



UNIVERSITÀ
CATTOLICA
del Sacro Cuore

OPERATIONAL GUIDELINES FOR THE CONDUCT OF EXAMS IN UNDERGRADUATE AND GRADUATE DEGREE PROGRAMMES

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SCOPE AND RELEVANT REGULATIONS

These Guidelines for the management of exams have been drawn up with the aim of providing a detailed overview of the procedures and regulations governing the conduct of exams at Università Cattolica del Sacro Cuore.

The Guidelines are intended for academic staff, students and technical and administrative staff. The aim is to ensure transparency, fairness and consistency in the conduct of exams, thereby helping to improve the university experience for all those involved.

These Guidelines have been drawn up taking into account the provisions of the Statute¹, Title I “General rules” of the University’s Academic Regulations², the Code of Ethics³, as well as the resolutions and regulations adopted by the academic and governing bodies of Università Cattolica del Sacro Cuore, in compliance with current general legislation.

1.Exam structure

1.1 TYPES OF TEACHING AND LEARNING ACTIVITIES

Teaching activities are divided into:

- **official courses**: these are courses relating to a specific scientific or disciplinary sector and the theology courses offered by the university;
- **curricular supplementary activities**: these are activities that integrate the curriculum and include, for example, workshops, traineeships and internships;
- **non-curricular supplementary activities**: these are activities that are not part of the compulsory curriculum but offer further opportunities for learning and development;
- **support activities**: these are activities that provide additional support to students to enhance their learning experience, e.g. the provision and management of e-learning platforms, and making specific software for various disciplines available to students.

¹ www.unicatt.it/ateneo/universita-cattolica/chi-siamo/statuto.html, in particular Articles 10 and 55.

² www.unicatt.it/ateneo/universita-cattolica/regolamenti.html#accordion-f83282a6ec-item-980f44bb02, in particular Articles 6, 18, 18 bis and 19.

³ <https://www.unicatt.it/ateneo/universita-cattolica/codice-etico-e-modello-di-organizzazione--gestione-e-controllo.html> in particular Articles 25, 33, 35 and 42.

The relevant teaching departments may offer students further academic and cultural enrichment relating to their degree programme through introductory or alternative lecture series alongside the official courses. This may take the form of seminars, workshops, language courses, IT courses, traineeships and internships. The exam is graded on a scale of 30, and is considered passed with a minimum mark of 18/30; should the candidate achieve the highest mark, the Exam Commission may award honours. For certain educational activities (e.g. traineeships, internships, workshops, language skills), the assessment concludes with a pass mark.

1.2 CONDUCT OF EXAMS

Each Faculty determines, for each Academic Year and in accordance with the provisions of the degree programme regulations for individual degree programmes, the procedures for conducting exams and provides students with appropriate notification of these via the syllabi for individual courses.

Exams are normally held in-person.

The formats for in-person exams are:

- oral (in some cases with candidates called in alphabetical order, see section 2.2 below);
- oral, preceded by one or more written tests;
- written, including via the use of IT tools.

A supplementary test may also be required.

Exams, including the associated written papers, may also be conducted in a language other than Italian.

For information on the compensatory measures provided to students with disabilities, specific learning disorders (SLD) and other special educational needs (SEN), please refer to the website pages dedicated to Inclusion Services⁴.

Exams taken remotely are conducted orally.

Students who are unable to attend the University in person due to one of the following exceptional circumstances may sit their exams remotely:

- students with a certified serious health condition;
- students for whom the police or specific official measures (e.g. the relevant police headquarters) advise against attending in person for safety reasons;
- incarcerated students.

Should the exam be scheduled to take place in written form, the Exam Commission will consider the possibility of conducting the exam orally; if this is not possible, the Commission will consider the possibility of holding the exam at the student's current location.

All information regarding remote exams can be found, for academic staff, on the University Intranet and, for students, by contacting the Inclusion Services at their respective campus.

⁴ <https://studenticattolica.unicatt.it/inclusione-inizia-da-qui>

1.3 TIMETABLE

Each year, the faculties draw up the academic calendar, setting out the teaching periods, exam sessions and holiday periods, which is published promptly on the websites of each faculty.

Information on single exam sessions for each course is released in stages:

- by July, the exam sessions for term-based courses starting in November;
- by October, all exam sessions taking place from November onwards.

1.4 EXAM SESSIONS AND EXAM SITTING DATES

The Academic Senate, on the recommendation of the relevant academic councils (Faculty Councils), determines the annual number of official exam sittings, which is normally eight.

In addition, each Faculty determines annually:

- the periods and procedures for conducting exams;
- the distribution of exam sittings within each session;
- the organisation, subject to the Rector's authorisation, of special exam sittings and/or those reserved for particular categories of students (e.g. students who have exceeded the standard duration of their studies, final-year students).

2. Exam Procedures

2.1 ENTRY REQUIREMENTS

In order to sit exams, students must have valid administrative status, which is granted provided that the following requirements are met:

1. **Attendance recorded:** attendance is automatically recorded upon completion of the course lectures.
2. **Mandatory attendance:** for activities requiring mandatory attendance, students must attend the specified percentage of lecture or workshop hours.
3. **Prerequisites:** a course may be a prerequisite for one or more other courses, as indicated in the Faculty Guide. Any required prerequisites must be met. Compliance with prerequisites is checked exclusively at the time of the recording of the exam result and not at the time of enrolment. Failure to meet the prerequisite requirements will result in the cancellation of any exams taken;
4. **Fees, tuition fees and proof of income:** there must be no outstanding university instalments that have not yet been paid and/or proof of income that has not yet been submitted;
5. **Residence permit:** non-EU students must be in possession of a valid residence permit;

6. **Disciplinary measures:** in accordance with Article 18 bis of the University's Academic Regulations, students must not be subject to formal disciplinary measures resulting in a temporary ban on sitting the exam in question;
7. **Exam registration:** registration must take place by the deadline set out in section 2.3 of these Guidelines.

Furthermore, during the Academic Year, students may sit all the exams at the end of the courses included in their study plan, without any limit on the number of exams, regardless of any previous failures and provided that the prerequisite requirements are met. Faculties may stipulate that a failed exam may not be retaken until a minimum period of time has elapsed, which in any case shall not exceed four weeks.

2.2 ALPHABETICAL GROUPS AND LETTER DRAW

Some courses are divided into two or more cohorts, usually based on the alphabetical order of the students. Each alphabetical group/each cohort of the course has its own Exam Commission and its own Chair. It is possible, using the electronic recording system and with regard to oral tests, to divide students into different alphabetical groups.

To facilitate the conduct of oral exams, for each session, the order in which students line up for the exam sitting may be determined by drawing a letter of the alphabet.

The letter is not drawn if there are more than two cohorts.

The letters, if drawn, are published on the University website and, for the teaching staff, on the electronic recording system (SVE).

2.3 EXAM REGISTRATION: PROCEDURES AND DEADLINES

Registration for an exam can be completed from the month prior to the start of the exam session up to and including the fourth day before the official exam date, via the student's personal iCatt page (website/app).

Registration requests received after this deadline will not be accepted.

Students with disabilities, SLD and other special educational needs (SEN) who have registered with the Inclusion Services at their relevant campus may, during registration for the exam date, select – where applicable – the compensatory measures for the conduct of the exam from those identified during their initial pedagogical consultation. This can be done up to 12 days before the exam date: after this deadline, students may register for the exam sitting but will not be able to benefit from the compensatory measures.

Any student may cancel their registration for the exam sitting up to the day before the exam by accessing iCatt (web page/app).

As a general rule, a student may only register for a subsequent sitting of the same exam if:

- a) they have cancelled their registration for the previous sitting;
- b) they failed the previous sitting;
- c) they have waived the mark from the previous sitting;
- d) they were absent;
- e) the date of the previous sitting has passed.

2.4 CANDIDATE IDENTIFICATION AND CODE OF CONDUCT

CANDIDATE IDENTIFICATION

Before the test begins, the Exam Commission will verify the identity of candidates by checking their university ID cards. Should a candidate, for any reason, not be in possession of this document, the Commission may, as an alternative, request an identity card or other document deemed legally equivalent in accordance with Article 35 of Presidential Decree 445/2000 (passport, driving licence, pension book, firearms licence, boat licence, Italian Certificate of Competence for the Operation of Thermal Plants, or an identification card issued by a government department to its employees, provided it bears a photograph).

CODE OF CONDUCT

Students' behaviour must not disrupt teaching activities or breach the rules established by the Exam Commission for the conduct of exams.

3. Exam results

3.1 PUBLICATION OF RESULTS AND PROCEDURES FOR RECORDING EXAM RESULTS

The results of the written tests will be published in accordance with the principles of adequacy, relevance, lawfulness, accuracy, data minimisation (non-excess), and storage limitation (the right to be forgotten).

In general, the publication of first names and surnames, where applicable, complies with the principles of relevance and non-excess, as these are sufficient to identify data subjects. However, for exams, it is considered preferable to publish only the student number without the first name and surname, as this is an essential and sufficient identifier.

Candidates must be informed in advance of the data that will be made public and how it will be processed. Academic staff is advised never to use the Italian tax identification number code when publishing the results of the test, as it contains sensitive data and often coincides with the user ID used to access IT systems.

Milan, Brescia, Piacenza-Cremona and Rome campuses (applicable only to students of the Faculty of Economics)

Students may withdraw from the exam before it has finished.

Exam results are recorded electronically.

The results of oral tests may be recorded immediately after the exam. To confirm acceptance of the mark and its inclusion in their student academic record, students must use the dedicated badge reader in the exam room or enter their personal login credentials into the system. In the event of a pass, the student may waive the mark up until the moment immediately prior to the recording of the result.

The results of written tests are communicated via a notification on the student's personal iCatt page (under the 'Exam results and academic record' section). To confirm acceptance of the mark and its inclusion in the student's academic record section, students must click the 'accept' button. Otherwise, by clicking the 'waive' button, the result will not be included in the student's academic record. After accepting or waiving the result, the student will receive an email confirming the action has been completed.

In the absence of explicit confirmation, five days after the date of notification, the result is automatically considered accepted and uploaded to the student's academic record (deemed consent). After the fifth day, it will no longer be possible to waive the result.

Students may view their written papers in accordance with the procedures and timelines established by the Chairs of the Exam Commission. Should the assessment be deemed incorrect following the review of the papers or the recording of exam results, it is necessary to contact the Chair of the Exam Commission so that they may verify and, if necessary, rectify the recorded mark.

Rome Campus (applicable only to students of the Policlinico "A. Gemelli" Faculty of Medicine and Surgery)

The results of oral tests are recorded five days after the exam, subject to acceptance of the mark.

The results of written tests are recorded after the student has been notified of the outcome, subject to acceptance of the mark.

The results of exams taken and recorded will be visible on the student's personal iCatt page (Secretariat - Your Transcript).

Students may view their written papers in accordance with the procedures and timelines established by the Chairpersons of the Exam Commission. Should the assessment be deemed incorrect following the review of the papers or notification of the recording, the Chairperson of the Exam Commission must be contacted so that they may verify and, if necessary, rectify the recorded mark.