**20th JUNE 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.

1. THE EXAM WILL BE HELD ON **GOOGLE MEET**. YOU NEED A **GOOGLE ACCOUNT** TO PARTICIPATE. DUE TO THE NUMBER OF PARTICIPANTS, THERE WILL BE TWO MEET SESSIONS, ONE FROM 16 TO 17 AND A SECOND ONE FROM 16.30 TO 17.30.
2. I WILL PUBLISH **THE TWO LISTS OF PARTICIPANTS ON 20TH JUNE AT 12:00 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 O 20TH JUNE AT 15.50 (GROUP 1), AT 16.20 (GROUP TWO). 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**.

**EXAM**

1. EXAM DURATION: ONE HOUR
2. THE EXAM IS WRITTEN: AN ESSAY (200/220 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 15 MINUTES TO SEND THEIR PAPER TO ME. THE EMAIL ADDRESS IS THE FOLOWING: lleonzini@units.it
7. THE STUDENTS WHO FAIL WILL BE ALLOWED TO PARTICIPATE TO 4th JULY EXAM.