



UNIVERSITÀ DI PAVIA

Candidates Instructions Course in Medicine and Surgery (English Language) September 17, 2024

Candidates are required to report at 8:30 AM at the Check Point in the square in front of the Faculty of Engineering (entrances via Ferrata and via Abbiatregrasso 35a - Pavia) 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.**

After passing the Check Point, the candidate must immediately proceed to the assigned examination room to avoid delaying the preliminary procedures before the start of the test. University staff will be positioned along the route to guide candidates to the rooms.

At the entrance of the assigned classroom, 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.

Candidates who have been identified and assigned a seat may only keep tissues, a bottle of water, and a snack that must be consumed before the start of the test. The candidate identification process ends thirty minutes before the test starts to allow for the subsequent procedures; it is not possible to enter the room once the commission has completed the identification process and provided instructions for the test. 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 must verify the contents of their package in the first five minutes of the test; the package should contain:

- A personal information form
- One answer sheet
- A booklet with 60 questions
- Two sheets (one with the package's identification code and the name of the university), for the candidate's calculations, which must be submitted at the end of the test along with the booklet containing the questions..

Any irregularities found must be immediately reported to the Commission, which will replace the package if necessary..

After verifying the package contents, 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 answer sheet. 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 answer sheet 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 answer sheet 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 answer sheet 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 answer sheet.

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 answer sheet 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 answer sheet and the personal information form have matching codes
- Place the personal information form into the urn **with the face down**.

The candidate must then insert the answer sheet **face down** into the designated container.

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 **September 26, 2024**, 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 **September 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 **October 3, 2024**, on the Universitaly portal, candidates can view their own work, the obtained score, and their personal information form.

On **October 10**, 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>.