Comple Analysis 2020/2021
Written examination – online modality. Instructions for students

The January-February 2021 exam session of Complex Analysis will be with online modality, through Zoom and Moodle. As usual students must register for the exam session on **Uniweb** (and on the **Moodle page** of the course, if not yet registerd) before the exam's date. Students who have special needs (disabilities, lack of suitable IT tools, etc.) must contact the professor and agree on eventually alternative exam methods.

Necessary hardware/software:

- Device equipped with a video camera (preferably a webcam) and microphone (to be kept always on during the written test) ;

- client Zoom ;

- tablet/smartphone to scan the sheets of the final draft at the end of the written test;

- App to scan the sheets (such as Adobe Scan, CamScanner, Genius Scan, etc.) or a printer/scanner ;

- stable internet connection.

Suggestion: disable the OCR (Optical Character Recognition) option, if this is present in the App used to scan the sheets (this is the case of Adobe Scan, in which OCR is enabled by default), and set the software to save scans on device in **pdf** format. It is advisable to do some tests the days before the exam, scanning some sheets and sending the resulting pdf file to your e-mail address to check the result.

The day of the written exam, students will find the Zoom meeting link for the test on Moodle.

Half-an-hour before the scheduled time for the beginning of the test (and in any case within 20 minutes before the beginning), students will have to connect to the Zoom meeting.

Students must be alone (except in emergency situations), in a room free of excessive background noise; they must keep the video camera and microphone on throughout the duration of the test. They will have to place the device equipped with the video camera at a certain distance (about 1.5 m), so that the camera can frame both the student and the sheets on which she/he is writing (and the screen of the computer if one uses a webcam).

The use of earphones or headphones is **not allowed**.

Once admitted to the Zoom meeting, identification is carried out (keep your badge or identity document on hand).

Starting from the time scheduled for the beginning of the test, it will be possible to download the text of the examination test from Moodle. Students may print it or download it on the device and keep it for consultation on the display (in the latter case the device must be kept in off-line mode during the exam, showing in front of the camera that this mode has been activated).

Students must have only the sheets they will use for the test (preferably completely white ones, but also squared or lined sheets are fine), **Formluae**'s sheet and at least two pens (preferably black). S**urname, first name and student number** must be indicated on all the sheets of the final draft; moreover, all pages must be numbered. To save time during the test, students should prepare numbered sheets in advance, with their surname, first name and student number written on them.

During the test it is allowed to consult the **Formluae**'s sheet which can be kept on the desk.

The use of calculators, books and notes (except those handwritten on the blank part of the second page of **Formluae**'s sheet) is **not allowed**.

Students must leave in **view** on the table the device they will use at the end of the test to scan their papers, **with the screen facing down.**

During the entire written test, the **student cannot leave the room (nor go outside the camera image), cannot approach and use the computer**. Only in case of need, students can use the Zoom chat to ask questions to the professor.

If a student loses the connection but manages to reconnect within a few minutes, she/he can continue the written test, otherwise her/his exam will need a **mandatory** oral examination, to be agreed later with the professor.

If a student is caught copying, or leaves the seat before the end of the test, her/his exam will be withdrawn.

You can retire after at least one hour from the beginning of the test and after having communicated through the Zoom chat your intention to leave the meeting (just write "RETIRE").

Consign procedure: in order to consign her/his final draft, in any case before the end of the test, the student first stops writing on the sheet and writes «CONSIGNE» in the Zoom chat. Then she/he must show to the camera all the written pages that she/he intends to consign (page by page, at least 3 seconds per page); then she/he takes the device from the table, opens the App to scan the sheets, photographs the sheets in the correct order and processes a single **pdf** file of her/his final draft, named SurnameNameStudentNumber.pdf (i.e. his surname and name and student number). All these operations must be done while the student is framed by the camera.

Students must upload the file to Moodle in the "Assignment-delivery" section (enabled only for those enrolled in the Moodle course). If Moodle doesn't work, you can deliver through the Zoom chat by sending an attachment. As a last option, to be used only if the upload to Moodle (or Zoom) fails for some reason, the student can send the pdf file by e-mail to their professor. After confirming that the file has been uploaded successfully, the student leaves the meeting.

Please note that the entire Zoom session will be recorded, so that the examination board may, if necessary, watch the video to identify any fraud attempts.