



UNIVERSITÀ DEGLI STUDI DI TORINO

INSTRUCTIONS FOR TEACHERS: IN-PERSON EXAMS

It is possible to start again in-person exams: this opportunity is subject to the teacher's choice based on his/her judgement. In case of in-person exams, it must be however granted to the students the **possibility to take the exam online, if they are in one of the following conditions:**

- a) frailty (*);
- b) residence or domicile outside region;
- c) temporary absence from the regional territory for provable reasons.

In case of in-person exam session, for the organisation of the session **two modalities are suggested** that make it possible to accept students' requests for online exams.

1. Organisation with a single session – use of the "Note" section when enrolling for the exam

- 1) The teacher creates a **single 'ordinary' exam session with registration.**
- 2) The student enrolls for the session writing in the "Note" section his/her request for an online exam, specifying that s/he is in one of the conditions that allow the request (it is not required to specify which of the three conditions).
- 3) The teacher, after the closing of the enrolment period, downloads the list of the enrolled students in an excel file and, using the function "filter" on the Notes section, checks the requests received.
- 4) In the established date of the exam session, the teacher examines the students in person, and registers the results of those who have taken the exam in the classroom.
- 5) The teacher chooses a new exam date and communicates it to the students who have requested an online exam.
- 6) The teacher conducts the online exam, s/he registers the results in the remaining list of enrolled students and completes the exam session.

2. Organisation with two exam sessions - use of exam session without registration/partial exam

- 1) The teacher creates **two exam sessions: an 'ordinary' one with registration, and one without registration/partial exam:**
 - a) The student who takes the in-person exam, enrolls in the 'ordinary' exam session with registration
 - b) The student who requests the online exam, enrolls in the exam session without registration/partial exam, writing in the "Note" section that s/he is in one of the conditions that allow the request for the online exam.
- 2) The teacher allows students enrolled in the 'ordinary' exam session with registration to take the exam.
- 3) The teacher allows students enrolled in the exam without registration/partial exam to take the online exam and reports the results obtained in the exam without registration.
- 4) The teacher copies the results of the online exam in the 'ordinary' exam session with registration and proceeds to close the exam session.

In both cases, **the teacher is required to communicate on the page of his/her teaching programme the modality of examination (in-person or online) and, in case of in-person exams, to indicate the modalities to request the online exam, based on the chosen modality.**



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(*) Have conditions of "frailty", as established by the Decree Law 17 March 2020, no. 18 (GU n. 70 del 17.03.2020), passed as Law 24 April 2020 no. 27 (GU no.110 of 29-04-2020 - SO no. 1): subjects in possession of the recognition of severe disability in accordance with the art. 3, paragraph 3 of the law 5 February 1992, no. 104, as well as those who have a certificate issued by medical and legal institutions, certifying a risk condition deriving from immunodepression or from oncological pathologies or from undergoing related life-saving therapies, according to the art. 3, paragraph 1, of the same law no. 104 of 1992.