
Rules to be followed for the proper conduct of an exam

Related document

- *Memorandum on administration of examinations – for students*

Attendance

Please turn up at least 15 minutes before the start of the exam.

Access to the exam room

Access to the examination room is allowed only after the roll call.

Failure to register for the exam

If your name is not on the exam registration list, you may choose whether take the exam anyway or not.

Should you decide to proceed, please be aware that if it turns out that the registration to the exam was not made, the exam will be considered void (and registered with grade 1)

In such cases, you should sign a declaration acknowledging this condition.

Seat allocation

- If no seat assignment has been provided, you will receive instructions directly in the classroom.
- If a desk number has been assigned, you should take the assigned seat.

Material authorized for use during the exam

If the exam is in a closed-book format, you are required to take your seat with:

- the writing material,
- the student ID card.

If the exam is in an open-book format, you are required to take your seat with:

- the writing material,
- the authorized material for the exam,
- the student ID card.

For both exam formats, all other personal belongings must be placed under the desk or at the sides of the classroom and access to them is forbidden until the end of the exam.

Electronic devices

The use of electronic devices, even replacements for calculators with basic functions, is not permitted unless explicitly allowed by the examination format.

Dictionary

The use of a dictionary is allowed after it being checked by the teacher or the proctor.

Information for the conduct of the exam

The teacher or the proctor will give you the necessary instructions for the carrying out of the exam. The same information will also be indicated on the exam paper.

Time and duration of the exam

During the exam:

- the time will be displayed on the screen,
- or you will receive regular updates on the remaining time.
- the time of the end of the exam will be marked on the board.

Student ID card

Your student ID card must be placed on the desk and made available for inspection.

Need to leave the exam room

You will be allowed to leave the classroom only for serious reasons and, in any case, accompanied by a proctor.

Withdrawal during the exam

If you withdraw after the exam has begun or submit a blank paper, you have to:

- return to the teacher or the proctor all the material provided for the exam (protocol sheets included)
- leave the room only after the teacher or the proctor has recorded the time of your withdrawal,
- sign the attendance sheet.

The unfinished exam will be assessed with a grade from 1 to 10 according to the grading scale.

Return of the exam material

All the material given for the exam (e.g. exam paper, protocol sheets, etc.) must be returned without exception to the teacher or the proctor.

Late arrival

Should you arrive late and no other student has already submitted the exam and left the room, the instructor may, for justified reasons, allow your admission, provided that the final submission deadline, valid and fixed for all registered participants at the start of the exam, is still respected.

Cheating

In the event of an illicit act, the teacher or the proctor must submit a written report to the Director for examinations.

If the evidence is found to be well-founded, the exam will be considered void and the Faculty may also decide for further disciplinary measures.

Handwriting

Answers to the exam questions must be legible, using permanent writing instruments such as pens.

The use of pencils is not permitted.

Section to be excluded from the evaluation

If you decide that one or more answers should not be considered in the evaluation, you should clearly cross out the parts not to be assessed.

Unjustified absence

Failure to attend an exam, if not duly justified, will involve the loss of one of the three available attempts to pass the exam and will be recorded in the GESTU platform as "resp-np".

→ *Study Regulations – art. 29, para. 1*

Absence due to serious reasons

Failure to attend the exam due to a serious reason must be communicated immediately once the impediment has ceased and must be duly certified.

→ *Study Regulations – art. 29, para. 2*

Important

The reading of this document does not replace or exempt from the careful reading of the “*Memorandum on administration of examinations – for students*”.
