

University of Milano-Bicocca
Admission tests for the Single Cycle Master's Degree courses in
Medicine and Surgery for the 2020-21 academic year

Organisational procedures and measures in order to
prevent the risk of spreading SARS-CoV-2

This document contains the organisational procedures and measures put in place by the University of Milano-Bicocca to prevent the risk of spreading SARS-CoV-2 as regards admissions tests for the Single Cycle Master's Degree in Medicine and Surgery for the 2020-21 academic year, in the light of the government guidelines issued on 17 August 2020.

The admissions tests will take place on 10 September 2020 at the University of Milano-Bicocca in Buildings U6 and U7, located in Piazza dell'Ateneo Nuovo, Milan.

Health status self-declaration

Given the COVID-19 health emergency, you may **ONLY** access the University of Milano-Bicocca and sit the test if:

- You have not been placed in quarantine or home isolation by the health authorities;
- You have not, to the best of your knowledge, come into unprotected contact with a person with COVID-19 in the previous 14 days
- You have no respiratory symptoms or a fever with a body temperature of $> 37.5^{\circ}\text{C}$

Candidates must **print, complete and sign the health status self-declaration and bring this with them to the test**. The self-declaration form is attached to this document (**Attachment 1**).

Access to buildings and cloakroom services

Candidates must report to Piazza dell'Ateneo Nuovo **at 8:00**. They must bring and wear their own mask and must keep this on for as long as they are in Piazza dell'Ateneo Nuovo and on university premises.

In order to control the flow of people, special walking routes and floor signage designed to enforce physical distancing will be in place in the Piazza to avoid crowds forming. At its own discretion, the university may prevent candidates who behave in a way that compromises physical distancing from taking the test.

A **Cloakroom Service** will be set up in Piazza dell'Ateneo Nuovo. Before accessing the university buildings, candidates must hand in all personal items that are not permitted inside the exam venue (*bags, rucksacks, books, pens, pencils, stationery or any other items used for writing, manuals, academic texts or full or partial photocopies of these, handwritten notes, sheets of paper and teaching materials and/or reference materials, mobile phones, handheld devices, smartphones, smartwatches, tablets, earpieces or other similar devices, etc.*). Personal items will be handled in a such a way as to ensure that there is no contact between items belonging to different people. They will not be handled directly by cloakroom staff.

It will be possible to enter the buildings **until 11:00**.

Each candidate's body temperature will be measured using a thermal scanner when they enter the buildings. In the event that a candidate's body temperature is over 37.5°C, the candidate in question must leave the building and will not be able to take part in the test.

Once their body temperature has been measured, candidates must place their health status self-declaration form into the containers provided by the university.

Identification procedure

Once inside the buildings, candidates must follow the directions to their assigned room, maintaining a distance of at least one metre from other candidates. Candidates must keep their mask on for as long as they are in university buildings.

Candidates may visit the bathroom before starting the identification procedure. **Access to the bathrooms** will be monitored to ensure that only one person can enter at any given time. Candidates must wash their hands with water and soap, following the guidelines displayed in the bathrooms.

Candidates must then undergo the **identification procedure** before they enter the exam room. During the procedure, candidates must show a valid form of identification (the same document they used during the registration phase) to a member of university staff.

University staff will check the photo on the document and check the details against the data they have on file. This data will already have been sorted into lists. **Candidates must then sanitise their hands using the hand sanitiser** available at each station and take one of the black pens provided by the university. Candidates will use the pen to register their attendance by signing the list, then keep the pen to complete the test. Candidates must maintain the proper physical distance from other candidates and other university staff throughout all identification procedures. University staff will be wearing masks.

The candidate identification procedure will conclude around 30 minutes before the start of the exam in order to allow plenty of time for subsequent steps to be completed, except in special cases which remain at the discretion of the exam room committee.

Accessing the exam room and starting the test

After entering the exam rooms, candidates will sit in their allocated places. Desks will be set out in a way that ensures physical distancing can be maintained, in accordance with government guidelines. Candidates must remain seated in their allocated place for all subsequent phases of the test process, keeping their masks on and following all instructions given by university staff. Once candidates have entered the exam room, they will only be able to access the toilets in exceptional cases.

In all exam rooms, the exam room committee desk is located two metres away from all other desks used for activities relating to the test and the delivery of materials from candidates. Regular airflow is maintained to promote the natural aeration of the buildings.

Candidates will find an **instructions sheet** in their allocated place.

In the event that a candidate or a member of university staff feels unwell during their time in the exam room, the chairperson/manager of the exam room will notify the building reception desk as quickly as possible. The candidate will be escorted out of the exam room and accompanied by medical staff to a special area for any treatment required.

As part of the exam process, the integrity of the boxes containing the envelopes is checked. The chosen candidates will get up from their allocated desks, approach the station and check the boxes, maintaining a physical distance of one metre from other people, having used the hand sanitiser provided by the university in each exam room.

The university staff will then distribute the envelopes containing the exams. Before doing this, university staff will use the hand sanitiser provided by the university in each exam room.

The exam itself will begin **at 12:00**.

Once the exam has begun, candidates are not permitted to leave the exam room to use the toilet, except in exceptional cases which will be considered by the committee on a case-by-case basis. Any candidates that the committee permits to go to the toilet must place all exam materials in the envelope and place this on the committee desk. The committee will keep the envelope safe without touching or opening it. The candidate will be accompanied to the toilet by a committee member or a member of the invigilator team. University staff must maintain a physical distance of at least one metre from candidates. **No candidate will be permitted to visit the toilet more than once.**

Conclusion of the exam and leaving the exam room

Once **100 minutes** have passed, the university staff will collect the pens from the candidates using special containers provided by university staff.

At the end of the exam, each candidate will approach the desk – one at a time – and collect another black pen and a pair of identical stickers to attach to their answer sheet and personal details form. The pen will be used to sign the bottom of the personal details form to declare that all the information it contains is correct and that the codes on the stickers applied to the personal details form and answer sheet match. Before collecting the pen and stickers, candidates will use the hand sanitiser provided by the university in each exam room.

Once this is done, the pen used by the candidate will be collected in a special container provided by the university. The personal details form, answer sheet and all other paper materials will then be collected in special container provided by the university.

Candidates will exit the exam room one by one. At this point, candidates will be permitted to visit the toilets once more. Access to the bathrooms will be monitored to ensure that only one person can enter at any given time. Candidates must continue to ensure physical distancing and keep their mask on while they are exiting the university buildings and picking up their personal items from the Cloakroom Service.

Closing the containers containing the exams

Once the exam is over, the process of closing the containers, applying the seals and signing the verbal declarations, which takes place in the presence of selected candidates, must occur in accordance with physical distancing guidelines and after all persons involved have used hand sanitiser. Committee members and university staff must use their own pen to sign. The candidates selected will continue to use the pen they were previously using.

The sealed containers in each exam room will be collected in the presence of university staff and selected candidates.