

SEnDIng Project

UNICERT Teleproctoring Exams

INSTRUCTIONS to Examiners

1. General Requirements

- ✓ Desktop or Laptop (Windows XP or later)
- ✓ Internet connection
- ✓ Camera & Microphone & Speakers
- ✓ E-mail

2. Installation of required programs

In order to complete the test, you need to install a specific test program (UNICERT Exams Client) as well as a video conferencing program (Zoom Meetings), before the scheduled date of the examination.

Download & Install UNICERT Exams Client & Zoom Meetings

- ✓ UNICERT Exams Client
 - Version for Windows XP or later ([download here](#))
 - If needed, download the .netFramework 4 by clicking [here](#)
 - For Windows XP, Service Pack 3 has to be installed.
- ✓ Zoom Meetings ([download here](#)).

Before the test, make sure that your microphone and speaker are working in any zoom meeting.

3. Exam preparation

- ❖ Make sure that you have an identification document available, such as Identity card, Passport or Driver's License
- ❖ The camera can be rotated 360 degrees.
- ❖ There are no other persons in the area during the examination.
- ❖ There is no background noise.
- ❖ There are no papers, books, notes.
- ❖ There is sufficient lighting that does not disturb the camera.
- ❖ Speakers are allowed, but headphones are not.
- ❖ Mobile phones are muted, not switched off.

4. Before the examination

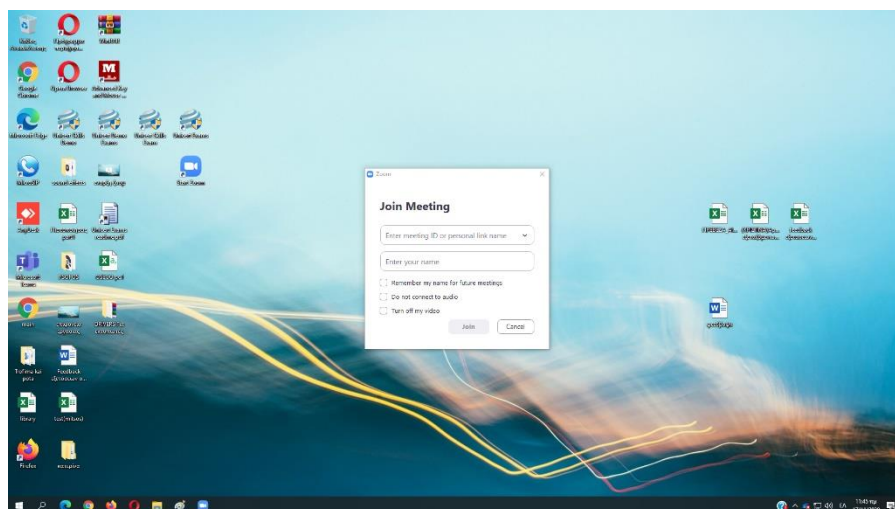
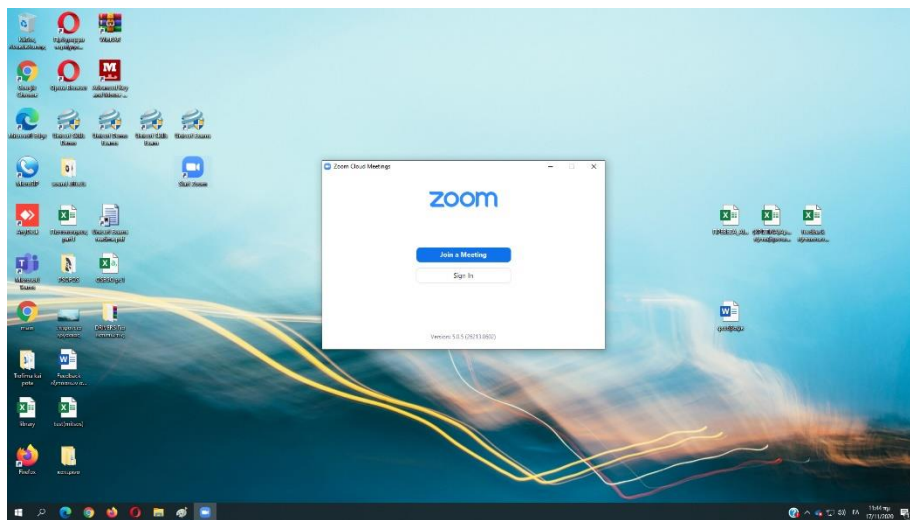
Two (2) days before the examination, you will receive an e-mail that includes:

- ✓ Link and Meeting ID for Teleproctoring written exams.
- ✓ Exam Codes (candidate ID and Password). Write down the codes, they will be needed in the next step.
- ✓ Dates and hours of written exams, respectively.

5. Check-In

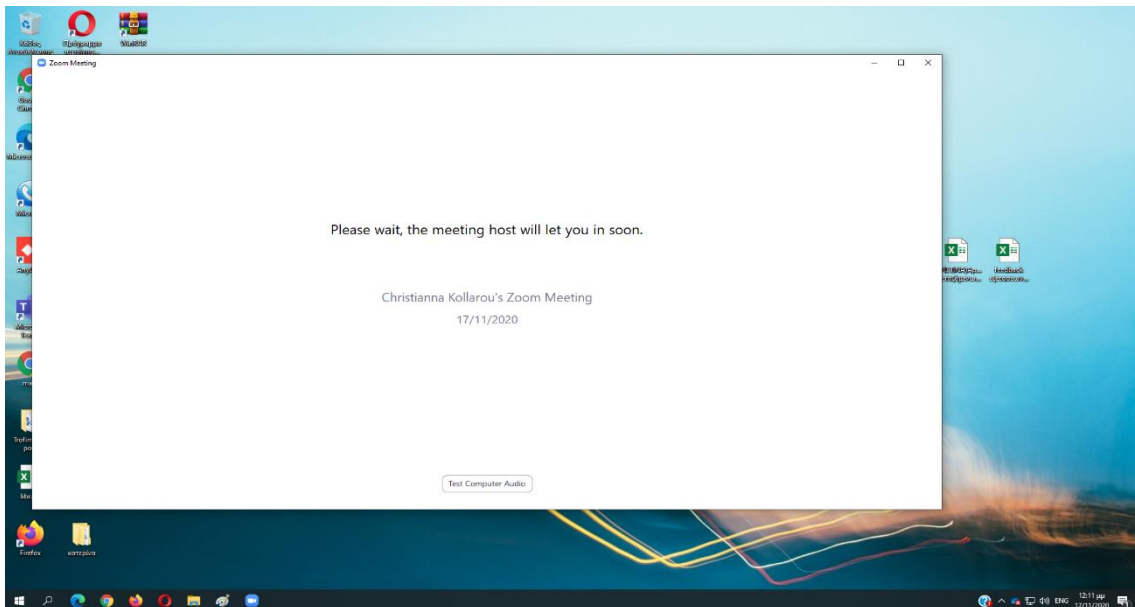
Starting the Zoom meeting

At least 30 minutes before the scheduled test time, start the Teleproctoring session. On the Zoom window, select "Join a Zoom meeting", enter the ID meeting that was sent to you via email, your name and surname, as stated in the ID document.



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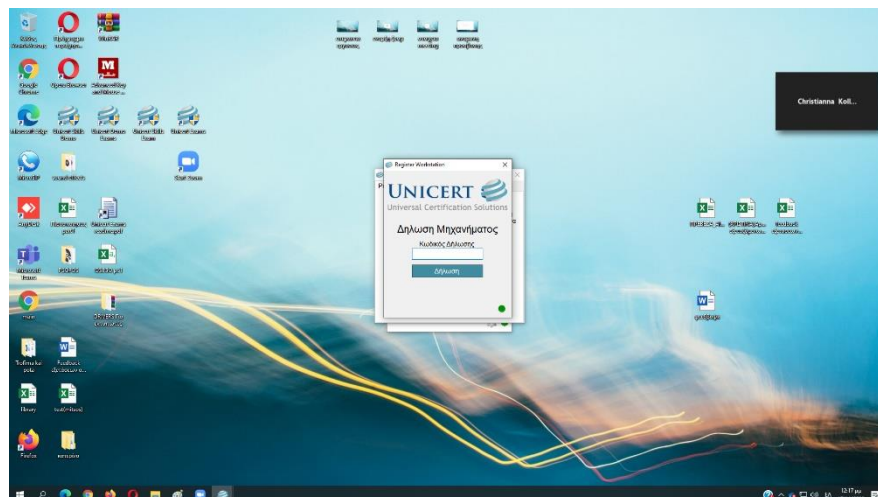
When launching the Videoconferencing application, you enter a "waiting room" and wait until the certified proctor admits you.



Once you enter the Video Conference room, the following procedures are performed:

- ✓ Picture and sound settings are checked.
- ✓ Using the camera, the certified proctor verifies your identity.
- ✓ Check of your space.
- ✓ Wait for all candidates to be admitted.

At the same time, you start the exam program, which will ask you to register your computer on the first window, in order to begin with the examination. The specific declaration code will be given by the proctor, after validating the details of all participants.

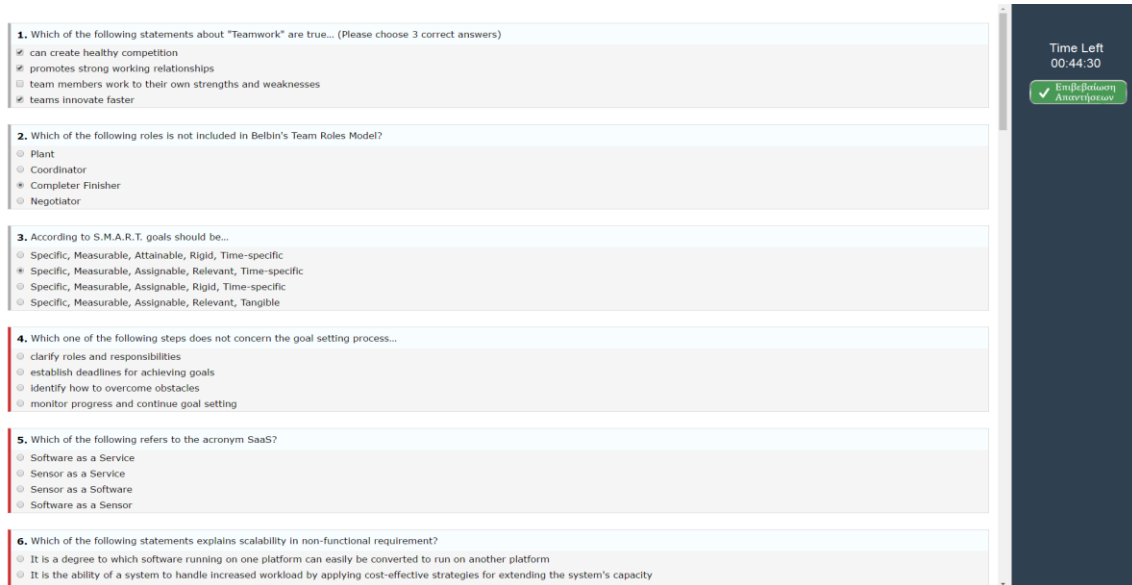


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6. Examination

Enter the credentials you have been given in the email you received. From this point until the end of the exam, your computer is "locked", only the exam application and the teleproctoring application are running.

During the examination, each unanswered question has a distinctive red line. If there are still unanswered questions in the submission, a pop-up dialog box will point this information to the candidate.



The screenshot shows an examination application with a list of six multiple-choice questions. A sidebar on the right displays a timer for 00:44:30 and a button labeled 'Επιβεβαίωση Αποκρίσεων' (Confirm Answers).

- Which of the following statements about "Teamwork" are true... (Please choose 3 correct answers)
 - can create healthy competition
 - promotes strong working relationships
 - team members work to their own strengths and weaknesses
 - teams innovate faster
- Which of the following roles is not included in Belbin's Team Roles Model?
 - Plant
 - Coordinator
 - Completer Finisher
 - Negotiator
- According to S.M.A.R.T. goals should be...
 - Specific, Measurable, Attainable, Rigid, Time-specific
 - Specific, Measurable, Assignable, Relevant, Time-specific
 - Specific, Measurable, Assignable, Rigid, Time-specific
 - Specific, Measurable, Assignable, Relevant, Tangible
- Which one of the following steps does not concern the goal setting process...
 - clarify roles and responsibilities
 - establish deadlines for achieving goals
 - identify how to overcome obstacles
 - monitor progress and continue goal setting
- Which of the following refers to the acronym SaaS?
 - Software as a Service
 - Sensor as a Service
 - Sensor as a Software
 - Software as a Sensor
- Which of the following statements explains scalability in non-functional requirement?
 - It is a degree to which software running on one platform can easily be converted to run on another platform
 - It is the ability of a system to handle increased workload by applying cost-effective strategies for extending the system's capacity

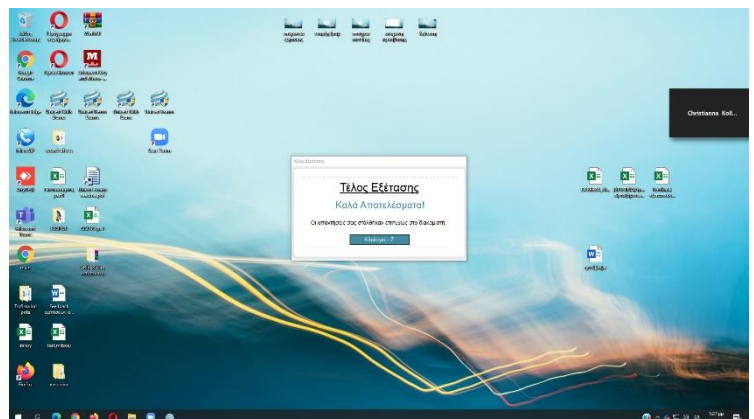
During the examination:

- The certified proctor monitors your movements. He sees you but you don't see him.
- The proctor as well as the candidates are muted.
- When needed the proctor makes relevant announcements.
- Should the proctor warn the same candidate twice, his examination is cancelled.

7. Check-Out

When you have finished the exam, click on the relevant button to declare the end. Replies are submitted automatically and no changes can be made.

The Supervisor confirms the end of the Examination and the successful completion of the procedure.



Best of luck!

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