

## **Rules of conduct during language examinations**

### **Access to the language exam**

To take the language exam, the examinee must present themselves at the check-in desk approximately 15 minutes before the exam start time selected and still viewable in My SNS.

The check-in takes place in front of the lecture hall where the language exam is scheduled. During the check-in, the identity of each examinee will be verified by confirming the possession and validity of their identity document (identity card, passport or driving license). Anyone who is not in possession of a valid photo ID will not be allowed to take the examination.

Once the examinee's identity is confirmed, he or she will receive the credentials to access the exam platform: these are strictly personal and must not be displayed or given to any other person for any reason.

Silence must be observed during the entire check-in so as not to disturb exams already in progress.

### **Exam procedure**

In order to enter the exam room, the examinee is obliged to switch off mobile phones and remove smartwatches and/or any other electronic devices and place them in personal bags or backpacks, with the exception of medical devices, which must be reported to the Language Centre staff in advance.

Examinees will then take their seats in the exam room, following the instructions of the invigilators and other Language Centre staff.

The consumption of food is not permitted during the exam. You may bring a water bottle, which must be placed on the floor next to your seat.

During the exam, the examinee must leave the identity document and credentials visible on the desk so that these can be checked by the Language Centre staff at any time.

While in the exam room, it is forbidden to copy anything written by another examinee, to share or receive any object with another examinee, and to talk to another examinee.

It is not possible to stand up or leave one's seat during the exam. For any sort of assistance, the examinee must raise his or her hand and quietly wait for Language Centre staff to respond.

During the exam it is possible to take notes on a separate sheet of paper which will be provided by the Language Centre. At the end of your exam, you must hand in the notes sheet to the proctors. The pen has to be left on the table.

### **Technical problems during the examination**

If technical problems arise during the examination, examinees must raise their hand promptly and wait for the Language Centre staff to provide support.

### **Cheating (Art. 7 exam regulations)**

The Language Centre staff is responsible for supervision during the exam and will report any irregularities to the Exam Commissions.

Anyone caught in the act of copying or cheating will be asked to stop the exam, and the exam will not be assessed.

In the event that the commissions ascertain, during the assessment procedure, that any form of cheating has occurred or that the exam has been manipulated by deception, the exam will not be assessed.

Commissions will immediately inform the student and the Rector, who will determine whether the conditions of seriousness exist for disciplinary proceedings to be undertaken.

Please note that the act of cheating is punishable by law under Article 640 of the Italian Penal Code (Codice penale dell'ordinamento italiano).

### **At the conclusion of the exam**

At the conclusion of the exam, it is necessary to close the computer, hand in the notes sheet to the Language Centre personnel and leave the room, without disturbing or speaking with any other examinee.

### **Certificate of attendance**

If needed, it is possible to request a certificate of attendance after the conclusion of the examinee's last exam module at the check-in table in front of the exam room.