

ICoN exam software installation instructions

January – 2019

Summary

You can download the software from this page:

<http://www.icon-laurea.it/it/esami>

in the ICoN website.

The exam requires that:

- a. The new software “SoftwareEsameICoN”, required for the exams, has been installed on your PC;
- b. The .dat files that contain the exams tests of each individual student are copied on this same PC. These files will be sent by e-mail.

The following instructions explain how to install the software, where to copy the .dat files and how to run the program.

For any information you can contact the technical support of ICoN at:
supportotecnico@italicon.it

Telephone number: +39 050 6222524

Index of the instructions

- A. How to install the software
- B. How to take the exam
- C. How to send the exam tests

A. How to install the exam software

1. "ICoNExam" software installation

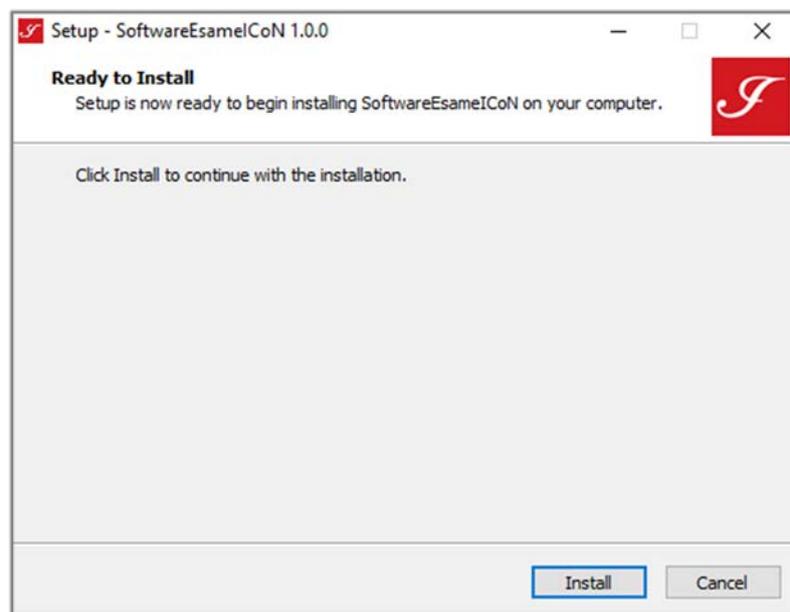
The "ICoNExam" software is required to take the end-of-semester exams and must be installed and tested in the previous days before the beginning of the exam session.

To perform the installation it is necessary to download the setup file from the following address:

<http://www.icon-laurea.it/it/esami>

This page features a section to download the installation file of the program; moreover, the several versions for all major platforms currently on the market are available here. The size of the files to download varies depending on the operating system.

After completing the download of the setup file, it is necessary to start the installation by double clicking on the icon. Especially on Windows systems, we suggest to start the installation as admin (click with the right button on the file and choose the option "Run as administrator"). At this point the following screen will be displayed:



Pressing the "Install" button automatically completes the installation and displays the following software welcome screen:



Once this step is completed, the program can be used. It can be activated as well as the other programs of the operating system (for example in Windows 10 will be displayed among the new apps in the menu that appears by pressing the icon on the bottom left).

2. The exam files

An email is sent to the technical contact of the office for each booked exam. This email contains the file for the execution of the test as an attached file (for example:

I_2018_nome_cognome_geografia_dil_1.dat) and the respective password required to open it.

The files containing the tests must be saved in any folder on your computer. To access the files you need to open the exam software and press the "Start" button. This allows you to select the files by browsing the folder where they have been saved. These archives **can not be read with programs other than "SoftwareEsameIcon"** (for example, they can not be read with Word), **and can not be opened by double clicking.**

At the end of each test, the software requires to be saved in a file with the results of the exam just carried out. The user must complete this procedure and send the exported file to supportotecnico@italicon.it

B. How to install and test the exam software

Once the installation of the program has been completed, the exam can be performed only in this way:

1. Opening ICoNExam

First of all you need to run the “SoftwareEsameICoN” program. This can be done in conventional ways depending on the execution platform.

For example, in Windows 10 you must click on the icon at the bottom left of the screen and select the icon with the white "I" on a red background that you find in the menu.

IMPORTANT: the exams cannot be opened with a simple double click on the .dat file, but only by performing the procedure that we will describe.

2. Selection of the exam files

Before starting an exam, it is necessary to copy the .dat files of the exam tests on your computer; these files will be sent to the e-mail address that you communicate to us. We suggest you to create a folder with the name of the student, and save all the exams that the candidate has booked.

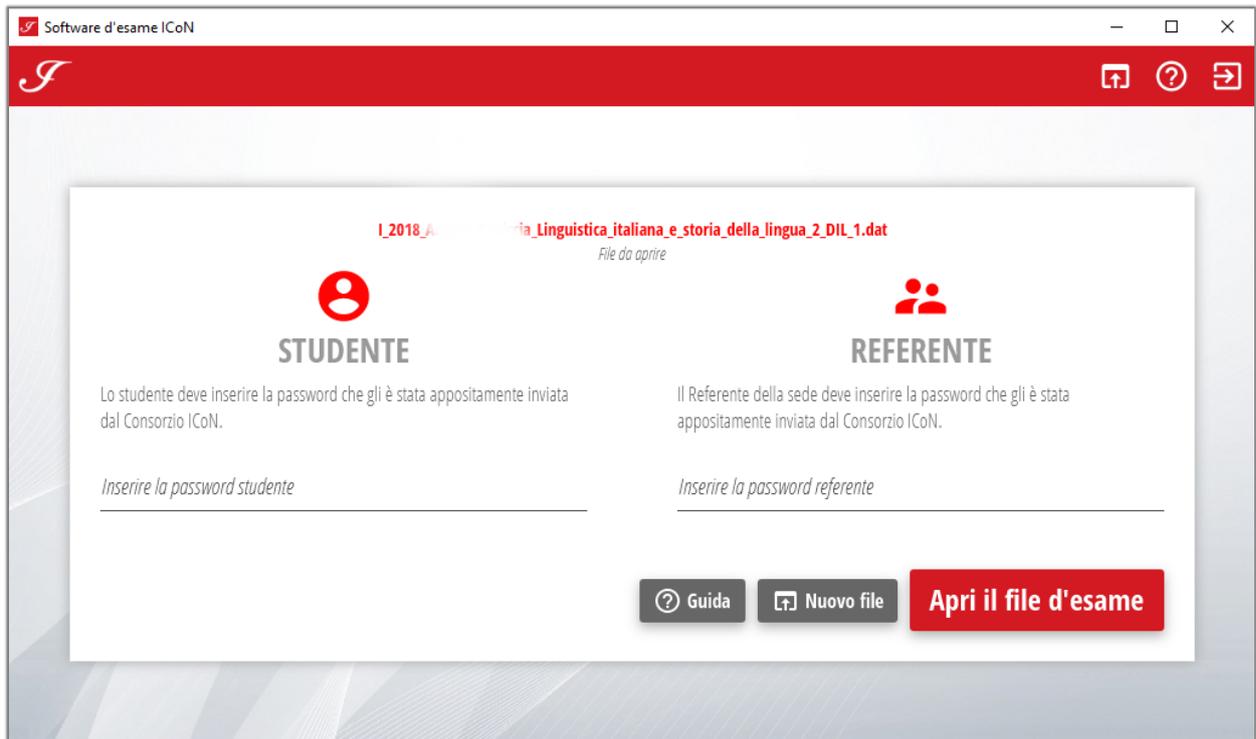
When the program starts, the welcome screen is displayed. Pressing the "Start" button automatically opens a window displaying one of the folders on your computer (for example, you open the user's personal folder on Windows) where you have to select the exam file to open in the software. Using the default navigation keys you will have to place in the folder where you have saved the files and choose what you need to do.

3. Entering the access data

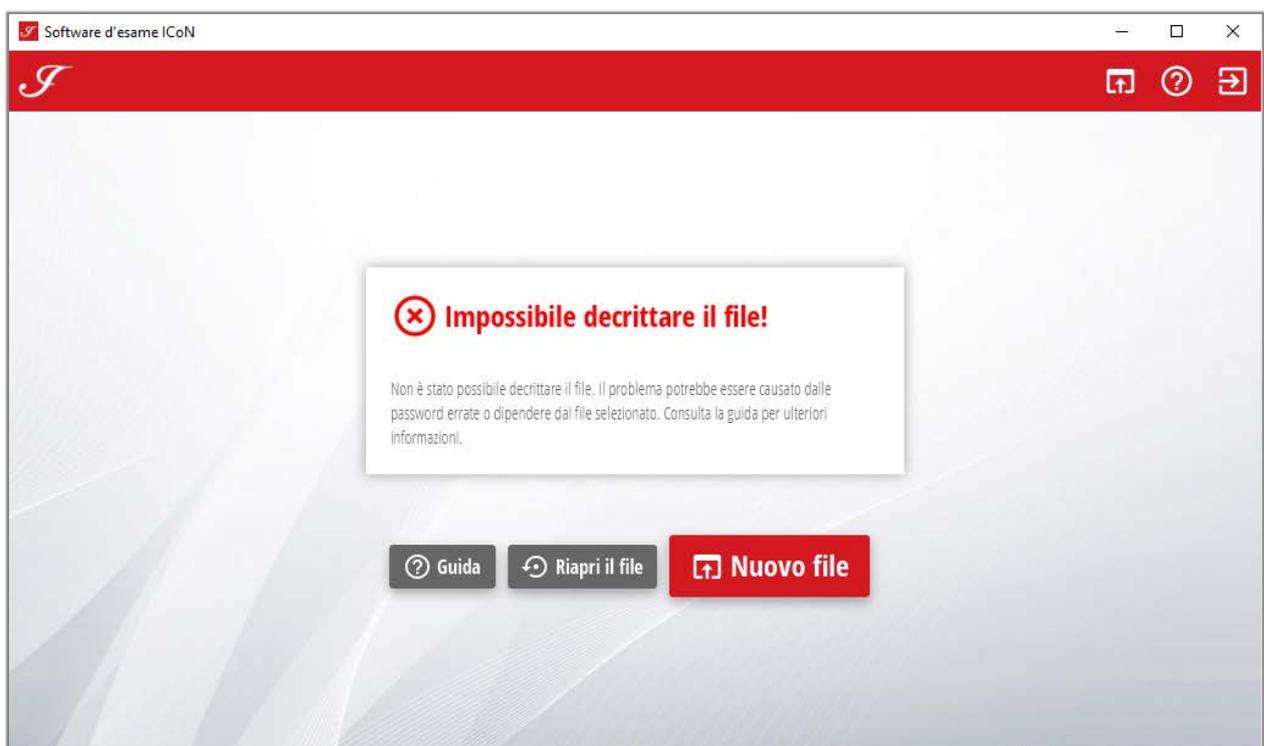
After selecting the .dat file, a new window is automatically displayed: the **student password** and the **office's referent password** must be entered here.

The student password is a data held by the candidate and is sent by e-mail a few days before the beginning of the exams to the candidate's e-mail address.

The office's referent password is a data present in the email that is sent to the technical manager of the office. The candidate's exam file is also attached to this email.



In case of incorrect entry of the access data you will see the following error screen:



By clicking on the "Riapri il file" option, you can re-enter the login information to open the exam file.

4. Unexpected closure of the examination software

The software is equipped with an automatic saving of the exam and a recovery system that protect the student in case of sudden and unexpected interruptions of the software (computer problems, lack of electricity, etc.).

After solving the problems, it will be possible to resume the test by performing exactly the same operation performed at the first opening. The test will be reinstated with the exact situation at the time of the interruption.

5. Test of the exam procedure

After completing the installation of the program it is necessary to verify the correct functionality using a test file that is available at the following address:

<http://www.icon-laurea.it/it/esami>

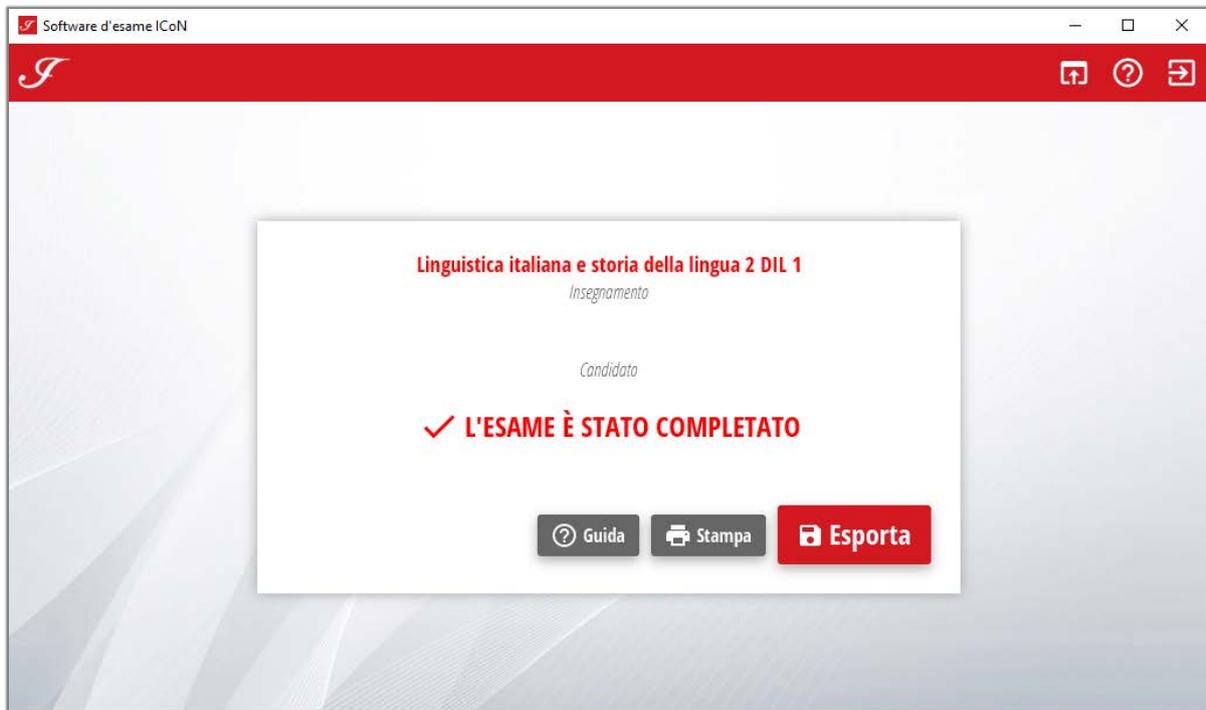
This file has the same characteristics as those of the students except the content.

The page contains the data for the opening of the test too; you will have to enter the data in the start-up phase.

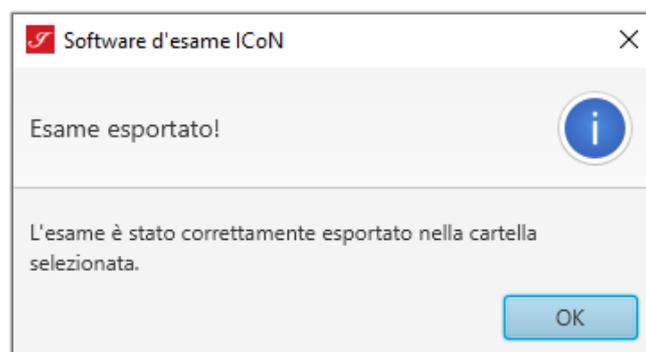
The data is valid only and only for the opening of the test file. To open the candidates' files, it will be necessary to enter both the student password (available for the candidates) and the contact password indicated in the email accompanying the tests.

C. How to send the exam tests

At the end of each exam, the software closes automatically and will show you the following screen:



First of all, you will have to save the exam file by clicking on the "Export" button. The software will ask you to select the folder in which to go to save the file. At the end of the export the following screen will be displayed:



The software will automatically save a .zip file with the student's first and last name, the exam name and the current session.

From the same screen of closing examination it is also possible **to print the test** carried out by clicking on the "print" button.

The .zip file that is created at the time of export must be sent **at the end of the day** to supportotecnico@italicon.it.

The file will be used by ICoN for the correction and the assignment of a mark to the exam.

The tests supported by the student during the day must be indicated in the message with which the file is sent.

For each test it must be indicated if the student has performed only the exercises, only the elaborate or both (the exercises and the elaborate).

In case of clarifications on aspects of the procedure you can contact us at supportotecnico@italicon.it

*ICoN Consortium
January 15, 2019*