



PROCEDURE FOR THE ADMINISTRATION OF WRITTEN PAPERS VIA THE WEBAPP PLATFORM IN UNICAMILLUS DEGREE PROGRAMMES

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1. Introduction

Each of the courses included in the curriculum of each of the UniCamillus degree programmes ends with an examination that students take during the sessions scheduled in the academic calendar, in the presence of a Board chaired by the Coordinator of the integrated course.

In order to sit the exams, students must have paid all fees and contributions, have all health documentation, have passed all pre-exams and have all attendance certificates.

The recipients of this document are the Directors of the BSc courses in the Health Professions programmes, the Directors of the MSc programmes in Medicine and Surgery, Dentistry and Human Nutrition Sciences, all the teaching staff and the students of the BSc and MSc courses at UniCamillus.

2. Purpose of the Procedure

The purpose of this procedure is to describe the organisation and administration of written papers at UniCamillus using the WebApp platform, in full compliance with current regulations.

3. Scope of Application

When conducting examinations, the teacher must adhere to the assessment method described and published in the syllabus. Where a written format is specified, the teacher may:

- Administer the written paper by means of a **paper-based** multiple-choice or open-response test. In this case the teacher will be responsible for printing the papers at the designated UniLabs Copy Centre;
- Administer the written paper **digitally** using a multiple-choice or open-response test. This can be done using the WebApp platform accessible at <https://srv.unicamillus.org/uniwebapp>. The uploading of the exam is carried out by the professor using the provided guide.

4. Written papers

4.1 The day before the test

The Coordinator of the integrated course communicates the day and time of the examination to the Teaching Services Office and to all students registered for the session in advance.

The day before the exam, the student has to:

- check that they have their **access codes to the WebApp platform** (<https://srv.unicamillus.org/uniwebapp>). In case of loss, students can request the recovery of the access codes directly through the WebApp, at least 24 hours before the exam. Students cannot take exams without their credentials.
- verify possession of the **booking voucher** sent automatically by email from the GOMP system. Without this receipt students cannot take exams.

For detailed info about taking exams, please refer to the Exam booking procedure.

4.2 The day of the exam

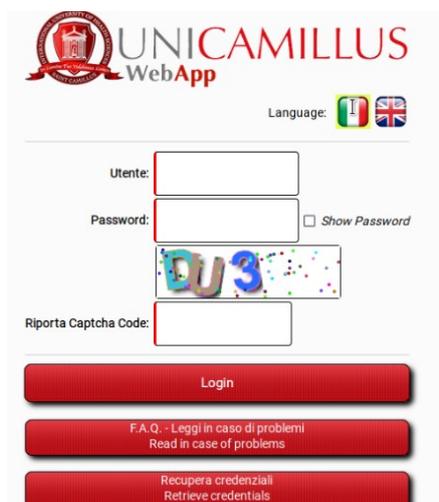
The Examination Board, chaired by the Coordinator of the integrated course, check the student's eligibility for the exam and confirms the student's identity by asking for the UniCamillus ID card.

If students are not properly booked, they will not be able to take the written examination under any circumstances, nor will they be able to take the examination if they do not meet the administrative/health requirements. It is reminded that exam bookings are made exclusively through access to the GOMP platform. In order to properly sit the written paper, students must be registered on the GOMP portal within the deadlines, in accordance with the [Exam Registration Procedure](#) published on the University's website.

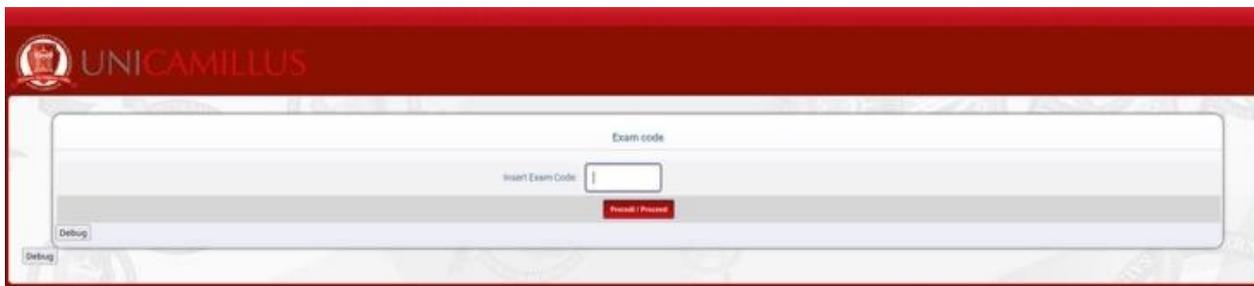
Once identified, the student can go to one of the computer stations shown and start their computer. The student must click on EXAM mode (see figure below) and then press the Enter key. (If the screen is black, simply click on any key on the keyboard.)



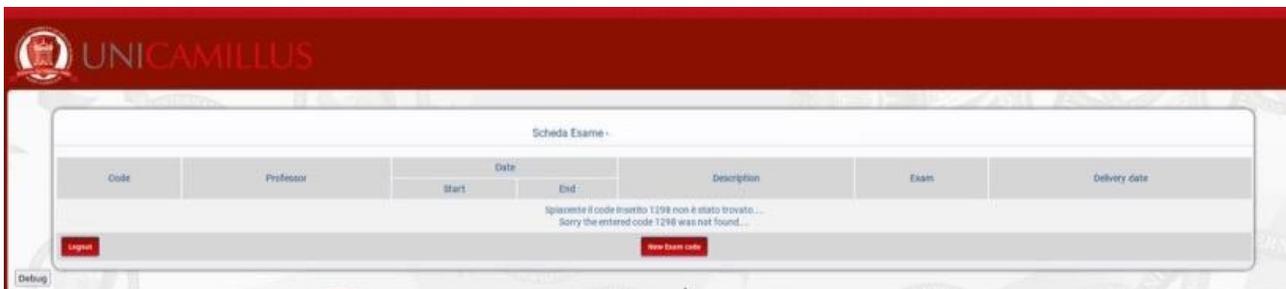
After clicking on Exam, the Student's interface to the WebApp will appear on the screen. Students must enter their username and password (which will have been verified the day before the exam), and the Captcha Code.



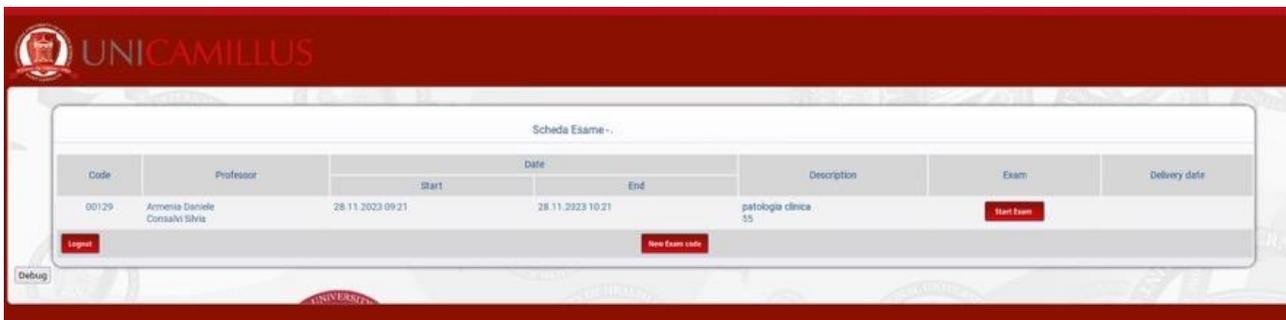
After logging in, students must wait for the test access code, which will be provided to them by the integrated course Coordinator or the tutor in charge of the course once the identification procedure has been completed. The code must be entered by the student in the Exam code field.



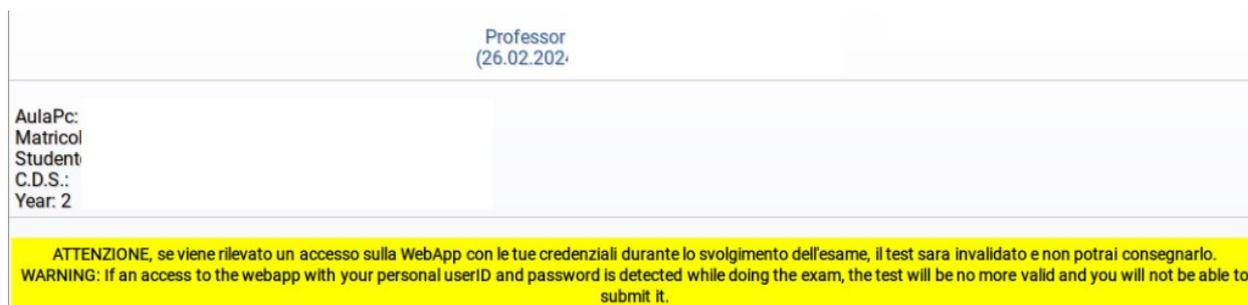
If students are not correctly enrolled for the session, the following screen will appear. If this happens, please inform the Examination Board and/or the staff in the room immediately.



Students who are eligible for the exam will see the following screen together with the name of the tutor in charge of the course. Students must then click on **Start Exam** to start the exam.



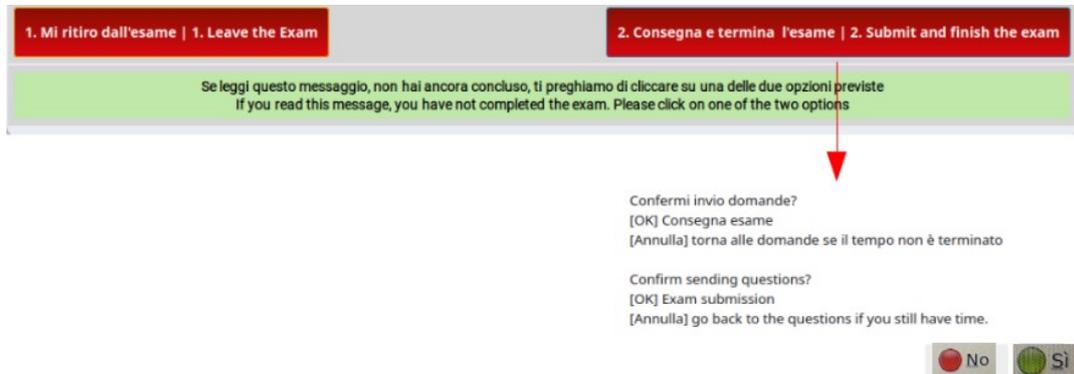
The following image will appear:



At the end of the exam students will have the option to:

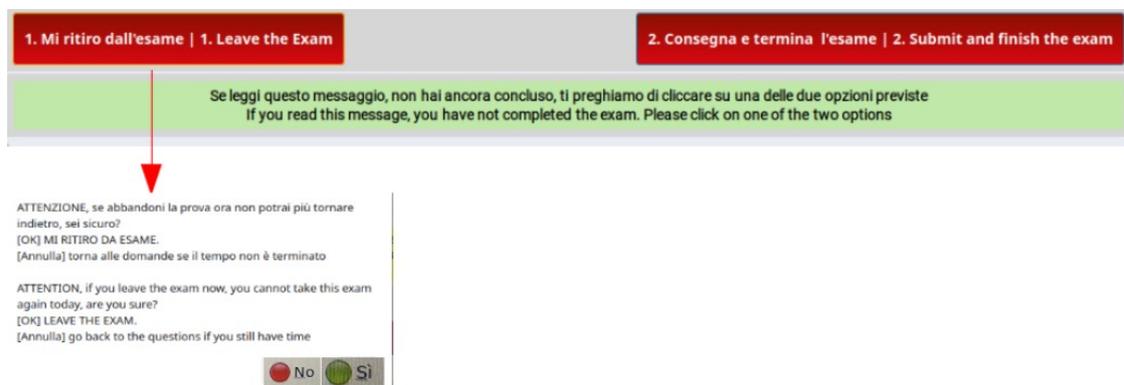
- *Submit and finish the exam:*

If students decide to submit the paper for it to be marked, they must click on **Submit your answers and finish the Exam** → and confirm their decision by clicking OK. The paper will then be marked by the tutor in charge of the course.



- *Leave the exam:*

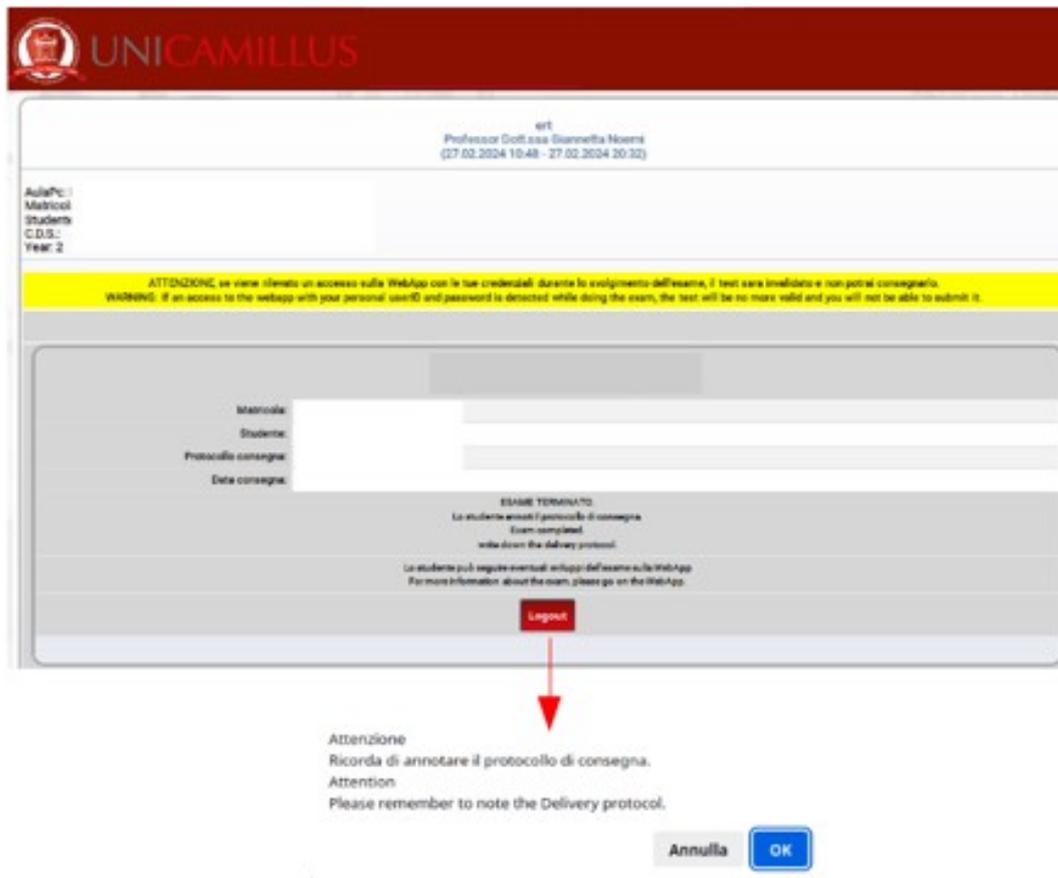
If students decide to withdraw, they must click on **Leave the Exam** → and then confirm their decision by clicking on **OK**. In this case the paper will not be marked by the platform and the student will be marked as Withdrawn.



Only if the procedures described in points a) and b) have been correctly executed, the platform will assign a number to the student's test. It is the student's responsibility to keep this number safe, which may be requested by the Examination Board for any checks. This protocol number can also be viewed in the personal area of the WebApp.

Furthermore, it is stressed that without this protocol number, the Examination Commission cannot conduct verifications in case of any issues reported by the student. Therefore, it is reiterated the importance of correctly performing the "Submit and finish the Exam" or "Leave the Exam" procedure.

At the end of the exam and after writing down their protocol number, students must **log out** of the platform.



In the event of technical problems such as power failure or lack of internet connection, the exam may be rescheduled to the earliest available date compatible with other exam dates within the same semester.

5. Correction of papers

At the end of the test, the platform sends a correction proposal to the Coordinator of the integrated course. This proposal is checked and approved by the tutor and the result is visible to the student through the GOMP portal.

A specific procedure ("Practical_Guidelines_For_Online_Recording_Of_Examinations") provides instructions to the student regarding viewing the exam outcome, accepting, or rejecting it.

The student has the option of checking the completed exam by making an appointment with the tutor in charge of the course directly on campus.

6. Examination Board

The Examination Board is made up of the course tutors and the relevant subject experts. The Coordinator of the Integrated Course serves as the President of the Examination Commission.

The Examination Commission is responsible for overseeing the examination procedure, managing and monitoring the entire process in all its phases. The Examination Commission intervenes in the event of

irregularities and/or violations committed by the student during the examination. It should be noted that during the exam, the following actions are prohibited:

- Consulting notes, manuscripts, books, or publications of any kind.
- Using any electronic devices (smartphones, tablets, PCs) capable of detecting and/or transmitting images that can connect to the outside of the computer rooms where the tests are held.
- Verbally or in writing communicating with other students.
- Any act by the student considered by the Examination Commission to be obstructive or prejudicial to the correct conduct of the exam.

In the event of one or more of the above-described cases, the Examination Commission may decide to exclude the student from the exam and/or invalidate it.

7. Disciplinary Measures

Students who make false statements or behave inappropriately during the examination will be reported to the Disciplinary Board.

8. Final recommendations

In the event that a student wishes to review their assignment or make a report, they may do so at the end of the exam (or as communicated by the professor), ensuring not to disturb the smooth conduct of the exam for other properly registered students.

If there is a malfunction with the computer before the starting on the exam and the student has already logged into the WebApp, they must log out before switching computers.

If this procedure is not carried out, the university will not be responsible for the failure to submit the exam in case of errors due to logging in from two different computers.

Please remember that credentials to access the WebApp are personal. If the platform detects a double connection to a student's personal profile page by a single student (in the IT room during the exam and from a device other than the classroom computer – tablet, smartphone or others), at the end of the exam, the platform will not allow the submission of the test and will send an alert to the Examination Board, who will reserve the right to assess individual cases by means of appropriate technical checks. In the event of irregularities, the Examination Board may decide to cancel the exam.

It is clarified that the presence of administrative staff during the examination is solely for organizational support to the Examination Commission, which is the only body responsible for conducting the examination in all its phases. Therefore, the student should not, under any circumstances, address the administrative staff to report any issues that may arise during the examination. The administrative staff cannot intervene in any way to provide technical assistance or explanations regarding any difficulties. Such situations should be reported solely and exclusively to the members of the Examination Commission.

For matters not expressly covered by this procedure, reference is made to the provisions of the Student Regulations as well as the Teaching Regulations of each BSc and MSc course.
