



UNIVERSITÀ
DEGLI STUDI
FIRENZE

**Scuola di
Giurisprudenza**

Exams June and July 2020

- Given the considerable complexity of the procedure required by the University guidelines for conducting written examinations, and also considering that the subjects taught in our study courses do not require the use of the written test, students are asked to carry out the exams in oral form, also to ensure maximum uniformity in the performance of tests and to avoid difficulties related to the possession of adequate IT tools. The possibility of otherwise conducting intermediate tests or exercises remains unaffected.
- Given the greater complexity of the online exam procedures, students are asked to avoid enrolling in the exam if they do not have reasonable certainty to take it (or to communicate in advance the possible choice not to take it after enrollment). Timing is in fact an essential element for conducting remote exams and, as far as possible, one should avoid being faced with lists that do not reflect the actual number of students who will take the exam.

Based on the University guidelines (<https://www.unifi.it/p11761.html>)

The President of the Commission:

- Invites all students to join the exam through the Meet app which is part of GSuite. Students need to log in with their student login credentials. In the case of a large number of enrolled students, teachers are advised to convene the students according to the order of enrollment (e.g. the first ten called from 9.00 to 12.00, the second ten from 12.00 to 16.00 etc.). To guarantee publicity, at least one other student must be present during the oral test, in addition to the student examined.
- Students that do not have adequate connection tools can take the exams at the Social Sciences Campus of Novoli (it will be a remote exam, but students can use the University's IT equipment and they will be monitored by the academic staff). In this case, students have to apply by e-mail (scuola.giurisprudenza@unifi.it), at least four working days before the exam session. They must indicate the exam's course name, the date and the starting time of the exam session. The School will communicate to the President of the exam commission the names of these students and the Commission President will set the timetable for these students. He will also communicate to the School the date and the scheduled time of these students' examination. The School will select the classroom and will communicate it to the students. In order to comply with the norms of social distancing, the exam could take place on different days and hours compared to the originally fixed ones.

- The Commission President can allow the participation of persons other than the candidates and the Commission's members to the video conference, as they apply for it.

In order to facilitate the examinations execution, the creation of other commissions that can examine the students in parallel and autonomously has been allowed. In any case students can ask to be examined by the professor in charge of the course.

Once the remote exam session has started, the Commission President:

- asks each candidate to confirm the correct reception of the video and the audio;
- reminds the students that it is forbidden to use unauthorized instruments and to receive help from other people during the oral exam;
- reminds the students that in case the connection drops, the lecturer will call again and ask a new question;
- proceeds with the oral exam, calling the candidate and identifying him through his ID (with a photo on it);
- completes the exam declaring the grade, verbally and on the chat, and registers it at the end of the interview or at the end of the entire exam session, as usual.