

## Instruction for online diploma exam on Zoom platform (participant: student).

1. At least one day before the target examination, Zoom applications on hardware must be installed and tested for audio, video and internet connection in order to have time to resolve any technical problems that may arise. The application is available for Microsoft Windows, Apple, Android and Linux. The installation can be done by going to the address from the meeting link or from <https://zoom.us/download>.
2. After starting the application for the first time before the exam, you must enter your Surname, First Name and album number in the description, which will allow the committee to initially identify the participant.
3. 30 minutes before starting the diploma exam committee in remote mode, a test connection with the diploma exam committee should be made in order to verify the quality of the connection and avoid possible technical problems.
4. 20 minutes before the examination date, the participant should join the meeting by clicking on the previously received link (this will trigger the previously installed Zoom application). After the connection, the participant is placed in the Waiting room where he or she waits for his or her turn and is joined by the committee.
5. At the bottom of the application there is a menu in which we can manage the switching on/off of the microphone, camera and share the screen/application. At the end you should click “Stop sharing”.
6. After the end of exam click “End” or “Leave” depending on version of application.

