

Directive on examinations for the winter session of the 2020-2021 academic year

Approved by the USI Management Board on 16.11.2020

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 decision taken by the Federal government to no longer allow give lessons in attendance, USI starting November 2, 2020, shifted to online the lessons. To ensure consistency between the previous sessions, and due to the continuing uncertain conditions, it has been deemed appropriate to organise the 2020 winter session exams online.

General principles

1. As it was for the choice to move all the teaching activity online, without even a day's interruption, USI guides its decisions by the following four principles:
 - a. Protect the safety of our academic community;
 - b. Search for solutions that give continuity to the institution, contributing to the preservation of the social fabric;
 - c. Ensure the academic programme even in such a difficult and volatile environment;
 - d. Adhere to 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 harmed by the current situation.

Decisions regarding the 2021 winter exam session

3. 2021 winter exam session
 - a. The 2021 winter exam session is guaranteed, students will be able to take all the exams corresponding to the courses offered during the academic year 2020-2021;
 - b. The session starts on 4 January and ends on 12 February 2021. The Faculties will decide how to organise the exams during this period, in order to ensure a better service to the students;
 - c. The examination method for the ateliers "final projects critiques" at the Academy of Architecture will be announced separately.

4. Results and attempts
 - a. For all other examinations, the general provisions stated in the Faculty Regulations shall apply;
 - b. The provisions issued by the Management are valid for the Academy of Architecture, in particular for passing the first year, accessing the Master and passing the final Diploma.
5. General form of exams
 - a. All the 2021 winter session exams sessions will be held online;
 - b. The students will sign an ad-hoc document, in which they commit to take the exams with honesty and without resorting to any illicit means;
 - c. The lecturers follow the directions contained in a specific document prepared by the Pro-Rector for Education and Students' Experience. The eLab service will assist in the technical implementation of the exams together with the IT services.
6. Examination methods
 - a. The examination methods are: delivery, oral and quiz.
 - b. If necessary or appropriate, the lecturer(s) of the courses given in the winter semester will change the mode of examination to ensure the highest possible quality:
 - in terms of the ability to verify the actual student learning and to reduce the risk of copying or access to illicit tools or aids;
 - bearing in mind the complexity of the situation;
 - c. In particular, they may change:
 - The examination method (for example: from oral to written or vice versa; from written to delivery);
 - d. Below are the permitted methods:
 - Exam with online delivery: delivery of an essay or project:
 1. with the possibility to capture the moment at the start and end of the test;
 2. with the possibility to integrate Turnitin plagiarism checker;
 3. with the possibility of an open book exam
 - Oral exam, in videoconference (via Skype or 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. verify higher level knowledge (understanding, ability to apply principles to specific cases, analysis, summary, evaluation).
 - e. The cases 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.
 - f. USI, as in the two previous exam sessions, does not recommend video-monitoring during online written exams (exam proctoring). However, in particular cases and upon lecturer(s) request, the Faculties may arrange such activity. In case of proctoring:
 - MsTeams may be used for monitoring purposes;
 - It is required to have the examinee(s) accept - prior to the examination - a specific disclaimer;
 - The sessions shall not be recorded (audio/video);

- Faculties wishing to carry out proctoring activities will have to define in detail, in agreement with the Pro-Rector for Education and Students' Experience, what measures will be adopted in case proctoring ceases to work properly (e.g., temporary loss of audio/video signal).

- 7. Communication of examination methods
 - a. The examination methods of the courses of the spring session are confirmed:
 - b. to students on the iCorsi platform through the lecturer(s);
 - c. to the Faculties according to the arrangements they define;
 - d. to the eLab service by the individual Faculties.

- 8. Exemptions and grievances
 - a. Any exceptions to this Directive are the responsibility of the Pro-Rector for Education and Students' Experience, after consulting the relevant Faculty;
 - b. Jurisdiction over any grievances and appeals shall remain governed by the respective Regulations.

- 9. Final provision
 - a. This Directive replaces for the winter session 2021 any conflicting provisions contained elsewhere in other legal provisions.