Università degli Studi di Ferrara | **Dipartimento di Giurisprudenza**

Ferrara, 19 May 2020

Dear students,

In view of the exam session scheduled from 25 May to 5 June 2020, please find herewith some **practical information on how to manage the exams at the Department of Law**, which will be held **online** due to the health emergency.

The following information will **also** cover **subsequent exam sessions**, at least until face-to-face exams are possible again.

The **e-platform** on which the exam sessions will be managed is **GOOGLE MEET**.

As always, the exams will be **public**: those who wish to attend the exams (without being enrolled) can access the virtual classrooms through the links that will soon be published in the "Coronavirus" section of the Department of Law's website (http://giuri.unife.it/it/coronavirus/organizzazione-e-didattica). In such a case, the attendant will have to keep both the microphone and the webcam turned off.

The access to the classroom by the listeners must take place **no later than** ten minutes before the beginning of the session (or the beginning of the shift, in case the high number of enrolled students requires more than one shift, e.g. morning shift for students whose surname starts with letters A-L, afternoon shift for students whose surname starts with letters M-Z) [e.g.: if the session/shift starts at 10.00 a.m., the student shall not access after 9.50 a.m.].

Any different access methods will be announced by each Professor on the web page of the course. In case of an exam session with more than one shift, the shifts calendar will also be published on the webpage of the course after the deadline for enrolling expires).

THE ORGANISATION OF THE EXAM SESSION

Except for the exam of Economic Policy / Political Economy (Master's Degree in Law), the exams of the **summer session** will be **oral,** as notified by the Department of Law (see e-mail of 23 April). Obviously, that requires a different organization than traditional face-to-face exam sessions.

Depending on the number of students enrolled, each Lecturer/Professor will opt for one of the following **procedures**: single commission; several autonomous simultaneous commissions (both in the management of the exam and in the recording of its grade); several simultaneous commissions, with final evaluation to be assigned to the candidate by the Professor in charge of the course.

BEFORE THE EXAMINATION

Students are required to be **as diligent as possible,** starting from the **registration procedure**, to be completed as usual in their private area.

If a candidate wishes to withdraw after having enrolled, he or she is requested to **cancel the reservation before the deadline**, as the Professors will organise the session on the basis of the number of students enrolled.

Once the session lists have been closed (i.e. three days before the exam), **the Professor will send an e-mail to the enrolled students providing the relevant information.** The message will specify, in particular, the procedure for the exam, the commission with which the candidate will take the exam, the time schedule of the exam for each candidate (or group of candidates) and the link to the virtual classroom (or links to virtual classrooms) of Google Meet where the exam will be held. The links will be published - in this case with protected access: authentication via student username and password will be required - also in the "Coronavirus" section of the Department website: http://giuri.unife.it/en/coronavirus/organisation/didactics.

DURING THE EXAMINATION

Here are the essential indications, for the sake of clarity.

1. **At the starting hour of the session,** the commission **connects to the virtual room on Google Meet,** admitting the students who request the access.

2. The **students connect** five minutes before the time indicated in their call. **Any listener,** on the other hand, must log in no later than ten minutes before the start of the session (or of the shift) [*see above*].

3. **The students are examined one at a time** following the order of the list. The candidate is asked to keep the webcam and microphone on and the Professor asks the next candidate on the list to stay connected, with the webcam on and the microphone off.

4. **The teacher proceeds to identify** the candidate by asking him/her to show an ID card.

5. If deemed necessary, the Professor can apply some **control measures**, as requesting: to switch off the phone and show it; an overview of the room via webcam if possible; to widen and improve the webcam shot; to avoid the use of earphones; to share the screen.

6. At that point, the exam can begin.

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AFTER THE EXAM

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The Professor may opt for deciding the **grade immediately after the exam.** In this case, the student will be informed at the end of the exam, **accepting** or refusing the grade orally.

On the contrary, for organisational reasons the Professor may opt for notifying each student of their grades only at the end of the session; in this case, the students will have to **accept/reject their grade.** In this second case, once the result has been published, each student will receive an automatic e-mail inviting him/her to view the grade in his/her reserved area and to make a choice between acceptance or rejection within the deadline set by the Professor. **Failure to reply within the deadline will be equivalent to rejection of the grade**.

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CERTIFICATE OF ATTENDANCE FOR WORKING STUDENTS

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If the student needs the certificate of attendance for his or her employer, he or she will have to ask for it during the exam and then send to the Professor by e-mail the form already filled with the relevant data (the form can be downloaded from the "Coronavirus" section of the Department of Law website: http://giuri.unife.it/it/coronavirus/organizzazione-e-didattica). The Professor, after signing the form, will return it to the student by e-mail.

Best regards

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Luca Antonucci
(teaching manager)

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