

**FINAL** DOCUMENT- Written Exam: Instructions (Part 1) -This file contains **2** pages.

**How to send YOUR EXAM PAPER WITH YOUR ANSWERS**

-You **must** send your exam paper **by EMAIL** to the following **email addresses**:

[annavita.bianco@uniba.it](mailto:annavita.bianco@uniba.it) (Prof. Anna Vita Bianco's email)

[brianjohnmolloy60@gmail.com](mailto:brianjohnmolloy60@gmail.com) (Prof. Brian Molloy's email)

-Your email must include the following **3** attachments:

- 1) a scan or image of your ID card\*;
- 2) your exam paper (with your answers) saved as **PDF**
- 3) your exam paper (with your answers) saved as **a Word file**

1)\* If your Identity Card comprises two pages (if you have the paper version), scan both of them.

**MAKE SURE** your **pictures** of your ID card are **CLEAR** (neither grainy nor blurred) before sending them. Otherwise, we will not be able to recognize you and we cannot accept your email and correct your answers.

-If you **FORGET** to attach your ID card, **we cannot accept** and correct your answers (read "Vademecum Prove scritte L-11, L-12..." uploaded on the website of our Department).

**(2) + (3)** Before sending the files containing your answers, please make sure you have **RENAMED** both files as follows:

**PROVA SCRITTA-DUMBO E. - GIUGNO 2021**

(of course, **replace** "DUMBO E." with your own SURNAME followed by the initial letter of your proper name).

- **Before saving them**, make sure you **save the same version** (that is, the **PDF file** and **Word file** must be **identical**). We cannot cross-check whether you saved two different files/versions and we will not be responsible for that.

- In the **"SUBJECT"** section of your email, write:

**PROVA SCRITTA -DUMBO E. - GIUGNO 2021**

(of course, replace "DUMBO E." with your own SURNAME followed by the initial letter of your proper name).

-In the **BODY** of your email, **ONLY** write these 2 pieces of information, one under the other:

(Your) numero di matricola (registration number)  
(your) SURNAME + NAME

**Do not start** your email with “Good morning”, “Dear Prof Bianco” and so on. And do not end your message with “Your sincerely”, “Kind regards” and so on. Do not sign it either. The 2 pieces of information above are enough.

-**Before sending** your email, remember to save your attachments (that is, click on the option “Save the attachments”).

-**Send** your files/attachments **FROM** your **ACADEMIC EMAIL ADDRESS** (the one ending with “@studenti.uniba.it”). **Not** from your private one.

-**After sending** your email with the files attached, make sure you have SENT them. So, check in your folder “(email) SENT” if you sent it properly.

-**If you do not have a PC and you use only a smartphone or Ipad**, you can send your ID card and the files containing your answers by email (if your smartphone allows you to do that).

- **Only if you do not have a PC and you use only a smartphone or Ipad**, and your smartphone/Ipad does not allow you to attach any file to your email, you are **ALLOWED** to send your exam paper(s) + your ID card by Microsoft Teams on the chat from your own address to prof. Molloy and me (prof. Bianco). If you do not send your ID card on MT, **we cannot accept** and correct your exam paper.

- If you complete the exercises before the deadline, you can send the files with your answers whenever you want.

- Before leaving Microsoft Teams, make sure prof. Brian and I (prof. Bianco) have received your exam papers+ID card by email.

-My suggestion is to prepare your email in advance and save it as a draft in your “Draft folder”.

### **PLEASE, REMEMBER:**

-**If we find identical answers** (whether they are in the section A1 or A2 or C or D), the score will be 0 (zero) for each identical section.

-**If we find semi-identical/similar answers**, which we can prove they are definitely copied from one another, the score will be around from 1 to 3.