

Annex 4 – GUIDE-LINES FOR ONLINE EXAMS

Online oral exams are currently allowed, through the use of audio-video connection tools that allow:

- correct identification of the candidate;
- the conduct of the session in public form, thus allowing virtual access to the session by third parties, who for this purpose are authorized by the President of the Commission;
- the due fulfillment for the correct registration of the exam.

All exams originally scheduled in the Syllabus as oral are confirmed in this form, being also the most technically adequate for a distance exam.

The student must register for the exam through the Reserved Area.

By way of derogation from Annex 1 of the Student Regulations, to allow adequate organization of the oral exam at a distance, the teacher can provide that enrollment must take place no later than three days before the exam date, asking the Department Esse3 Manager to make the related change.

The President of the Commission will contact the students enrolled to provide all the necessary information for the test, in particular by communicating the video call application that will be used (Zoom, Google Meet, Skype, ...) and the time of the test.

In the case of exams with a high number of students, the President of the Commission will communicate different times by dividing the students into small groups in order to avoid that the student has to remain connected beyond the time necessary.

Before starting the exam, the professor will proceed to the recognition of the students by comparing the student's photo viewable by accessing the reserved area (Esse3) with the student's face that appears in the video conference.

At the end of the interview, the Commission President will inform the candidate of the result of the test, which will then be regularly included in Esse3.