surname, Infostud Serial Number and click on "Enter the test/Fetch the exam".


- After logging in you will see the following message "Begin exam" which you will have to click on.

Attention: **during the exam you cannot disconnect from Exam.net**: any readmission to the exam session must be carried out by the teacher, following your reasoned request.

Your view during the exam is as follows:
- at the top left there are two buttons: "Teacher chat" and "Send the test". During the exam you can send a short text to the teacher using the "Teacher chat" text. By clicking on the button, a chat icon appears which you can place in any position on the page to be able to send short messages to the teacher during the exam.
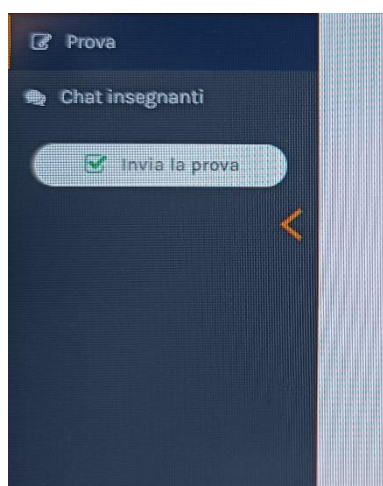
- in the central screen you will see the assignment with all the questions. Once you have answered the question the text will be blacked out. To return to the question and possibly change the answer, simply hover over it with the mouse.
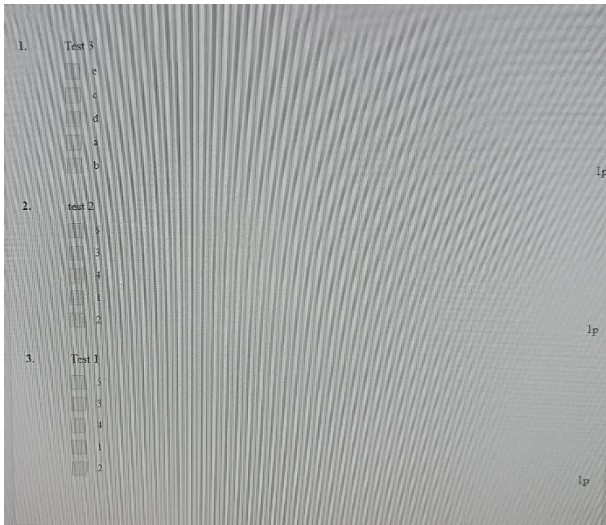
- The timer with the time remaining to the end of the test is displayed at the bottom right.

Warning: do not use the tab key to move from one window to another, use only the mouse.

If you are finished, click on "Submit exam".
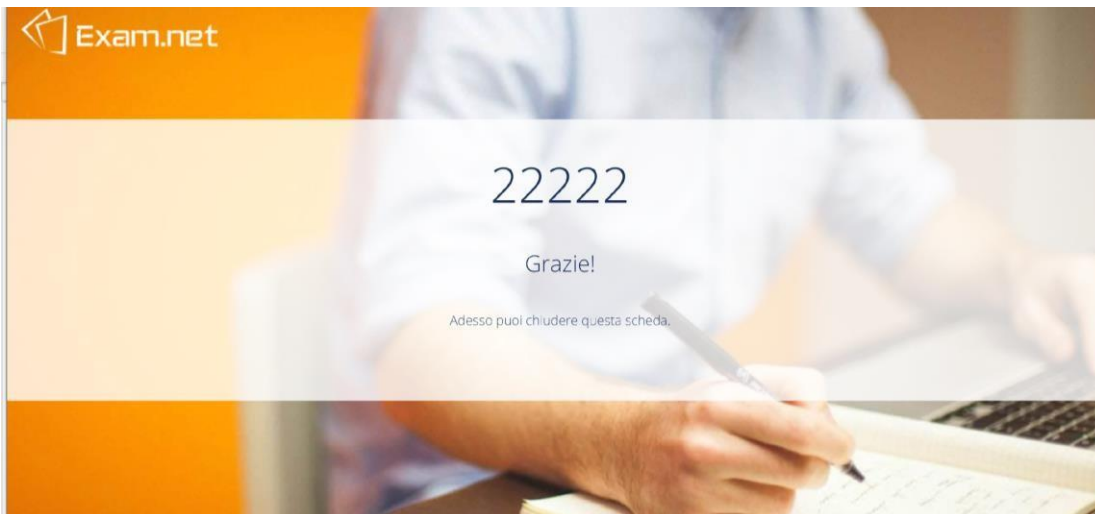
The teacher receives the assignment.

The exam is over.

What happens if you leave the Exam.net window during the exam?

If you leave the Exam.net window during the exam you are blocked and must provide a reason to the teacher to continue taking the exam. The event remains tracked in the teacher's folder.

Once you have provided a brief reason, you will have to click on "Request Unlock".

Domanda 1. Siete riusciti ad installare SEB?

Domanda 2. Siete riusciti a seguire le linee guida ed a configurare un vostro esame?

Domanda 3. Se la risposta alla domanda 2 è si potete fornirmi il codice dell...

Domanda 4. Potete i... scritto sono necessar...

Domanda 5. Se ci sor... vi sono risultati subit...
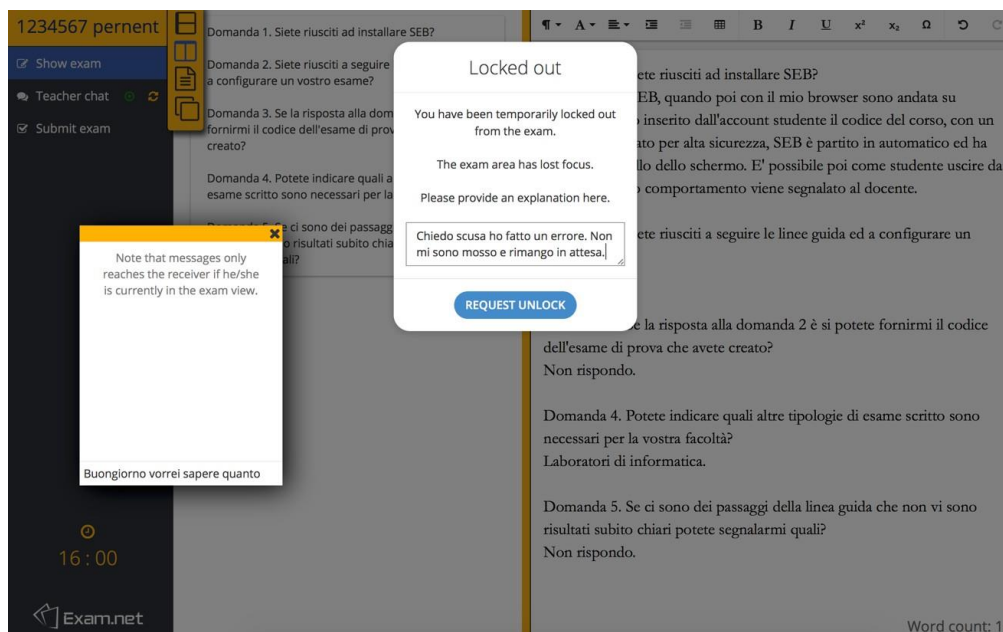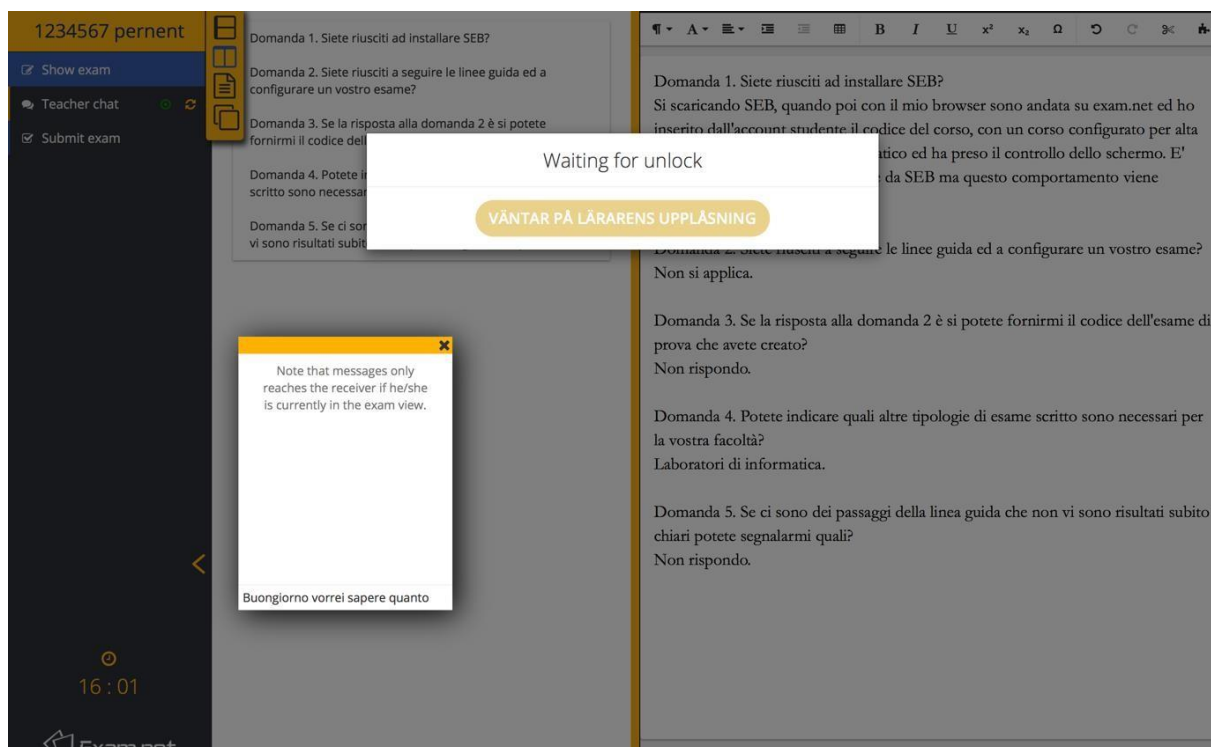
Waiting for unlock

VÄNTAR PÅ LÄRARENS UPPLÄSNING

Note that messages only reaches the receiver if he/she is currently in the exam view.

Buongiorno vorrei sapere quanto

1234567 pernent

Show exam

Teacher chat

Submit exam

16 : 01

Exam.net

Domanda 1. Siete riusciti ad installare SEB?
Si scaricando SEB, quando poi con il mio browser sono andata su exam.net ed ho
inserito dall'account studente il codice del corso, con un corso configurato per alta
... tico ed ha preso il controllo dello schermo. E'
... da SEB ma questo comportamento viene

Domanda 2. Siete riusciti a seguire le linee guida ed a configurare un vostro esame?
Non si applica.

Domanda 3. Se la risposta alla domanda 2 è si potete fornirmi il codice dell'esame di
prova che avete creato?
Non rispondo.

Domanda 4. Potete indicare quali altre tipologie di esame scritto sono necessari per
la vostra facoltà?
Laboratori di informatica.

Domanda 5. Se ci sono dei passaggi della linea guida che non vi sono risultati subito
chiari potete segnalarmi quali?
Non rispondo.

The teacher will have to unlock your status for you to continue the exam.