

**GUIDELINES FOR EXAMS AND
GRADUATION EXAMS
(valid from 1 January 2021)**

With regard to assessment tests and degree exams, the regulations in force since 6 November 2020 have been extended until 31 January 2021. According to these regulations:

- Oral exams will be held remotely;
- Written examinations can be held in person (although students will have the option to take them remotely);
- Degree exams will be held remotely.

1. Oral assessment tests held remotely.

Oral assessment tests may only be conducted by electronic means, using audio-visual connection tools that ensure:

- Proper identification of candidates;
- Publicly-held sessions, thus allowing virtual access to the session by third parties who have been so authorised by the Chairman of the Examination Board;
- Discharge of the necessary formalities for appropriate exam recording.

All the exams originally identified in the syllabus as ‘oral’ will be held in this format, such format also being the most technically appropriate method to be used for distance exams. Any further changes to the syllabus must rest on reasoned grounds and promptly notified to the students.

Oral exams will be conducted according to the following guidelines:

- Students must register for their exam session via the Reserved Area. Notwithstanding Annex 1 of the Student Regulations, with a view to ensuring an adequate organisation of distance oral exams, teachers may arrange for registration to be completed within and no later than **three days** before the exam date, requesting the Esse3 Department Officer to make the relevant change.
- The Chairman of the Examining Board will contact the registered students to provide them with all the necessary information on how the test will be conducted, informing them in particular about the video call application that will be used (e.g. Zoom, Google Meet, Skype, etc.) and the time of the call. In the event that exam sessions involve a large number of students, the Chairman of the Examining Board will define different times, dividing the students into small groups to prevent them from having to stay connected for longer than is necessary in order that exam sessions may run smoothly.
- Before starting the exam, the examining teacher will identify the students by comparing each student’s photo — which can be viewed by accessing the reserved area (on Esse3) — with the face of the student appearing in the video conference call.
- At the end of the interview, the Chairman of the Examining Board will inform the candidate of the result of the test, which will then be duly entered in Esse3.

2. Written assessment tests.

Written assessment tests may be held either in person or remotely. In order to allow sufficient time for proper organisation, it should be noted that teachers may require that registration for written exams be completed within and no later than **four days** before the date of the exam, requesting the Esse3 Department Officer to make the relevant change.

2.1. *In-person format.*

If a limited number of registered students is expected (and therefore if students can be accommodated in a classroom in compliance with the distancing requirement laid down by the health regulations and in any case keeping a distance of no less than 1 metre from one another), it will be possible to sit written exams in person, overcoming the complexity inherent in distance written exams. Given the technical complexity of distance written exams, teachers are advised to be extremely responsive to any requests from students who would like to sit their written examinations in person.

In-person exams will be conducted according to the following guidelines:

- Teacher must inform their students that the exam will be conducted according to this format, asking the operator responsible for activating the sessions on Esse3 to enter “Written examination in presence” in the *Notes* field;
- Students wishing to take their exam remotely must so specify at the time of registration in the appropriate Notes field;
- Exams will take place in classrooms of a suitable size, so as to ensure that the distance required to be kept under health regulations is not less than 1 metre. In the event of a large number of students, it is advisable to take the written exam online to avoid gatherings.
- Any external audience will be admitted within the limits of the facility’s capacity in accordance with the safety measures in force.

Where appropriate, the discussion of the assignment will also take place remotely, including by telephone, in order to allow the mark to be recorded.

2.2. *Remote format.*

The option to take the exam remotely must however be guaranteed to students who so request. The exam can be taken in two different and alternative formats:

- Format A – Video call without relying on additional applications ([instructions](#));
- Format B – Video call using SEB (Safe Exam Browser) and KiroTesting ([instructions for teachers](#) and [students](#)).

If students are in now way able to connect, then they can report this to the teacher after the test so that he/she may consider how students can retake or, in any case, complete the exam.

3. Distance degree exams.

Bachelor’s, master’s and single-cycle master's degree sessions, as well as final PhD exams and the presentation of master’s degree theses in medical areas and university master's theses will be held remotely via video call (usually on Zoom).

Graduation applications, theses and all other necessary documents will be submitted [online](#) via each student's private area.

Online graduation exams are open to public but the Department, to avoid unpleasant interruptions, may decide to broadcast them in live streaming on YouTube, after obtaining the consent of the interested parties, allowing only the Commission and the candidates to access the video call.