

# School of Industrial and Information Engineering

## Procedure e modalità di svolgimento

## degli esami di profitto

## AA 2025-2026

### Procedures and Methods for Conducting Examinations Academic Year 2025–2026

#### 1. Introduction and Purposes

This policy regulates the procedures and methods for conducting examinations (assessment of learning) for all courses offered by the School of Industrial and Information Engineering (3I).

The purpose of this document is to:

- integrate, where necessary, the provisions already contained in the University Teaching Regulations and in the Charter of Students' Rights and Duties, taking into account the specific features of the 3I School's educational project;
- define uniform and transparent procedures for the assessment of learning, consistent with the cultural and educational objectives of the 3I School;
- ensure compliance with national provisions on examinations, in particular as established by Article 5 of Ministerial Decree No. 1835 of December 6, 2024 (DM 1835/2024);
- incorporate the guidelines and operational methods agreed upon at the Teaching Committee meeting of June 10, 2025, concerning students participating in international mobility programs.

#### 2. General Procedures and Methods

The following general procedures and methods apply to examinations:

1. Learning assessment is carried out in different forms and at different times, consistent with the guidelines of the School's educational model.
2. The forms and timing of assessments in each course are designed primarily to align with the educational objectives and expected learning outcomes. Where possible, they also take into account the overall organization of semester activities and the student's broader academic experience.
3. Learning assessment is an integral part of teaching activities and requires active student participation.
4. Assessment methods include written, oral, and/or practical (laboratory) exams, projects, papers, codes, essays, presentations, assignments, or various activities assigned by the instructor, carried out in the classroom or independently, individually or in groups, also through the use of digital and online tools.
5. For courses taught jointly by multiple instructors, examinations are unified; the instructors share responsibility for design, delivery, and evaluation.
6. Assessment is carried out in two forms: summative evaluation and continuous evaluation.
7. In summative evaluation, assessment takes place exclusively during examination sessions scheduled after the conclusion of teaching activities, as set out in the University Academic Calendar and, where applicable, in supplementary specifications from the 3I School. Exam sessions are scheduled to avoid, where possible, timetable clashes between courses from the same year and semester.
8. In continuous evaluation, assessment also takes place through in-course tests during the teaching semester. A distinction is made between courses that include an ongoing assessment based on two mid-term exams (case a) and courses that involve other types of continuous assessment (case b):
  - a. Two midterm exams held in the periods defined in the Academic Calendar. The second midterm coincides with the first official exam session of the course, immediately following the semester. On this date, students may take either the second midterm or the official exam. If a student does not attend or fails the midterms, they may sit the summative assessment in the official exam sessions.
  - b. Other forms of continuous assessment held at any time during the teaching semester, without requiring extra classroom space. In case of failure, students normally have the option of taking the summative assessment in the official exam sessions. In some cases, however, specific assessed activities may be compulsory or necessary to obtain a full evaluation. Failure to complete these may limit access to exams in terms of grade or eligibility.

9. Graduating students are guaranteed at least one exam session scheduled before the deadline for grade submission, for courses in the final year.
10. Half-semester courses may include an exam session during the midterm periods.
11. Assessment methods for each course are defined at the beginning of the academic year and remain valid throughout the year, unless specific circumstances or emergencies require changes, which must be formally stated in University or School provisions.
12. Assessment methods are subject to approval by the Course Council (CCS), clearly described in the course syllabus, and recalled by the instructor at the start of the teaching activities.
13. By including a course in their study plan, students accept its assessment procedures.
14. Regardless of the assessment method, exams are held in person at University premises or at designated exam venues. Exceptions are possible only for specific categories of students, as described in Section 3 of this policy. Provisions for Politecnico di Milano students participating in official international mobility programs (outgoing students) are described in Section 4.
15. For courses delivered by other Schools within the University, the rules of the delivering School apply.

### **3. Exceptions under DM 1835/2024**

In accordance with DM 1835/2024, students in detention (as per Ministry of Justice guidelines agreed with the national network of University prison centers) and students with serious, documented health conditions or disabilities under Law 104/1992 and Law 17/1999, preventing attendance in person, may request exemption from in-person examinations.

Requests are communicated to instructors by the University services:

- Innovation and Social Responsibility Service for detained students;
- Equal Opportunities and Inclusion Service – Multichance Team for students with serious, documented health conditions or disabilities.

In such cases, the following special procedures apply:

1. The course instructor, in coordination with the University services, defines the methods and tools for conducting the exam online
2. Online exam formats may differ from in-person exams and include reasonable adjustments if appropriate, provided they allow effective assessment of learning outcomes.
3. Operational instructions (duration, permitted materials, digital tools, submission methods, handling of connection issues) are communicated to the student in agreement with the University services.

4. The student must prepare a suitable workstation and stable connection, show valid ID, comply fully with the instructor/supervisor's instructions (restrictions on unauthorized materials/devices, camera framing, silence, etc.), promptly report technical problems, and refrain from unauthorized actions or improper collaboration.
5. The instructor/supervisor ensures proper identification of the student and adequate supervision.
6. If online exams are not possible (due to hospitalization or detention), exams may be held on-site, under supervision by a Politecnico di Milano instructor/supervisor or the host institution. The exam format may differ from that specified in the syllabus, provided it effectively assesses learning outcomes.

#### **4. Specific Provisions for Students on International Mobility (Outgoing Students)**

The 3I School recognizes international mobility as an integral part of student education and aims to increase participation in official University programs (Erasmus, Enhance, Alliance4Tech, extra-EU programs, double degrees, free movers, etc.).

In compliance with Article 5 of DM 1835/2024, for Politecnico di Milano students on mobility, *in-person* exams are understood to take place at the host institution abroad, with appropriate measures for identification and supervision.

Procedures for outgoing students:

1. After registering for the exam, students may request from the instructor to take the exam at the host institution abroad, provided the exam date falls within their official mobility period.
2. Requests must be submitted by institutional email at least 15 days before the exam date, unless exceptional, duly justified circumstances apply.
3. The instructor verifies the student's mobility status via the official application and independently defines the exam format (including supervision method, see point 5), informing the student of all details.
4. The exam format may differ from that specified in the syllabus but must remain consistent with the learning outcomes.
5. Exams are held at the host institution with one of the following supervision methods:
  - a. Remote supervision by a Politecnico di Milano instructor/supervisor using University digital platforms.
  - b. On-site supervision by a host institution instructor/supervisor.
6. If supervision cannot be guaranteed for a given exam date, the student may take the exam in a later session.
7. The instructor/supervisor ensures proper identification and supervision.



8. In the case of on-site supervision, the student must identify a supervisor at the host institution and provide their details to the course instructor, who coordinates logistics and provides instructions and exam materials.
9. The student must show valid ID, comply with all instructions, and refrain from unauthorized or improper collaboration.

## **5. Incoming students**

Incoming students take exams in person at Politecnico di Milano during their official mobility period, in line with the general procedures in Section 2.

After their mobility period, if they wish to take the exam, they may do so following a formal request from the partner institution's course of study, addressed to the course instructor, who then defines the exam format and instructions.

## **6. Final provisions**

This policy enters into force starting from Academic Year 2025/2026.

Any amendments or updates will be decided in light of changes in legislation or new University/School strategies.

Further exceptions or specifications are subject to case-by-case evaluation by the School Presidency, in compliance with University rules and applicable laws.