GUIDELINES FOR EXAMS AND DEGREE EXAMS
(valid from 24/08/2020 until explicit revocation)

The University of Pavia is acting for the gradual resumption of teaching activities in presence, compatibly with current health safety regulations and without prejudice to compliance with the general rules on the use of spaces inside the University. In particular, the Departments, the Didactic Councils and professors will be able to carry out the graduation exams and the exams (oral and written) in presence if deemed appropriate and in any case guaranteeing students who request it the opportunity to carry out the remote examination.

1. **Oral exams.**
   If the teacher deems it appropriate, it is possible to carry out the oral exam exams. In this case:
   - the teacher must communicate this method to the students by asking the operator in charge of activating the appeals in Esse3 to specify in the Notes field 'Oral exam in person';
   - the student who instead wants to take the exam remotely, must indicate it when registering in the appropriate notes field;
   - in order to have the time necessary for an adequate organization, we remind you that the teacher can provide that the registration for the oral exam must take place no later than three days before the exam date, asking the Esse3 appointee of the Department to make the relative change;
   - the teacher must communicate to all those enrolled an exam schedule in attendance so that the students are present in the classroom at the same time as small as possible and in any case compatible with the distances provided (minimum distance: 1 meter between the people present);
   - any external public will be admitted within the limits of the capacity of the room according to current security measures;
   - the remote exam for students who have chosen this method takes place according to the current procedures.

As has been said, the teacher can also decide to carry out the exam only in remote mode.

2. **Written exams.**
   Especially if a limited number of enrolled students is foreseeable (and therefore able to be hosted in a classroom with the distance provided by the health regulations and in any case not less than 1 meter), it is possible to carry out the written exams, overcoming the complexity intrinsic to distance written exams. However, students who request it will be able to take the exam remotely.
   In the case of a written exam in presence:
   - the teacher must communicate this method to the students by asking the operator in charge of activating the call in Esse3 to specify in the Notes field 'Written exam in person';
   - the student who instead wants to take the exam remotely, must indicate it when registering in the appropriate notes field;
   - in order to have the time necessary for an adequate organization, please note that the teacher can provide that enrolment for the written exam must take place no later than four days before the exam date, asking the Department Esse3 appointee to make the relative change;
   - the written exams in attendance must take place in classrooms of adequate dimensions, such as to
guarantee the distance provided by the health regulations and in any case not less than 1 meter. In the case of a large number of students, it is recommended to take the written exam online to avoid gatherings.

- any external public will be admitted within the limits of the capacity of the room according to current security measures;
- the remote exam for students who request this method can take place both in the form of the first guide-lines, and in the form provided by the new guidelines (teachers - students).

As has been said, the teacher can also carry out the exam only in remote mode. However, great sensitivity is recommended in case students should show their desire for a course even in presence.

Please note that on 3, 8 and 10 September 2020 the admission tests will take place respectively for the single-cycle degree course of Medicine and Surgery, and Dentistry and Dental Prosthesis, the degree courses of the Health Professions and the degree course single-cycle master's degree course in Medicine and Surgery in English, therefore teaching activities will be suspended in the buildings involved.

Finally, it should be noted that the test for access to the specialization schools in the medical area will be held on 22 September, therefore if the University of Pavia is identified as the venue for the competition, the teaching activities will be suspended in presence of the buildings used for the test.

3. Graduation exams in person.

If the Departments and the Didactic Councils deem it appropriate, it is possible to carry out graduation sessions in person, in any case guaranteeing students who request it the possibility to carry out the degree exam remotely.

In the case of a graduation session in attendance:
- a classroom with adequate capacity must be identified, such as to guarantee the distance provided by the health regulations and in any case not less than 1 meter between the people present: the candidate, the members of the commission and up to 10 people who want to attend the exam;
- the classroom must also allow the connection with candidates who have decided to take the degree exam remotely;
- at least 5 days before the graduation session, a calendar of exams must be published indicating the scheduled time for each candidate and providing an interval of at least 10 minutes between the end of an exam and the start of the next one in order to allow the outflow and inflow of people wishing to attend the exam;
- each candidate may be accompanied by up to 10 people who will be able to attend the exam. These people must be accompanied by staff identified by the host structure up to the classroom where the exam will take place and, at the end of the exam, outside the spaces of the University;
- the ‘proclamation’ must be made for each individual candidate at the end of each degree exam.