

# Furniture Technology

## Module: Robotics and Mechatronics

IN13 121MI-3

### EXAM GUIDELINES

Two possibilities:

- Oral exam
- Hybrid: report + oral exam

Details

- **Report**
  - In-depth analysis on one of the topics covered in the course (there is a certain flexibility of course)
  - The report topic needs to be discussed with the professor, and approved
  - The report needs to be handed over at least 7 days before the exam
  - Length of the report shall not exceed 2000 words. A good report shall have between 1300 and 1700 words, 0-3 figures, and the following structure: introduction, methodological part/state of the art analysis, results/discussion part, conclusion.
  - Try to be as concise and precise as possible. Do not choose too wide or far-ranging topics. The report shall contribute in some (very small) way to the research in the field.
- **Evaluation** (from academic year 2019-2020 onwards)
  - Oral exam:
    - 3 questions
    - Final mark (0-30) = oral exam mark (0-30)
  - Hybrid:
    - Oral exam consists of 2 questions
    - Final mark (0-30) = report mark (0-10) + oral exam mark (0-20)
  - Honours policy:
    - 30/30 with honours (lode) require honours in the oral exam
- **Exam sessions and dates for A.A. 2020**
  - Summer session:
    - 07/06/2021 – from 10:00

- 21/06/2021 – from 10:00
- 12/07/2021 – from 10:00
- Autumn session:
  - 13/09/2020 – from 10:00
- Spring session:
  - To be defined
- **Guidelines for COVID-19 emergency**
  - The exam will be carried out on the **Microsoft Teams** platform. You can access the platform from a Windows or macOS PC, from an Android or iOS smartphone and from any web-browser.
  - **The exam is a public act and public event;** as such, it is required that a minimum of 2 students in total are present; even, in this case, via teleconference. For example, if only one candidate is enrolled in the session, at least one other student shall be present as audience during the exam. The Commission will take care of notifying “solitary” Candidates that another student is required.
  - Each of the Candidates shall have a functional webcam connected and activated in Microsoft Teams during the exam. If a webcam is not available, Microsoft Teams works well on Android and iOS smartphones.
  - A procedure is outlined in the following, which all Candidates and the audience are bound to follow:
    - At the precise time the exam session starts, the Commission (Dr. Seriani and at least one other Professor) will proceed to gather the names of the Candidates which are enrolled in the exam via “esse3” and invite them on a one-by-one basis into a “Class” Team in Microsoft Teams.
    - All Candidates enrolled in the session will be present during the oral exam of fellow Candidates.
    - A rollcall will be performed by the Commission and the identity of the Candidates will be verified via comparison with the photo ID present in the esse3 system.
    - Other students which are not enrolled in the session will be allowed to join as audience provided they notify the Commission beforehand via e-mail.
  - Code of conduct during the exam, to avoid cases of academic fraud (cheating, plagiarism, etc.):
    - The examinee shall point his/her webcam towards himself, as such that the face, both hands, a couple of white paper sheets and one pen/pencil is fully visible at all times.
    - The webcam shall be always on during the exam of the Candidate.
    - After the Commission poses a question, during the answer the Candidate is encouraged to either look at the screen in front of him or at the paper on the

table. Repeated glances elsewhere or blackouts of the webcam will render the question null (0/10).

- Tools and programs for the exam:
  - In order to draw diagrams, equations the examinee can take advantage of Microsoft Paint or similar software.
  - In particular, MS Paint is equipped with tools to draw lines, circles, and type text. While the former are useful to draw diagrams (e.g. the kinematic structure of a planar robot), the text input can be used to write equations.
  - Tips for MS Paint:
    - Use a large font when inputting text (min. 20 pt), otherwise text won't be readable via MS Teams,
    - The modifier key "SHIFT" can be used to draw lines ("Line" tool) at 0, 45, 90° inclination, and to draw circles with the "Oval" tool.
- Important:
  - During the exam all students which are not the examinee shall keep their microphone silenced and shall not intervene unless requested by the Commission.
  - For important questions directed towards the Commission, please use the chat which is available in Microsoft Teams.
  - In case a Candidate has a proven inability to use the Microsoft Teams platform (issues related to network, application, hardware, etc.), the Commission reserves the right to take advantage of another teleconference platform to carry out the exam. Even in this case, at least one additional person is required to act as audience to the exam.

I admit that the rules for COVID-19, particularly these about the code of conduct, seem quite strict, cumbersome and, to a certain extent, arbitrary. Unfortunately, there are precise guidelines that we, as faculty members are required to adhere to, regarding the topic of exam procedures; we have the responsibility to guarantee that the exam is fair, transparent, and consistent.

Dr. S. Seriani  
Course holder