



## Guide to Exams & Graduation

For both the exams and the graduation exams, the University supports the use of the G Suite for Education tool, with the combination of the following apps:

- Google Drive
- Google Meet
- Google Sheets
- Google Docs Approval

### Prerequisites

In order to use Classroom it is sufficient to have an Internet connection available, to choose one of the browsers present on the PC (ex. Chrome, Firefox, Internet Explorer or Safari - in general it supports the main versions of the browsers on an ongoing basis).

To use Google Meet for distance learning, you will also need a video camera and microphone, or a laptop PC with camera and integrated microphone.

*Si consiglia l'uso di Google Chrome come browser, per alcune funzionalità ben integrati con G Suite for Education.*

### Retrieve IT credentials

The email address and the link to enter the desired password is sent via email from "G Suite Team", in your private email, made available to the coordinator.

The "Welcome Email" contains a link / button. By clicking the link opens a window where you

can put a new password. Mark carefully and remember this password, it will be valid for the duration of your teaching at NSBC.

If you cannot click on the button, or if the link is no longer valid, please contact our technical support via email: [ced+password@unizkm.al](mailto:ced+password@unizkm.al)

#### Your Google Account password has been reset

Hello Webmaster,

Your administrator has reset your Google Account password for Catholic University "Our Lady of Good Counsel".

Click **Reset password** below to set a new password. To keep your account secure, follow [these password guidelines](#).

Reset password

For your security, the reset password link expires after 48 hours. After that, please contact your [administrator](#) for your password.

Regards,  
The Google Cloud Team

The lecturers who have already used the G Suite platform, already have the credentials, so there is no need to create new ones. All the students already have an @stud.unizkm.al account where they will be invited to participate in the exam.

## EXAMS

To take an exam, the commission creates an event on Google Meet, logging in with the account @ prof.unizkm.al.

The secretary sends to the lecturer the minute via e-mail in PDF format before the exam starts.

The lecturer:

- Starts to record the meeting;
- Invite the first student according to the transcripts, in the meeting, by clicking "Add";
- Check the student card, identity card, and the other rules above mentioned for "proctoring";
- Takes the oral test with the student;
- Remove the student from the meeting;
- Add the second student and repeat the above mentioned steps.

The lecturer prints and compiles the PDF minute received by e-mail and delivers it to the coordinator when possible.

After his checks, the Coordinator delivers it to the didactic secretary, to fill in the grades.

If the exam is blocking, the results can be sent via e-mail or the scanned report, and physical delivery at a later time.

## Graduation

### Checking before the Graduation exam

The checks will take place the same way as were done before. The didactic secretary should monitor the career of all candidates.

### Checking the grades

For checking the grades, the secretary can use the scanned transcripts found in the UniMS system. In the case of missing / not scanned transcripts, or which are physically located in the office, the secretary will go to the office and scan the required transcripts. The transcripts must be entered in the proper area in UniMS.

### Checking the documents of graduating students

The same procedure will be performed for the documentation necessary for checking the personal data etc. The secretary can use the documents attached by the student, the Admission Office, secretary on the proper area of such data.

For those students whose documentation is in the file, the secretary will go to the office and scan / check the necessary documents.

## Documents and procedures

The procedure is the same also for the documentation that the didactic secretary must prepare. The documentation must be prepared through the UniMS system, and then it is shared in the folder prepared by the IT office.

### Preparation of Graduating Curriculum in PDF format

The curriculum of graduating students will be prepared in PDF format by the UniMS system. The PDF must be saved as <surname first name of the candidate> .pdf. All PDFs will be placed in the folder prepared by the IT Office.

### List of the Graduating students

The list of graduating students must be completed online. The proper link of Google Sheet will be made available by the IT Office. The secretary can copy and paste the personal data from the excel file downloaded from UniMS, respecting the format and layout predefined by the IT Office. Access will be available 7 days before the graduation session, and will end the day before the exam.

## Exam results

On the day of the Graduation Exam, the commission will have access to the online list of graduating students. Access is only available for the duration of the exam. Any member of the commission can see the summary.

At the end of the session, the IT Office blocks the editing of the document, and requires the final approval from each member of the commission. Each member confirms the correctness of the data and the document freezes.

## Online Platform

### Shared folder for the commission

The IT office creates a Drive folder for each Graduation exam, with the following structure:

```
<CDL> _ <exam date>
| _ <Graduating students Curriculum>
| _ <surname first name of the student> .pdf
| _ <Transcripts list of graduating students>
```

The "Graduating Curriculum" folder is shared with your teaching secretariat (read / write) and the commission (read). The transcripts are shared as follows.

### Google Sheet - List of Graduating students with limited access

The IT office prepares a Google Sheet for each Graduation exam. Access will be possible for the didactic secretary 7 days before the Graduation exam and will close the day before the exam. On the day of the Graduation Exam, access to the Google Sheet is given to all members of the commission, with special limitations: "Read" of the entire document but



"Edit" only the "Grade" section. At the end of the session, the IT Office disables the "Edit" function of the document and requires the approval of all members for the correctness of the data. Once approved by all members, the document is blocked and considered approved.

### Google Meet Event

The IT Office creates an event for each Graduation exam in a specific calendar for each Graduation exam. In the event:

- Attach documentation (Drive folders)
- The Guest invites the members of the Commission (as participants)
- The Guest invites students individually
- The IT office creates a second private event for evaluation by the commission. The Guest invites only the members of the commission.
- Broadcasting for the grades publication.

For more information please contact:

IT Office

Email: [ced@unizkm.ial](mailto:ced@unizkm.ial)

Mob: 00355 4 2273290

Address: Catholic University "Our Lady of Good Council