**8TH JFEBRUARY 2022 BUSINESS ENGLISH EXAM**

**PLEASE READ ATTENTIVLEY AND FOLLOW THE INSTRUCTIONS YOU FIND HERE BELOW:**

I SENT AN EMAIL ASKING FOR READING THE EXAM INSTRUCTIONS ON MOODLE AND HERE YOU ARE HOW THE EXAM WILL BE HELD.

SECONDLY, ***I ASKED TO POSTPONE THE EXAM AT 17.15*** AND HAVE IT FROM 17.15 TO 18.15, I AM STILL WAITING FOR SOME REPLIES. IT IS REALLY IMPORTANT TO SEND AN EMAIL WHICH EITHER CONFIRMS OR REJECTS THIS REQUEST.

THE STUDENTS WHO HAVE ADDED THE BUSINESS ENGLISH COURSE IN THEIR 2021-2022 STUDY PLAN WILL NOT BE ALLOWED TO TAKE THE EXAM ON 8TH FEBRUARY, THEY WILL HAVE TO WAIT FOR THE COURSE BEING HELD FROM MARCH TO MAY. THEY WILL BE ALLOWED TO TAKE THE EXAM IN 2021-2022 SUMMER SESSION.

1. THE EXAM WILL BE HELD ON **GOOGLE MEET**. YOU NEED A **GOOGLE ACCOUNT** TO PARTICIPATE.
2. I WILL PUBLISH **THE LIST OF PARTICIPANTS ON 8TH FEBRUARY AT 10:00 ON THE MOODLE PLATFORM**.
3. **STUDENTS WILL HAVE ACCESS TO MEET 10 MINUTS BEFORE THE EXAM STARTS**. YOU WILL FIND THE LINK TO ACCESS ON THE MOODLE PLATFORM ON 8TH FEBRUARY. THE EXAM WILL BE UPLOADED ON THE EXAM ROOM.
4. IN ORDER TO PARTICIPATE TO THE EXAM YOU NEED AN EXTERNAL CAMERA AND A SCANNER. DO NOT FORGET YOUR STUDENT CARD.
5. PLEASE READ THE UNIVERSITY REGULATIONS THAT MUST BE FOLLOWED TO TAKE PART TO THE EXAMS.

**EXAM**

1. THE EXAM LASTS ONE HOUR
2. THE EXAM IS WRITTEN: AN ESSAY (180/200 WORDS), A SUMMARY (8-10 LINES)
3. YOU WILL USE A PIECE OF PAPER AND AT THE END OF THE EXAM **YOU WILL HAVE TO SCAN IT AND SEND IT VIA EMAIL AS SOON AS THE EXAM IS FINISHED. NO DELAY IS PERMITTED**. PLEASE NAME THE DOCUMENT USING YOUR SURNAME.
4. YOU NEED AN EXTERNAL WEBCAM SO THAT I CAN VIGILATE BETTER.
5. NO DICTIONARY IS ALLOWED.
6. EXAMS THAT WILL BE SENT LATE WILL NOT BE ASSESSED. WHEN THE EXAM IS OVER STUDENTS HAVE MAXIMUM 10 MINUTES TO SEND THEIR PAPER TO ME. THE EMAIL ADDRESS IS THE FOLOWING: lleonzini@units.it