

## **Students: instructions MUST be read beforehand - MCQ test**

### **Very important**

- It is necessary to **have a computer connected to the internet** during the given time slot in order to be able to take the tests online. This computer must be **functional**, without any problem of **date/time**, otherwise it must be rectified just before starting each test.

CAUTION: if you are connecting from outside of France, please adjust **the time zone** in your Moodle profile by clicking on: your name at the top right > Profile > Edit my profile.

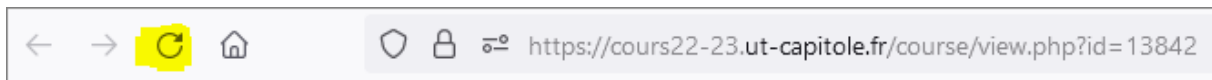
- Make sure you have a **recent version of your web browser**. The recommended browser is **Firefox**. It can be downloaded or updated by following this link:

<https://www.mozilla.org/fr/firefox/new/>

**Avoid using the Safari browser** because it hides some useful features for your tests (drag and drop of documents).

If you are using browser extensions that filter web pages (such as Adblock, Ghostery, etc.), deactivate them during the test as they may cause malfunctions during the online MCQs.

- **To avoid updates** to your computer at the time of your tests, you can temporarily suspend them (as explained on [this page](#) for Windows 10).
- If a page is blocked or malfunctioning during an exam, **start by refreshing it**. To do this you can click on the spinning arrow in the header bar of your web browser:



### **On the day of the exam: Who do I contact if I have a problem?**

- Contact **the teacher** in charge of the course for a pedagogical question.
- Contact **mediatice@ut-capitole.fr** if there is a problem with the connection, the functioning or the access to "My online courses" (Moodle), by copying **your teacher and your school administrator** (their email addresses are available by clicking on their names in the "Contact" block of this exam space).

### **On the day of the exam: how can I prove my good faith in case of a technical incident?**

It will be assessed on the basis of the elements that can be observed (connection history) and those that you can provide: attach to your message any element that will help you understand the nature of the problem (e.g. screenshot showing the date and time of the computer concerned, video showing that the functionality remains blocked even if you reload the page, etc.). If your internet service provider is responsible for a connection failure, you must provide proof of this.

## **Questions about the course of an online MCQ test**

**I was disconnected from the test during the exam:**

Reconnect to "Mes examens en ligne" as soon as possible and re-enter the test. If the time has not elapsed, you will resume the test at the question you left off at.

**I have completed and submitted my test attempt, but I still have time left and want to change my answers:**

It is not possible to go back to a submitted attempt.

**My test was sent automatically at the end of the essay time without me sending in my attempt. Will my attempt be taken into account and evaluated?**

No. Attempts are sent automatically when the scheduled time is up; your attempt will be evaluated.