

VADEMECUM FOR RUNNING THE EXAMS

	Organization	Date and Signature
Author	PQA (Quality Assurance Office)	
Checked	PQA (Quality Assurance Office)	
Approved	PQA (Quality Assurance Office)	31/07/2024
Issued	Support Office to PQA (Quality Assurance Office)	31/07/2024

- 1) The Lecturer is required to arrive at the exam site within the scheduled time.
- 2) Mobile phones and smartwatches that are turned off should be placed, where possible, on the Lecturer's desk and returned at the end of the exam. In the event that this is not possible (e.g., classroom with many students or limited space) the student will be required to place their turned-off cell phone inside their backpack/bag. Backpacks and bags should be stowed away and not accessible to the student during the exam.
- 3) The student's identification by means of ID (CI, passport or driver's license) document must be done BEFORE the delivery of the exam papers at the same time as signing the record of attendance for the exam.
- 4) The handing over of the exam paper and protocol sheets should be done only after the identity recognition of all students has been carried out. The exam papers will be placed on tables upside down (so that it cannot be read).
- 5) The Lecturer must take into account any compensatory tools, alias careers, disabilities, and all other special situations already communicated by the Dean's Offices or reported within the assignment by the same Lecturer in charge of the subject.
- 6) Examination calls may not be changed except for special situations that the Lecturer deems permissible.
- 7) After all assignments have been handed in, the Lecturer will announce the start and end time of the exam. The student must wait for the communication of the Lecturer before starting the exam, consequently the time available for performing the exam is the same for all students.
- 8) 2) The Lecturer at the beginning of the exam will remind the students that the exam justifying certificate, if needed, must be requested at the time of the final submission.
- 9) 3) If during the exam a student is caught copying or consulting notes or other paper or electronic materials that are not permitted, the Lecturer will report the fact on the paper itself and on the exam report so that the Lecturer in charge of the subject can assess the fact when correcting it. In case of repeated behavior, the Lecturer will withdraw the paper.
- 10) As a rule, during the two-hour exam, the use of the toilets is not permitted except for specific certified needs or except in special and emergency cases, which are referred to the Lecturer's opinion.
- 11) During the three- or four-hour exam, the use of the toilets is permitted for one time except in the cases previously indicated. In that case, the student must hand in the test before leaving the classroom.



- 12) ONLY protocol sheets provided by the Lecturer and stamped are allowed to perform the exam. Only one draft sheet will be provided initially and only later additional sheets, where requested by the student.
- 13) When the exam paper is handed in, normally, except where indicated by the Lecturer in charge of the subject, only the final copy should be bagged. The draft copy, if any, must be handed in by the student to the Lecturer. In case the student has failed to complete the final copy, the draft one will also be put in the envelope and this will be indicated with cross-references in the final copy.
- 14) The examination report must always be signed by the student and the Lecturer under the heading "Responsible on site".
- 15) If the student does not show up for the exam, the Lecturer in charge on-site shall mark the transcript as "no-show" in the space reserved for the student's signature.
- 16) If the student withdraws from the exam, the Lecturer in charge of the site shall place the words "RIT" on the transcript in the space reserved for the grade next to the student's signature, which must still be put.
- 17) If the student shows up late from the scheduled time, the student will normally be admitted only if the exam has not yet begun. In the case of delays due to transportation, flexibility is recommended compatible with the logistics of running the exams.
- 18) For any doubts or clarifications, the Lecturer in charge of the site should always call the subject Lecturer or the examinations office or the Faculty Dean's Office, who will put them in touch.
- 19) A student NOT ADMITTED to the exam (words written on the transcript) may not take the exam under any circumstances. The student shall always be informed of the non-admission and in case of doubts or misunderstandings the Lecturer in charge of the site shall always contact the exam office, the Dean's Office or directly the Teacher in charge of the subject.
- 20) Once the exams are over, the envelope with all assignments must be carefully kept until the final delivery in the University scheduled for the following day depending on transfer logistics.