

Written exam - Instructions Part II - At the very beginning of the exam (this file contains 3 pages)

-The written exam **STARTS** at 8.30 on 4th of June 2021 on Microsoft Teams (MT).

This means that at 8.30 you **MUST** be already in the virtual room on MT **called** "Esame scritto 4 giugno 2021 - prof. Bianco".

I will send you the **codice univoco** to access the virtual room by Esse3.

To access the virtual room at 8.20 click on "**PARTECIPA**".

Do **NOT** click on other buttons or on the icon of the webcam at the bottom of the virtual room: that way you will open several rooms and other students risk not finding the correct room to take the exam.

At 8.30 on the 4th of June, I will take a **roll call**, that is, I will read out all the surnames of the students who registered on ESSE3 to check who is there. When you hear your surname, switch your webcam on and show up.

After finishing the roll call, I will **SEND you** the file of the written exam **by my academic email address** (I will prepare it in advance). More precisely, in the email you will find attached **2 files**:

- the first file **(1)** will contain the whole written test on **PDF**;
- the second file **(2)** will contain the whole written test on a **Word document (without the text of the Reading Comprehension)**.
- The file on **PDF** will be named as "**Esame scritto Tracce 4 giugno 2021**";
- The **Word file**, as "**PROVA SCRITTA-SURNAME N. - GIUGNO 2021**".

The second file must contain your answers to the questions/exercises provided in the test.

Since you must type your answers **in the Word document**, I decided to name those two files differently so that you can easily recognize the Word file in your Download folder.

After I send you the two files, I will ask you to **DOWNLOAD** both files on your computer.

Then, I will ask you to **SAVE AND RENAME** the **Word** file "Prova scritta - surname..." as requested: you **must** replace the word "Surname N." with **your OWN SURNAME** and the **initial letter** of your proper NAME. For example, if your name is Elefante and your surname is DUMBO, you must rename the Word document as follows:

PROVA SCRITTA - DUMBO E. - GIUGNO 2021

Then, I will ask you to open the Word document and to **TYPE** your **surname + name** and your **numero di matricola ONLY** on the first page of the file. **If you are** an Erasmus student, please write "Erasmus" on the first page of your exam paper.

After writing that, the written exam **will officially start**.

The written exam **lasts 3 hours** (for the 1a lingua student, the 2a lingua student, and Erasmus students).

The written exam lasts 2 hours ONLY for 3L students.

After 2 hours/3 hours, you will BE GIVEN extra 30 minutes to send your exam paper(s) by email (read carefully the instructions on how to send it on the PDF file saved as "Written exam Instructions Part I").

I will write on the CHAT of the exam on MT the time by which you must send your exam paper by email.

-You can print the Pdf file and Word document if you want to underline the words/lines in the file with a pencil or with coloured felt-tip pens. You can also write down your answers to each exercise in the printed file.

Or you can directly type your answers in the Word document and then send it by email (see Instructions - Part I).

It is up to you BUT those who choose to print the file(s) and work on the printed file(s) MUST COPY their answers in the Word document by typing them and send them by email (see Instructions - Part I)

-Please, type your answers taking into consideration the following criteria:

Font: Times New Roman

Font size: 12

Line-spacing: 1,5

Do not write your answers in capital letters .

-If you do not have a computer, you can print the document as well.

-If you have a smartphone with the Word application, you can type your answers in the Word document, Rename it as requested in this file, and send it by email.

-If you do not have the Word application on your smartphone/you have never used it, you can write down your answers on sheets of paper with a pen. On EACH sheet of paper, you must write your SURNAME + NAME and your NUMERO DI MATRICOLA.

Your sheets of paper must contain all the sections of the written exam, as follows: A1 (answer); A2 (Composition); B (Grammar); C (Translation from English to Italian); D (Translation from Italian to English).

After completing the exercises, you MUST take a picture of your sheets of paper containing your answers and send them by email

MAKE SURE your pictures are CLEAR (neither grainy nor blurred) before sending them. Otherwise, we will not be able to see and understand what you wrote in. As a consequence, we cannot accept and correct your paper/file.

PLEASE REMEMBER:

- If you access the virtual room late for any reasons, you will NOT be given extra time. In other words, you must send your exam paper on time as anybody else.

- If you do **NOT send** your exam paper **on time**, it will not be accepted and corrected.

-If during the written exam, **your connection** to the internet/to Microsoft Team room keeps cutting out, do not panic. You can access the virtual room on MT whenever it is possible for you. **BUT you must send the files with your answers + your ID card on time.**

-If during the written exam you have any doubts and want to ask me/us questions, **TYPE** your question and send it as a private message to me or to Brian on MT. **DO NOT SWITCH** your microphone on and speak.

We/I will answer you **by typing** our reply. If we think that the answer may also be useful for the other students, we will then switch our microphone on and share with everybody the useful information.

-**SAVE your file from time to time during the 3 hours.** It is safest for you: that way you do not risk losing the data/what you will have written till then.

NB. Do not share this file with other students from other courses: they may well get confused, panic and ask their own professors whether they should follow the same instructions. Keep the file on your computer.