Guidelines for conducting exams and graduation ceremonies for the January-February 2022 session

Guidelines for students

Effective from January 10, 2022, to March 31, 2022
(January 11, 2022 version)

1. Introductions

The University protocols for the control and containment of the SARS-CoV-2 virus state that the “Indications for carrying out written exams, oral exams, graduation ceremonies, proofreading of thesis or dissertation papers, third party management during exams, laboratory practical exams, and outside academic excursions are subject to specific guidelines.”

First declared by the Italian Council of Ministers on January 31, 2020, the Italian Decree Law of December 24, 2021, n. 221 extended the state of emergency until March 31, 2022. Converting the subsequent Law Decree 6 n.111 / 2021 into Law n. 133/2021, states that the "Urgent measures for the safety of school activities, in the field of universities and transport", reiterating that, “teaching and curricular activities of the universities are to be carried out primarily in person". This was again reiterated on January 5, 2022, MUR Circular, stating the “Evolution of the epidemiological framework - carrying out exams graduation ceremonies remotely”. The established that "by way of exception, universities will provide and organize teaching activities remotely - in cases where recourse to the in-person activities are not possible - the taking of exams and graduation ceremonies scheduled for the January and February must comply with the specific training needs of students with disabilities and students with specific learning disabilities."

This document contains specific guidelines for exams taken in January and February of 2022 and for graduation ceremonies scheduled for February 7, 2022, through April 23, 2022. While the epidemiological situation continues to evolve and follow government provisions, such guidelines may undergo further changes the University will release and make public any changes that occur within the indicated period.

2. Guidelines for carrying out exams

Following the Ministerial indications and coordination with the other Venetian universities dedicated to undertaking and protecting the safety of its students in the presence of an epidemic increasingly severe, The University of Padua has decided that for the session of the exams scheduled to be held between January-February 2022 shall follow the indicated procedures:
Oral Exams
It is possible to carry out oral exams in person or remotely, as is decided and based on the agreed recommendations between each academic structure and its faculty.

Written Exams
Carrying out written exams shall take place primarily in person in a planned and organized fashion that ensures full compliance with the health and safety regulations described below.

It is possible to carry out written exams remotely in the event of particular conditions decided by each academic structure. Examples of such conditions include the quarantining of those facilitating the exam or the inability of the dedicated classroom to guarantee adequate security relative to the number of students enrolled in the written exam.

Green Pass Status
For in-person written and oral exams, all university students must possess and are required to exhibit a ‘basic’ COVID-19 Green Certification (or medical certification certifying exemption from the vaccine) to the staff in charge or to the faculty member carry out controls. The staff or faculty member controlling the Green COVID-19 certification may verify them at random while verifying as many certifications as possible.

Protection Measures
For written and oral exams scheduled in person, the University guarantees that students may take the exams remotely upon justified request according to one or more of the following:
- Students in isolation or quarantined conditions (including reasons not certified)
- International students currently abroad
- Students residing in Italian regions or territories for which the local legislation forbids or restricts the mobility of its residents
- Students holding certified medical conditions that require increased safety conditions that cannot be guaranteed
- Students residing with a person of extreme frailty or with someone suffering from a serious ailment that has yet to be vaccinated

The University has prepared an online self-certifying form for students to request taking exams remotely that must be sent to the faculty member facilitating the exam at least 24 hours before its scheduled time. The form must include a justifiable reason for their inability to participate in the in-person oral or written exams. The self-certifying form. The English version of the self-certifying form is available at the following link: https://www.unipd.it/sites/unipd.it/files/2021/Distance%20Examination%20Request%20Form.pdf
Students are reminded that anyone who makes false declarations on the self-certifying form are punishable according to the criminal code and special laws on the subject, pursuant to and by the effect of Art. 46 of the Presidential Decree no. 445/2000. The University declares that it may carry out random checks on the applicant, including **checks that are not the responsibility of individual educators.**

**Safety Measures**
Written and oral exams carried out in-person must comply with the following safety measures:

1) Access to classrooms must allow students to enter with ample space as to avoid crowds at the entrance
2) Hand disinfection devices must be available at the classroom entrance
3) The social distancing of at least 1 meter of space from others is recommended while in the classroom, unless the structural-logistical conditions of the buildings do not allow it. For classrooms with fixed seating arrangements, the use of a checkerboard layout is recommended
4) To allow rapid identification of contacts within the classrooms, student attendance will be take using the OrariUnipd app. Connected with the Easy Badge software, the OrariUnip app tracks the exact location of the student while sat in the classroom. All students must register and use the app. Faculty administrating the exams must send a reminder for students to identify their exact location in the classroom at the beginning of exams. Where it is not possible to use the OrariUnip app, student attendance must be taken manually, reflecting the exact location of each student while in the classroom.
5) Within and outside the university buildings and classrooms, students must always wear the mask correctly (surgical or FFP2)
6) Before and after the start of exams, the opening of the windows is required to allow adequate ventilation of the premises.

**3. Procedures for graduation and ceremonies**

Graduations scheduled from February 7, 2022 to April 23, 2022, shall take place **primarily in person.** The organization of ceremonies must ensure and respect the security protocols related to the COVID - 19 emergency. Specific procedures for organizing graduation sessions include restrictions on the number of participants defined by each academic structure who are responsible and shall provide graduating students with all the necessary and related information.

Should in-person attendance become impossible to uphold, individual teaching structures may also provide for **graduations to be held entirely online,** as established by the circular of the MUR of January 5, 2022 "**Evolution of the epidemiological framework - remote execution of tests, graduation sessions and exams.**"
Green Pass Status
According to the D.L. 111 of 6 August 2021 and subsequent amendments, access to the classrooms during graduation ceremonies is limited to those in possession of a ‘Super Green Pass’ (students and their families) and the checks will be carried out by the staff identified by the educational facilities.

Protection Measures
The University guarantees remote graduation ceremonies for students who do not hold a Super Green Pass. Reasons include students in isolation or quarantine (including reasons not certified); international students currently living abroad; students residing in Italian regions or territories for which the local legislation forbids or restricts the mobility of its residents; and students holding certified medical conditions that require increased safety conditions.

Safety Measures
Graduation ceremonies carried out in-person must comply with the following safety measures:

1) Access to classrooms must allow students to enter with ample space as to avoid crowds at the entrance
2) Hand disinfection devices must be available at the classroom entrance
3) The social distancing of at least 1 meter of space from others is recommended while in the classroom, unless the structural-logistical conditions of the buildings do not allow it. For classrooms with fixed seating arrangements, the use of a checkerboard layout is recommended;
4) Attendance of all ceremony participants must be taken by hand.
5) Within and outside the university buildings and classrooms, students must always wear the mask correctly (surgical or FFP2)
6) Before and after the start of ceremonies, the opening of the windows is required to allow adequate ventilation of the premises.