

Directive for the 2020-2021 supplementary autumn exams session

Approved by the USI Management Board on 28.06.2021

Note: this document is translated into English for reference purposes only. For all legal issues the original Italian text shall be referred to.

Context

Due to the uncertainty caused by the new Coronavirus pandemic, USI has decided to continue online its teaching activities for the autumn semester 2020 and to schedule the relevant winter exam session online as well. The spring semester 2021 was held entirely online and ended only partially in attendance. The summer 2021 exams session has been organised online. For these reasons, USI has decided that it would be appropriate to organise the autumn 2021 supplementary exams session online.

General principles

1. USI bases its decisions on the following four principles:
 - a. Ensure the safety of our academic community;
 - b. Search for solutions that can provide continuity to the institution, contributing thus to the resilience of its community members;
 - c. Guarantee the academic programmes even in such a difficult and volatile environment;
 - d. Comply with the decisions of the competent public authorities;
2. These decisions are taken with the aim of protecting the best possible interests of the students and to avoid them being affected by the current situation.

Decisions regarding the 2021 autumn exam session

3. 2021 autumn supplementary exams session
 - a. The 2021 autumn supplementary exams session is guaranteed, students will be able to take all the exams related to the courses offered during the autumn and the spring semester 2020-2021.
 - b. The session starts on 30 August and ends on 17 September 2021. The Faculties will decide how to organise the exams during this period, in order to provide a better service to the students.

Results and attempts

- c. For all other examinations, the general provisions stated in the Faculty Regulations shall apply.

General form of exams

- d. In principle, examinations in the autumn 2021 supplementary session will be held online.
- e. Students are required to sign an ad-hoc document, in which they commit to take the exams with honesty and without resorting to any illicit means, and allowing the possibility of *proctoring*, as appropriate.
- f. The lecturers follow the provisions indicated in a specific document prepared by the Pro-Rector for Education and Students' Experience. The eLab service of USI will assist in the technical implementation of the exams together with the IT services of USI.

4. Examination methods

- a. The examination methods are: written/submitted online, oral and quiz.
 - Exam submitted online: presentation of an essay, or project, or thesis:
 - 1. with the possibility to set the starting and ending time of the exam;
 - 2. with the possibility of adding the Turnitin plagiarism checker;
 - 3. with the possibility of allowing an "open book" exam.
 - Oral exam, in videoconference (MS Teams), in the presence of an assistant.
 - Quiz exam:
 - 1. with the possibility to:
 - a. randomise the order of questions and possible answers;
 - b. access a larger database of questions, a subset of which is randomly assigned to the student;
 - 2. upon request to:
 - a. include also open questions;
 - b. test higher-level knowledge (understanding, ability to apply principles to specific cases, analysis, summary, evaluation).
- b. The examination method must be the same as that of the previous session.
- c. The situations of students with recognised specific learning difficulties will be assessed on a case-by-case basis, taking into account new technical methods and the possibilities they allow.
- d. In the previous exam session, USI successfully provided the possibility to implement video-proctoring during online written exams. In the event of such:
 - MS Teams or Zoom may be used for monitoring purposes, when screen sharing is required;
 - the sessions shall not be recorded (audio/video).
 - in the event that the person supervising an exam observes improper behaviour, he or she may, after an initial warning, suspend the exam and arrange for a supplementary oral exam.

5. Communication of examination methods

The examination methods of the courses of the spring session are confirmed and will be disclosed:

- a. to students on the iCorsi platform through the lecturer(s);
- b. to the Faculties according to the arrangements they define;
- c. to the eLab Service of USI by the individual Faculties.

6. Exceptions and disputes
 - a. Any exceptions to this Directive shall be the responsibility of the Pro-Rector for Education and Students' Experience, having consulting the relevant Faculty;
 - b. Responsibility for complaints and appeals remains governed as in the respective Faculty Regulations.

7. Final provision
 - a. This Directive replaces, for the supplementary autumn exams session 2021, any conflicting provisions contained elsewhere in other directives.