



BEHAVIOUR GUIDELINES FOR IN-PERSON EXAMS

Introduction

This document covers on-campus educational and assessment activities (written and oral exams - graduation sessions), and forms an integral part of the Covid-19 Safety Protocol (section 5.9 Oral exams and graduation sessions in person) and of the Rules of conduct for the resumption of in-person teaching and learning available at: [Coronavirus: urgent measures for the university community | Università degli Studi di Milano Statale \(unimi.it\)](#).

As a preventive measure, it is strictly prohibited to gather anywhere on campus, both indoors and outdoors.

These guidelines have been drawn up based on applicable regulation and technical documents.

This guide takes into account all the provisions of national, regional and local authorities, and sets out every measure that the University deems effective in protecting the health of its staff, students, any third parties, and preventing potentially dangerous situations.

The procedures contained herein may change depending on epidemiological trends, any changes to the national, regional and local regulatory framework, and the provisions of the competent local authorities applicable from time to time.

The provisions contained herein apply to anyone with access to university facilities.

1. Scope

The principle underlying the organization of activities is to reconcile health and safety with the full performance of all planned activities, using applicable organizational approaches.



This document is aimed at identifying the most suitable procedures to best outline on-campus dynamics, and minimize the potential risks of in-person activities.

The underlying principle is:

- To guarantee the safety of users and staff, in full compliance with the specific provisions in force;
- To ensure the proper performance of activities.

2. Exams

2.1 Members of the examining board



Each member of the examining board is required to comply with the Covid-19 Safety Protocol of the University of Milan ([Coronavirus: urgent measures for the university community | Università degli Studi di Milano Statale \(unimi.it\)](https://www.unimi.it/it/lauree/2020/03/20/coronavirus-urgenti-misure-comunita-universitaria))

The board, also with external support for activities that are not of its exclusive competence, will:

- Check that all students are wearing surgical masks correctly;
- Check that students sanitize their hands before entering the classroom;
- Show each student to their seat;
- Provide information i) for leaving the classroom earlier, only with the prior consent of a faculty member in the classroom, except for serious and documented reasons; and ii) on hand sanitizing requirements before returning to the classroom;
- Give indications on how to exit;
- Give indications regarding the performance of the exam;
- Ventilate the classroom (if there are windows).

2.2 Candidates



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The candidate is required to comply with the following rules of conduct:

- Do not go to the University if you have any respiratory symptoms, or fever above 37.5 °C;
- Wear a surgical mask before entering the University premises and keep it at all times while on campus;
- Show up at the exam venue 15 minutes before the scheduled time;
- Always keep your distance (at least 1 metre, including elbowroom);
- Walk through common areas, especially small or narrow ones (e.g. hallways, doorways) in compliance with social distancing (at least 1 metre). Walk one person at a time through pathways and doorways that are less than 2 metres wide, giving way to people with motor or sensory difficulties, even temporary ones, and to pregnant women;
- Preferably use the stairs for going up or down. Use the lift one person at a time, with the exception of the disabled with their companions, giving way to people with motor or sensory difficulties, even temporary ones, and to pregnant women;
- Wait to be called and follow faculty's instructions for entering the classroom;
- Use the toilets before the start of the classroom activity, if possible;
- Sanitize your hands before entering the classroom;
- Follow the way as shown and sit where told by faculty;
- Follow the instructions for leaving the classroom earlier (only with the prior consent of a faculty member in the classroom, except for serious and documented reasons);
- Put clothing and personal items on the next chair;
- Follow the instructions for delivering your paper and leaving the classroom.

In the event that a student is confirmed to be infected with Covid-19, he/she is required to notify the faculty member with whom he/she took the exam as soon as possible.

In the event that the candidate has respiratory or fever symptoms while on campus, the provisions of the Protocol for the management of confirmed and suspected cases of Covid-19 in university classrooms - Annex 22 to the Prime Minister's Decree of 7 September 2020 shall apply.

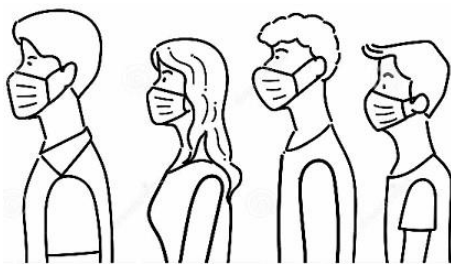


2.2.1 Candidates with disabilities



Students with certified disabilities may be allowed to receive assistance during the exam; since physical distance between the candidate and his/her assistant cannot be kept, the latter will wear gloves in addition to the mask.

2.3 Written exams



- Keep your distance (at least 1 metre both in and out of the classroom);
- Avoid gatherings;
- Enter the classroom only through the doors identified as entrance doors;
- Sanitize your hands with hydroalcoholic gel at the entrance;



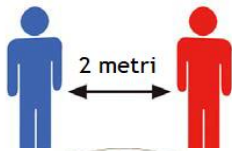
- Students - Wear a surgical mask at all times while on campus;
- Faculty - Wear a surgical mask until reaching the desk and when moving away from the desk;



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- Seats must be taken in an orderly manner starting from the row furthest from the entrance door; each row must be filled before moving to the next;
- Take only the places shown as available by the signs;
- If a student needs to leave the classroom during the exam, their entire row will have to move while keeping the required distance;



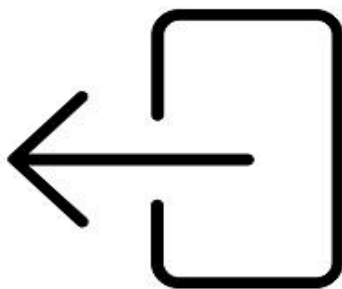
- Faculty members must keep 2 meters from students in the first row, and always wear their mask;



- If at the beginning of the exam it is necessary to distribute paper material, whoever distributes it must take care to sanitize their hands;



- Students will hand in their papers when leaving, placing them in a special holder;



- Students will leave the classroom starting from the row closest to the exit;
- Exit the classroom only through the doors identified as exits;

materials) before grading the



- It is advisable to wait at least 3 hours (preventive isolation of paper papers);



- The use of coat hangers is prohibited;
- It is advisable to ventilate the classroom frequently, at least every two hours.

2.4 Oral exams

In addition to complying with the above provisions for written exams, during an oral exam, the candidate and the examiner must keep at least two metres away from each other and from any other person.

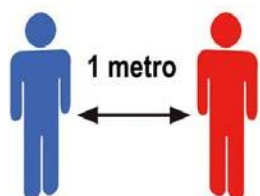


Everyone in the classroom must wear their mask properly.

Only students who have registered for the same session on the same day can attend the exam.

3. Graduation sessions

For in-person graduation sessions, access to the classroom is reserved for the board, upcoming graduates of the day's session, and their thesis supervisors.



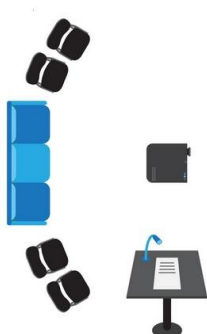
The board will sit at the desk at least 1 metre from each other.

Upcoming graduates and their supervisors must take the places available in the classroom as described in point 2.3.

The presenting

upcoming their

Safety, Su:
Tel 0251



graduate will be given a place fit for thesis work, at least two metres away

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from the board and any other seats taken.



The devices and equipment available to the board members and the candidates (microphone, keyboard, mouse, etc.), if not for personal use, must be disinfected before initial use and then wrapped with transparent film to be replaced at each use, or disinfected between one user and the next.

In order to avoid any gatherings, the candidate and any accompanying persons must show up at the exam venue 15 minutes before the time scheduled for the graduation session, and must leave the venue immediately after the exam.



It is expressly forbidden to celebrate or otherwise gather on campus, including outdoors.



Each candidate may be accompanied by up to 2 persons.
The candidate and any accompanying persons must wear a surgical mask of their own at all times while on campus.
The candidate and any accompanying persons must always keep at least 1 metre (including elbowroom) from each other and from the board members or other University staff.

In the event that the candidate has respiratory or fever symptoms while on campus, the provisions of the Protocol for the management of confirmed and suspected cases of Covid-19 in university classrooms - Annex 22 to the Prime Minister's Decree of 7 September 2020 shall apply.



The board members, the candidate, any accompanying persons or other persons accessing the exam area must sanitize their hands before entering; therefore, they will not be required to wear gloves.

4. MANAGEMENT OF POTENTIAL COVID-19 CASES



37.5°C and Covid-like

If, during the exam, anyone consistent with Covid-19, they

Temperature above 37.5°C upon entrance

Anyone entering the premises who is found to have a **temperature higher than 37.5°C** (as taken twice or three times at ten-minute intervals) will not be allowed to access the building and the **staff** will ask them to leave and go home as soon as possible, and to contact their general practitioner (GP) for the required clinical assessment and/or diagnostic test.



Temperature above symptoms during the exam shows any symptoms must immediately inform



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faculty or staff. They must be isolated (in the dedicated room or in an isolation area) from anyone else, other than those assisting them. The latter will be required to wear surgical masks and try to keep at least one metre away, if possible.

The person showing Covid-like symptoms must be helped go home as soon as possible and contact their GP for the required clinical assessment.



PULIZIA E SANIFICAZIONE

The isolation area and any areas attended by the person showing Covid-like symptoms must be sanitized as an extraordinary measure pursuant to Circular 5443 of 22 February 2020 of the Ministry of Health.