

EXAMS / FIRST SEMESTER 2020-2021

The First Semester exam session will take place regularly, either remotely or in person (according to the logistics provided by the faculty in accordance with the requirements of the teacher) in the period already scheduled from 18 January to 29 January 2021. During this period all the exams will begin at 09.00 a.m and end at 05.00 p.m.

PROCEDURE FOR ONLINE EXAMS

(COMMON ELEMENTS FOR BOTH WRITTEN AND ORAL EXAMS)

1. During the exam, the teacher manages the session. If he does not have a good connection, he could show up on site and the Faculty must ensure a place to activate the exam session. Always check the quality of the video and audio connection, it is advisable for the student to connect at least a few minutes before.
2. The student will be seated at the desk, must show a university card or other valid document before starting the exam, showing it clearly in front of the webcam.
3. The student must also keep his gaze fixed on the webcam for the entire time of the exam.
4. There must be no other people in the room where the student is, no books, notebooks or notes. The student may be asked to frame the desk to show that it is empty and that the walls are empty or otherwise with no hanging sheets.
5. The student may be asked to share the full PC screen.
6. Students may be asked to turn off their Smartphone and keep it visible on their desk.
7. Hats cannot be worn during the exam, the student may be asked to show their ears to ensure that micro-earphones are not used.
8. The exam can only be recorded by the teacher for the collection of documentation and for possible use in the event of a dispute.
9. The exam is cancelled if a student is caught copying or leaves the station before the end of the test.
10. If other people are present in connection during the exam, they are asked to mute their microphone.

WRITTEN TEST

1. Thanks to the Zoom platform, or other systems or instruments that may be agreed with the Director of the Exams, each teacher has a wide possibility of administering tests and written tests of various kinds, portfolios or other exercises to understand if a student has acquired an adequate knowledge of the subject.
2. It is important that at the beginning of the semester, or at least in a timely manner if emergency situations occur, the teacher declares how a student will be assessed at the end of the course.
3. If there are doubts on the part of the teacher about the regularity of the performance or of inappropriate behaviour by the student during the written test with closed questions and answers, the teacher may request an additional oral exam.
4. According to the regulations in force, the student will always have the possibility to refuse the vote (in the General Secretariat within one week from the end of the examination session).

ORAL EXAMINATION

1. For the oral exam the Zoom platform, or other systems or instruments that may be agreed with the Director of the Exams can be used.
2. It is important that at the beginning of the semester, or at least in a timely manner if emergency situations occur, the teacher declares how a student will be assessed at the end of the course.
3. At the end of the oral exam session, the teacher, as usual, can immediately communicate the result or invite the student to check it on the digital register of the AMS of the faculty.
4. According to the regulations in force, the student will always have the possibility to refuse the vote (in the General Secretariat within one week from the end of the examination session).