



SUBJECT: UNICAM OPERATING PROCEDURES FOR THE MANAGEMENT OF TEACHING ACTIVITIES DURING 'PHASE 3' OF THE COVID-19 EPIDEMIOLOGICAL EMERGENCY

THE RECTOR

in agreement with

VICE-RECTOR for Teaching Activities

CONSIDERING IT A PRIORITY to guarantee the safety of students, teaching and research staff and technical-administrative staff, in full compliance with the more specific requirements issued on the subject by the competent authorities, and at the same time, to ensure the continuity of teaching activities, providing for the in-class resumption of the same;

[...]

GIVEN that the University activities in this phase must therefore continue to be based on respect for individual and collective safety, ensuring maximum work flexibility, in order to be able to adapt to the constant evolution of the health situation and to the different specificities of the various contexts of reference and the autonomy of the individual university departments;

DECREES

Art. 1

Lectures and practical exercises and/or laboratory activities

1. Teaching activities during the first semester of the academic year 2020-2021 will be held mainly in-class, in compliance with the safety measures aimed at ensuring physical distancing. For motivated organisational needs of each Department, specific activities, or parts of them, can be carried out in the online-only mode.
2. Synchronous and asynchronous learning through online channels will always be ensured for all in-class teaching activities.
3. For students with disabilities and/or learning disorders, any need to activate personalised teaching methods must be requested, agreed and supported by the University Office for Students with Disabilities.

**Art. 2****Exams and Internships/Traineeships**

1. The exams scheduled from September 2020 to January 2021 may be carried out both, in the “online-only”, and in the “in-class” mode, according to the guidelines attached to this Decree.
2. The graduation exams scheduled from September 2020 to January 2021 will be carried out in the “in-class” mode, as defined by the guidelines attached to this Decree.
3. Activation of new in-class “internships or traineeships for students”, both internal and external, shall be granted on condition that the organisation of premises and the activities are such as to ensure the safety of students, teaching and research staff and technical-administrative staff, in full compliance with the provisions issued by the competent authorities. It will still be possible, in agreement with the host institution, and with the internal and external students’ advisors, to activate the internships in the online mode, if the training project is considered compatible with such mode.

Art. 3**Final provisions**

1. The provisions of this Decree shall apply from 1 September 2020, unless otherwise indicated in specific provisions.
2. The provisions of this Decree shall be subject to revision and amendments should the indications of the scientific and institutional world change, as well as following the issuance of any subsequent measures aimed at implementing new national directives dictated by the evolution of the epidemiological situation, which are contrary to the provisions of this Decree.
3. Constant monitoring shall be carried out, to ensure compliance with the provisions of this Decree, also in order to supplement and/or modify the provisions in relation to events that occur, or to other indications of the Government.

Camerino, 17 August 2020

The Rector
Prof. Claudio Pettinari

Attachment:

- Guidelines for conducting the exams during Phase 3 of COVID-19 (from September 2020 to January 2021)



Guidelines for conducting the exams during Phase 3 of COVID-19 (from September 2020 to January 2021)

A – Methods of conducting the exams

During Phase 3 (September 2020 - January 2021), the exams may be carried out both, online-only, and in-class (but still guaranteeing, to all students unable to be physically present, the possibility of taking the online exam for any unable students).

B – Responsibilities of the Teachers

Based on the characteristics of their courses,, after assessing the expected number of participants, the shall teachers define the most suitable method for conducting the exams. Where possible, it is preferable that the Heads of the Study Courses, or the Directors of the University Schools, carry out coordination actions, taking into account the specificities of each teaching activity.

There are two possible methods:

- 1- **online only** - in this case, the methods already in place since the lock-down, and adapted by the teachers to the characteristics of their courses, are used. Students who are unable to take online exams, for example in the event that the network connection available in their home is inadequate, will be able to access the University facilities, in order to use the network connection and the computer rooms.
- 2- **in-class**, that is, enabling the in-class method, but still guaranteeing the possibility of taking the online exam for students who may be unable (justifiably) to be physically present at the exam.

If the online-only method is chosen, in the ESSE3 [online services for the students] procedure for publishing the exam notice (or modification of the exam already set), the teachers shall indicate, in the “description” box, the method of conducting the exam (Example: The September exam session online only. Online exams shall be carried out according to the procedures already in place since the lock-down.

If the in-class method is chosen (entailing the possibility of having two different groups of students taking the exam, one in-class, and the other online), the teachers shall communicate the choice, in advance, to the Course Programme Director and to the Director of the School of their teaching activity, so that so that the practicability of the in-class activity may be assessed, based on the characteristics of the test (date, time, written or oral procedure, classrooms available and respective COVID capacity, etc.).

As soon as any clearance has been granted for the in-class mode, the teachers must do the following:

- a. Prepare two distinct sessions in the ESSE3 system, specifying the method in the description (example: the September session - online; the September exam session - in-class), so that students may make a choice, according to their preferred method. This procedure will allow the teachers to have separate lists of candidates, based on the examination method. The two sessions may be scheduled on different dates and/or at different times, or on the same date and at the same time, if the teacher believes they can manage the two groups at the same time;
- b. Inform the students that, when registering for the exam, they will have to choose the session according to their preferred method for conducting the test, remembering that the online mode is reserved for those who do not have the possibility to participate in the in-class session;



- c. End dates for registrations for the exams must be at least 10 days prior to the date of the exam, so that the premises and the times for the tests may be adequately prepared, based on the number of participants;
- d. Once the registrations are completed, the teachers shall communicate all the information on the conduct of the in-class exam to the Course Programme Director, in order to have a classroom assigned, specifying, in particular, the scheduled times (also, any shifts, where necessary), the number of students registered, and the details about the performance of the test (written or oral test, duration of the test, etc.);
- e. Agree, with the Director of the School and the General Management, the procedures to be adopted for the management of the in-class session, in compliance with the requirements relating to safety (entry and exit from the classroom, use of masks, hand sanitation at the entrance, etc.);
- f. In the case of a written exam, have the tests deposited in a special container and use gloves (or frequent hand sanitation) for handling the papers;
- g. Give detailed information to students about the procedures to be followed.

Upon request of the MUR [Ministry of University and Research], CINECA [Consortium of Italian Universities] announced a future technical intervention in the ESSE3 system, which will allow, during the results registration phase, to specify how the student has taken the exam (P: in-class [*presenza*], D: online [*distanza*]). To date, this option is not active, so the registration of the results will take place according to the procedures already established; as soon as the new function is activated, adequate communication will be given.

C – Responsibilities of the Students

The students, having taken note of the method of conducting the exam provided by the teacher through the teaching portal, exam registration section (connected to ESSE3), shall do the following:

- register for the exam sessions of interest within the times defined by the teacher;
- if the two methods of conducting the exam are envisaged (online and, on the same or another date, in-class), and the student is unable to participate in the in-class session, the student shall register for the online session, and shall send an e-mail describing the reasons, to the teacher, copying the Course Programme Director in the e-mail. If the reasons are not considered adequate, the student will receive a specific communication;
- if only the online modality is provided, and the student is unable to take the online exam (e.g. due to lack of necessary devices or network problems), they must send an e-mail to the Course Programme Director of the study course School of reference, with a reasoned request to access the facility for the completion of the online exam. After receiving the student's e-mail, the Course Programme Director shall proceed (informing the Student Secretariat or the technical staff of the reference School) activating the secretariat or the technical staff of the reference School) with the identification of the station (PC connected to the network), from which the exam can be taken, responding to the student's request and indicating the classroom made available, and other necessary instructions;
- scrupulously follow the instructions that will be given by the Course Programme Director and/or by the members of the examination committee;
- avoid gatherings in common indoor areas, even outside the premises identified for the examination (e.g. corridors, building entrances, lobbies);
- wear a medical/surgical mask;
- maintain an interpersonal distance of not less than 1 meter;
- sanitise their hands before entering the premises.

Students with disabilities and learning disorders will have the possibility to agree on a personalised exam

method, if any, **only by contacting, in advance**, the Office for Students with Disabilities (Website: <https://disabili.unicam.it/>- E-mail: servizio.disabilidsa@unicam.it).

D – Safety and prevention measures for in-class exams

With reference to the specific measures for in-class exams, the following safety and prevention measures shall be implemented:

- the number of students registered for the “in-class” exam, shall be related with the space available and if it proves necessary, in order to maintain the necessary distance, the students shall be divided into small groups, alternating in succeeding sessions, so as to avoid the waiting and the gatherings, even spreading the session over several days;
- while present in the predefined premises, exchanges of objects (books, pens, sheets of paper, etc.) must be avoided;
- all students and members of the examining committee who access the in-class exam session must necessarily sanitise their hands before entering the premises;
- all students and members of the examining committee who access the premises must wear protective masks;
- in the case of a written test, the tests must be deposited in a special container and gloves must be used (or frequent hand sanitation) before and after handling the papers;
- gatherings in common indoor areas must always be avoided, even outside the premises identified for carrying out the exam (e.g. corridors, entrances to buildings, lobbies) and, in any case, surgical masks must always be worn, and an interpersonal distance of not less than 1 meter, must be kept.

E – Responsibilities of the Course Programme Director of the study course School of reference

Course Programme Directors, based on the set of ongoing teaching activities, shall do the following:

- prepare, in advance a list of classrooms and premises suitable and usable for carrying out the in-class exams, taking into account the ministerial guidelines and after consulting the office and / or the competent technicians of the University, defining, for each environment, the maximum number of participants (with reference to COVID-19);
- verify, on the basis of the requests sent by the teachers, as indicated above, which classrooms/premises are available for each in-class exam, taking into account the needs expressed by the teacher and the list of registered students;
- evaluate the reasons given by the students who ask to take the online exam (in cases when examination method set is mainly in-class), and communicate any possible negative outcome to the student;¹
- communicate to the teacher the necessary procedures for inviting the students, based on the maximum capacity (with reference to COVID-19) of the classroom/premises identified. All students registered for the exam may be invited at the same time, or it may be necessary to divide them into groups and invite them at different, succeeding times, sequentially, on the same day or spreading them over several days.
- agree, with the teacher and the Director of the School, the procedures to be adopted for the management of the in-class session, in compliance with the requirements relating to safety (entry and exit from the classroom, use of masks, hand sanitation at the entrance, etc.).

¹ Any reason linked to impediments due to the COVID-19 emergency is to be considered acceptable (for example: local blocks, difficulties related to restrictions made on the means of transport, quarantine, residence in countries at risk, residence at distances such as to require long journeys). Reasons not related to the COVID-19 emergency or general personal reasons shall not be acceptable.