



UNIVERSITÀ DI PAVIA

Candidates Instructions **Course in Medicine and Surgery (English Language)** **17 October 2023**

Candidates are required to report to the **University Campus at 35a Abbiategrasso Street in Pavia at 9:15 AM**. The candidate must check in at the Check Point (a gazebo in a restricted area) for the following checks:

- Verification of admission for only those candidates registered for the competition, **without any companions**.
- Inspection to ensure candidates do not possess personal items that cannot be brought into the examination room, such as cell phones, electronic devices, stationery (papers and pens), educational materials, backpacks, or bags. **Candidates are kindly requested to take the test without the mentioned materials.**

Once past the Check Point, the candidate proceeds directly to the assigned classroom facility: candidates must promptly reach the classroom to avoid slowing down the preliminary procedures before the start of the test. University staff members are positioned along the route to guide candidates to their respective classrooms.

At the entrance of the assigned classroom facility, the candidate presents themselves at the 'cloakroom' checkpoint to deposit personal items that are not allowed inside the examination room: the University does not assume responsibility for the loss of deposited items. **Any candidate found using or in possession of electronic devices, personal pens, or any of the described materials, even at the end of the examination, will be immediately removed, and their test will be invalidated.**

The candidate must wait outside the classroom to be called by the commission for identification. During the identification process, the candidate must:

- Present a valid identification document (passport with a visa for non-EU students or residence permit), preferably the one indicated during the test registration process. The identification document will be returned to the candidate after identification; the identification document **MUST NOT** be kept on the desk during the examination.
- Submit the registration receipt for the test printed at the end of the registration process on the www.universitaly.it website.
- Sign the attendance sheet for the test.

Identified candidates who have been assigned a seat are allowed to have only tissues, a water bottle, and a snack to consume before the test begins. The candidate identification process concludes thirty minutes before the start of the examination to facilitate subsequent operations; special cases will be evaluated by the commission.

After identification, the candidate cannot leave the examination room. They may request to use the restroom only before the start of the test and will be escorted by designated personnel.

The packages containing the test materials are opened in the presence of students after selecting four candidates to verify their integrity and sign the report. The four selected candidates are requested to ensure the smooth progress of the test until all procedures are completed.

The Commission hands each candidate the sealed envelope containing the test just before commencing the exam. The candidate can open the envelope and retrieve its contents only after the Commission's signal.

The candidate checks the contents of their envelope, which should include:

- A personal information form
- A response form
- A document with 60 questions
- A sheet with the identifying code of the envelope and 2 sheets for the rough copy for the candidate's own calculations, which must be

submitted at the end of the test along with the document containing the questions.

Any irregularities discovered should be reported to the Commission, which, if necessary, will replace the envelope. After checking the envelope's content, the candidate must complete the personal information form **WITHOUT signing it**.

The candidate must use exclusively the black pen provided by the examining Commission for completing the response form. Any candidate found during the test or at the end of the examination in possession of their own pen not provided by the Commission will be excluded from the ranking, and their test will be invalidated.

During the test, candidates cannot communicate with each other or with outsiders, except with the assigned supervisors or members of the Commission. They are not allowed to consult any text or exchange examination material, under the penalty of test invalidation and disqualification from the competition.

If the response form is signed or marked by the candidate or a Commission member on the front or back, the test will be invalidated.

To answer a question, the candidate must mark the chosen response with an X. There is only one opportunity to change the answer: the candidate must completely darken the box with the answer to be canceled and mark the new correct response with an X. If the candidate intends not to answer a question, they should mark a cross in the circular figure on the left and cancel any given answer(s). If the candidate does not make any marks in the response boxes and does not mark a cross in the circular figure, the response will be considered as not provided.

Early departure from the examination room (for any reason decided) results in abandoning the test and forfeiting it. Candidates who wish to submit their examination papers **cannot leave the room before the allotted time for completion has ended**.

At the conclusion of the test, the candidate must hand over the pen to the staff responsible for collecting them, turn the response form so that only the white side is visible, refrain from keeping their hands on the desk, and await the call to present themselves before the Commission for the official submission. Any candidate found completing the response form beyond the test's end time will be excluded from the ranking, and their test will be invalidated.

The candidate is invited, one at a time and adequately spaced from other candidates, to hand over to the Commission the envelope containing:

- The booklet with the 60 questions
- The sheets used for calculations

After submitting the envelope, the candidate must still have the personal information form and the response form.

With these two forms, the candidate proceeds to a designated station where they must:

- Select a pair of labels with identical codes
- Carefully affix one of the labels to the response form and the other, with the same code, to the personal information form
- Sign the personal information form using the pen provided at the station, affirming the accuracy of the personal data provided and confirming that the labels on the response form and the personal information form have matching codes
- Place the personal information form into the urn with the face down.

WARNING: PLACING BOTH FORMS INTO THE WRONG URN MAKES IT IMPOSSIBLE TO CORRECT THE TEST AND RESULTS IN TEST INVALIDATION.

The candidate cannot copy the codes related to their test.

After submitting the test, the candidate must collect their personal belongings, if deposited at the cloakroom checkpoint, and leave the university facility.

On October 26, 2023, the scores of the candidates will be published on the website www.universitaly.it, in compliance with the rules for the protection of personal data and ensuring the anonymity of the candidates.

On October 27, at 8:30 AM, the University of Pavia, at the offices of the Secretariat located at 5 Ferrata Street, will remove the seals from the boxes containing the personal information forms, read them, and send the appropriate information to CINECA. This operation is public, and all candidates who are interested are welcome to attend.

Starting from November 7, 2023, on the Universitaly portal, candidates can view their own work, the obtained score, and their personal information form.

On November 7, in the section of the website reserved for candidates, the national merit ranking and the names of those who are 'assigned' to the University of Pavia are published.

For information on the enrollment procedures, please refer to the admission notice published on the website <https://portale.unipv.it/it>.