

Guidelines for Exams and Graduation Sessions in Protection

Introduction

Starting from 1st September 2020, all the exams and graduation sessions must be taken in attendance, respecting the following guidelines that bring forward the instructions of Phase 3, which will also include the frontal teaching activities and will be in place in the first week of September.

Written and Oral Exams

ORGANIZATION

- The exams will take place in large halls, which allow the correct positioning of the students, as specified below.
- The halls and their furnishings have to be previously sanitized, according to the guidelines of Phase 2. After sanitation, the halls have to be aired. Sanitation is usually done the evening before the exams.
- Candidates are summoned in such a way as to allow the exams to take place without crowding. Exams have to be scheduled with a time entry system.
- The number of students must not exceed 50% of the hall seats.

PRELIMINARY OPERATIONS TO THE TESTS, BEFORE ENTERING THE HALLS

- Anyone who gets in the University premises must wear the surgical mask, or the community mask, or the FFP2 mask.
- Anyone with one of the following flu symptoms will not be admitted: fever ($T > 37.5 \text{ } ^\circ \text{C}$), shortness of breath, cough.
- Candidates must get in the University in random order (not queuing) through the entrance access, and must follow the paths delimited by yellow lines on the floor.
- Access will be limited in order to avoid gatherings; for this purpose, the person in charge (see the Guidelines of phase 2) must stagger the accesses.
- The surveillance staff, the employees and the teachers will prevent the creation of small groups or gatherings of students in the corridors.
- Students, teachers and staff must keep a distance of at least 1 meter between them.
- The President of the Commission has to draw up a list of all candidates and possible bystanders with their cell phone number, email address, to be used as contacts just in case one of the participants manifests symptoms of COVID-19 later.
- Students and possible bystanders must form an orderly queue, keeping the interpersonal safety distance of at least 1 meter. They can enter the hall only after the President or of a member of the Commission has explicitly indicated it.
- Candidates, the members of the Commission and bystanders must wash / disinfect their hands with soap and water for at least 40 seconds or with alcohol-based gel, which they can find outside the hall, for at least 20 seconds before entering the hall.
- The President of the Commission or his/her delegate will ask each candidate, each member of the Commission and each bystander if he/she has one or more of the following flu symptoms: cough, shortness of breath or fever ($T > 37.5 \text{ } ^\circ \text{C}$), keeping a distance of at least 1 meter from the other person.

- If a candidate or a member of the Commission or a bystander declares to have one or more flu symptoms, he/she will be not admitted in the hall at the sole discretion of the President of the Commission.
- After this evaluation, the members of the Commission and then the candidates and bystanders can enter the hall one by one, arranging themselves as described in the following points.

WRITTEN EXAM PROCEDURE

- Bystanders are not allowed.
- During the test the minimum distance (radius) between the center of each student's skull must be 1 meter +/- 10 cm.
- Students take a seat according to a checkerboard pattern.
- The members of the Commission deliver the papers of the test.
- After completing the test, each student leaves the papers on the desk, leaves the hall and the University premises following the appropriate exit path.
- The teacher collects the papers with vinyl or nitrile gloves.
- The Commission corrects the test. The results, together with their possible solution, are communicated to the student through the digital system for recording the exams (Esse3).
- Students are guaranteed to read the corrections with remote procedures established by each Department.
- After the test, the halls are aired and sanitized at the end of the day.
- In case of multiple examination sessions in the same hall, sanitation will be done at the end of each examination session.

ORAL EXAM PROCEDURES

- Bystanders can attend these tests.
- During the exam, the minimum distance (in radius) between each student must be 1 meter +/- 10cm.
- During the exam, the minimum distance between the student and the Commission will be 1 meter. Both the student and the members of the Commission wear PPE.
- Once the exam is over and the result is given, the student leaves the classroom and the University premises following the appropriate exit path.
- The exam results will be validated through the exam registration digital system (Esse3)
- Finally, the rooms are aired and sanitized at the end of the day.
- In case of multiple examination sessions in the same classroom, sanitation will be done at the end of each examination session.

GRADUATION / PHD SESSIONS PROCEDURE

- A maximum of two accompanying persons are admitted per candidate, if the capacity of the hall allows it.
- Students, family / friends and the members of the Commission (if they are not at the Commission table) take a seat according to a checkerboard pattern.
- During the examination, the minimum distance (radius) between each person in the hall must be 1 meter +/- 10 cm.

- Once the dissertation is over, the Commission leaves the hall and meets in another place to evaluate the candidates.
- At the end of the evaluation, the President proclaims the graduation rites. Candidates attend all together. They shall keep the minimum distance of 1 meter and scrupulously avoid handshakes and the ritual academic hug/kiss.
- Finally, the halls are aired and sanitized at the end of the day.
- In case of several graduation sessions in the same hall, sanitation will be done at the end of each session.