Instructions for the Smart Cities mini-test[1]

1. The mini-test will be carried out online, by Zoom. The examination will consist of a set of questions divided into groups and will be handwritten with pen on white paper. After answering each group the written sheet(s) will be digitized and submitted via fénix.

Remote session

2. In the event (the test), the student must have the Zoom channel with camera and microphone always on and guarantee a stable network connection. The Zoom image cannot have any kind of virtual background. Headphones (headset) cannot be used and must be switched off.
3. Throughout the test the camera must show the entire working area, including head, arms, hands and all sheets in use. The sheets to be used must be white with or without lines and without prior content.
4. To enter the Zoom session the student must be authenticated via @tecnico.ulisboa.pt (as happened in the Smart Cities lectures).

Test groups and questions

5. The test will be divided into parts (groups). At the beginning of each part the questions (pdf format) will be published in the Zoom channel (chat). At this point each student shall open the pdf file. Apart from this, and except for the consultation of the slides of the lectures, as published on the course web page, the student must no longer interact with the computer until the end of the time for the realization of the corresponding group and after warning of the teacher to upload the answer.

Submission / Upload

6. At the end of each group, and after indication of the teacher, all students must show the resolution sheets to the camera legibly, using the entire field of view of the camera. With all windows of the Zoom participants showing the resolution sheets, for a brief moment, the session will be recorded.
7. After this step you should scan and send your test (see instructions below). Each page must be properly identified with the student's number and name, in the left-hand sheet header, and in a visible way.
8. **Scanning process** – At the end of each group there will be a period of submission in fénix. For the submission of each group there will be a period of 5 minutes in which each student has to generate a pdf document (using an application to scan and generate the pdf – non-exhaustive list of applications available at https://sartre.tecnico.ulisboa.pt/en/alunos/ferramentas-uteis/) and upload

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[1] V2 (2021 May 5). V1 (2021 May 3).

directly to fénix in the project submission area (there is a submission for each group – "SC_test – Group ...").

9. The file (in pdf format) name must have the student number followed by the number of the group uploaded (e.g. "54321_G1.pdf").
10. If you cannot submit only one file per group, the name of each file submitted must also have the page number (54321_G1_pg1.pdf").
11. The file with the answers to each group must be submitted immediately after the end of each group. Submissions outside the submission period will not be accepted.

Commitment of honor (Test Group I)

12. **Commitment of honor** – As proof of agreement, all students enrolled and present for the test will have to submit at the beginning of the test a handwritten statement with the following content (https://sartre.tecnico.ulisboa.pt/en/codigo-honra/):

    "By submitting this assessment online, I declare on my honor that I will solve the test using only the authorized consultation elements, autonomously and without exchanging any information by any means, with any person or information repository, physical or virtual."

13. Submission of this declaration is mandatory and must be uploaded at the beginning of the test, together with a copy of an identification card, as described above. (These elements will be Group I of the test).

Access to the test

The Zoom session where the test will be held is on the same link used for the Smart Cities lectures.

To remember

- Before the test check technical conditions (network, video camera, sound, scanning app)
- Access to users authenticated at @tecnico.ulisboa.pt
- Username must be Student Nº – Name (e.g. 12345 – Alberto Cunha)
- Have your blank sheets of paper ready to be shown at the beginning.
- Have an ID ready to be scanned together with the commitment of honor
- Identify each page with your Student Nº – Name