Guidelines on conducting educational examinations from 01/01/2022 to 31/03/2022.
(updated on 15/12/2021)

The present indications represent an update to the previous Guidelines, adopted for the completion of academic year 2020-21 and for establishing teaching methods for academic year 2021-22. These regulations refer to the conducting of educational examinations from 01/01/2022 to 31/03/2022.

Considered that, owing to the state of emergency, this university adopted the general principle of allowing students to follow lectures remotely for academic year 2020-21, arrangements on conducting educational examinations adopted over the same period are extended.

These guidelines consider the applicable provisions in force, and are adopted in accordance with Section “7. Teaching Activities” of the “Joint Protocol regulating measures to fight and contain widespread of Covid-19 in the University of Trieste’s facilities”, notwithstanding any other regional or national regulations.

**Methods for conducting educational examinations (from 1/01/2022 to 31/03/2022)**

1. Professors are required to carry out examinations for academic year 2020-21 and 1st semester of academic year 2021-22 in presence, except for the situations described below, at points 2 to 5.
2. In cases where lectures of the 2nd semester of academic year 2020-21 were held remotely, the relative exams are normally held remotely as well; professors may choose to schedule their examinations in presence, upon agreement with their Department.
3. In cases where, for reasons relating to the emergency, the teacher of a course held in presence cannot attend the exam on-site, he or she will be allowed to conduct examinations remotely, upon approval of the relative Department.
4. In cases where authorised digital platforms (Moodle) are used, if the number of computer work stations available at the university premises are insufficient, as compared with the number of candidates, examinations can be carried out remotely.
5. For written examinations, inspection of test papers can be completed remotely.
6. In all cases where examinations are held in presence, the possibility of opting for the remote modality must be granted, upon each student’s motivated request. In this respect:
   a. Professors establish modalities for conducting examinations in person and remotely. Such modalities can differ. It is therefore possible to schedule on-site and remote examinations on different dates.
   b. Students who require to carry out exams remotely, when completing the online booking form, must attach a self-declaration reporting motivation to their request, that must depend exclusively on:
      i. Medical reasons related to the current emergency;
      ii. Impossibility to leave their residence, as a result of any restrictions related to the emergency;
      iii. Impossibility of travelling from a different region to that where the university is located;
      iv. Having attended all of the course lectures remotely for the entire semester or academic year 2020-21, as allowed by the university.

**PLEASE NOTE:** options from i to iii are applicable to all students, while option iv is applicable only to students who attended or had planned the relative course in their curriculum during academic year 2020-21.
c. The above-mentioned self-declaration (see specimen) may be subject to verification.

7. Regulations on how to conduct examinations remotely are specified in the relative guidelines published on the institutional website (guidelines on online examinations).

8. In all cases, rules for the conduct of examinations must promptly be communicated to students.

9. Regulations on security are indicated in the Joint Protocol. Particularly, candidates and professors are reminded that:
   a. Classrooms can be occupied in accordance with indications contained in the Joint Protocol;
   b. Professors are required to supervise the observance of rules set by the Joint Protocol;
   c. Professors are required to arrange on-site examinations in a way that prevents gatherings, even by staggering examination times;

It is therefore necessary to plan exams in adequate classrooms, in order to ensure physical distancing, allocating larger classrooms to examinations with many candidates.

10. For the above-mentioned period, each Department can dispose of the assigned classrooms to organise lectures. Each department secretary is required to book classrooms directly via UP platform. It is anyway recommended to verify the availability of each classroom, in case of any concurrent activities. For these cases, or whenever the use of different classrooms to those assigned is necessary (e.g. if the number of candidates exceeds classroom capacity), the department secretary must address a specific booking request to the Classroom-Booking Services, that will reorganise the arrangement of classrooms based on specific requirements. It is necessary to notify the use of classrooms to the Classroom-Booking Services at least 14 days in advance, in order to organise sanitisation, which may be repeated over the course of examination day. Sanitisation of desks and chairs occupied for oral exams will be carried out by students themselves, using the sanitising kits available in every classroom.

11. Students are required to book and enter classrooms via #Safety4all app; use of the app is also necessary for signing the “Request form to access the premises of the University of Trieste (and of its partners)”.

12. For exams that are held in presence, students are required to possess green certification or any equivalent document as stated by the Joint Protocol, except for those who are exempted from the vaccination campaign. Members of the examination board are allowed and required to verify, even randomly, the possession of green certification in digital or printed form, whose validity can be verified via the Ministry of Health’s VerificaC19 app.