



**Written exams guidelines  
for students and teaching staff**

1. The type of exam adopted on a given course must be clearly mentioned in the course webpage.
2. The syllabus for the students who have attended the lectures and for those who have not attended is the same.
3. No changes must be made to the exam timetable.
4. During written exams, students are invited to place their webcam so as to show the student face and its surroundings. Asking students to show the whole room or prompting them to use more than one device to watch them **is not allowed**.
5. Students pledge their academic integrity and commit not to use any unauthorized materials during written exams.
6. If the internet network is unstable and a student disconnects, teaching staff **MAY**:
  - 6.1 Resume the exam with a different exam paper.
  - 6.2 Postpone the exam to a later date (though not too far away in time).
  - 6.3 Suggest an alternative arrangement (for example, transition to an oral exam), leaving the choice of whether they accept to the student.Teaching staff **MAY NOT**:
  - 6.4 Cancel the exam and ask student to take it on the next available date.
  - 6.5 Force the student to take the exam in a different way from what stated at first.
7. The following article of the University guidelines has been provisionally waived: “Students may take the same exam at least three times per academic year, other than in those departments and degree programmes that allow more than three attempts. Exams which the student has withdrawn from do not count towards the three attempts, as stated in *Comma 11*”. **During academic years 2019-2020 and 2020-2021, students may take exams on all available dates.** All students must be guaranteed this opportunity.
8. Students are asked to keep in mind the human resource and organizational costs involved in making multiple exam papers. They are required to prepare for exams with the utmost care.
9. Please remember that, as mentioned in the University Teaching Regulations (art. 20, teaching staff duties), teaching staff are required to make themselves available for office hours, in some of the ways that are possible at this stage. They are also required to keep their course webpages up to date, making mention of all exam instructions, syllabus and teaching materials at least one month prior to the exam.