



INSTRUCTIONS FOR CANDIDATES FOR THE ADMISSIONS TEST ENGLISH DEGREE PROGRAMME IN MEDICINE AND SURGERY 12 September 2019

The candidates must present themselves at 11.00, when they will be accompanied to the examination room by Student Affairs Office staff. Candidates must wait outside the room until they are asked for their identification document by the exam commission.

In accordance with ministerial directives, candidates must not bring personal objects, cell phones, electronic devices, stationery (sheets of paper and pens) and teaching material into the room. **Candidates are asked to arrive on test day without the above-mentioned items.** Those who are not able to comply with this request must leave the forbidden items with the examination staff at a deposit area before entering the examination room. The university will not be responsible for any deposited items that go missing.

Candidates found using or in possession of electronic devices, personal pens or any of the aforementioned items (even at the end of the exam) will immediately be sent away and their exams will be voided.

Candidates with proper identification and to whom a seat has been assigned will be allowed to take with them only paper handkerchiefs, a bottle of water and a snack (cake, crackers or the like), which must be eaten before the start of the exam.

For identification purposes, the candidate must present to the commission an identification document (photo passport for non-EU students or residence permit), if possible the type of document indicated in the exam regulations. The identity document will be returned to the candidate once it has been presented. The identity document **MUST NOT** be kept on the desk during the exam. The candidate must also hand in the receipt emitted on the www.universitaly.it website at the end of the exam enrolment procedure.

After the identification process the candidate may not leave the room. Candidates may ask to use the toilet only before the start of the exam and will be accompanied there by examination personnel.

The package containing the exam packets will be opened in front of the candidates after four of them have been chosen to verify their completeness and sign a statement to that effect. These candidates will be asked to monitor the proper administration of the exam throughout the entire testing procedure.

Before the exam begins, the commission will distribute the exam packets to each candidate, who may open the packet to take out the exam papers only after being told to do so by the commission.

Once told to open the packets the candidates will remove the exam papers and check whether their packets contain all of the following material:

- Personal data sheet
- A single answer sheet
- An exam with 60 questions
- A sheet with the identification code of the packet and the name of the university, to be used by the candidate as a worksheet, which must be handed in together with the exam booklet containing the questions

Any irregularities with the exam material must be reported to the commission, which will then provide the candidate with a new packet.

After checking the packet content the candidate must fill in the data sheet **WITHOUT signing it.**

Candidates may only use the black pens provided by the examining commission to fill in the answer sheet. Candidates found during or at the end of the exam with their own pen, and not one provided by the commission, will have their exams voided and thus will not be included in the candidate ranking.

During the exam, candidates may not communicate with one another or with non-candidates, except for invigilators or members of the commission; candidates found consulting any books will have their exams voided and will be excluded from the candidate ranking.

If the answer sheet is signed or marked by the candidate or by a member of the commission, the exam will be voided.

The candidate must mark the selected answer with an X and will have only one opportunity to modify the answer. In this case the candidate must completely blacken the box with the answer to be cancelled and place an X in the box of the newly selected answer. The circle at the left must be marked if the candidate wishes NOT to answer a question and to cancel any answer(s) that may be provided. If no mark appears in the answer boxes and the circle is not marked, it will be assumed that no answer has been provided.

Candidates MAY NOT leave the room before the end of the test: candidates may not leave the room early but must remain seated until the commission gives the signal that the exam is over.

At the end of the exam the candidate must return the pen to the proper personnel, any candidate found filling in the answer sheet after the exam has ended will have his or her exam voided and not considered in the candidate ranking.

Candidates must remain seated and put the question paper, cover sheet and candidate instruction sheet back in the envelope, so the barcode on the cover sheet can be seen in the window. Candidates must leave this on their desk. It will be collected by the invigilator.

The commission will check that after the candidate has submitted the envelope he or she is still in possession of the personal data and answer sheets.

The candidate will then be instructed to go to a designated area with the above-mentioned sheets to:

- choose a pair of labels with the matching codes from a specific sheet
- carefully place the proper code on the answer and personal data sheets
- sign, using the pen found on the desk, the personal data sheet, attesting to the truthfulness of the data provided and checking that the labels on these sheets have matching codes; if the personal data sheet is not signed the exam will not be corrected and will instead be voided;
- place the personal data sheet in the appropriate box

The candidate must then place the answer sheet in the appropriate box.

PLEASE NOTE: IF THE TWO SHEETS ARE PLACED IN THE WRONG BOXES THE EXAM WILL NOT BE CORRECTED AND WILL INSTEAD BE VOIDED.

It is absolutely forbidden for the candidate to copy down the codes pertaining to his or her exam.

On **September 26, 2019**, the CINECA, on behalf of the MIUR, will publish the exam scores anonymously providing only the label codes, on the following site: <http://accessoprogrammato.miur.it>.

On **September 27**, at 9.30 am, the University of Pavia proceeds, in the Student Administration Office on Via Ferrata 5, to remove the seals on the registry boxes. The registry cards will be read and the relevant information will be sent to CINECA. This operation is public and all interested candidates are invited to attend.

On **October 4, 2019**, on Universitaly webportal, candidates will be able to view their exam, score and personal data sheet.

On **October 9, 2019**, the exam ranking for community and extra-community residents in Italy will be published in the student area of the website.

On **October 9, 2019**, in relation to the merit ranking and the number of places available at the university, the names of those ASSIGNED or BOOKED for the degree programme at the first available university based on the preference order will be published in the student area of the ministerial website.

For further information please consult the examination notice at <https://web.unipv.it/>