



PEGASO INTERNATIONAL

HIGHER EDUCATION INSTITUTION

MFHEA Licence n° 2016-001

Regulations for conducting distance Examinations

Art.1 - Objectives and regulatory principles of application.

These Regulations govern the rules to conduct distance examinations and are in line with the principles of exclusive candidate identification code, for procedural transparency and fairness of examinations, good administration and impartiality of assessment.

Art. 2 – Technical specifications

The necessary conditions to conduct distance examination are as follows:

1. possession of adequate audiovisual connection equipment (webcam and microphone);
2. a stable Internet connection;
3. a valid identification document.

Failure to meet any of the above-mentioned requirements, shall impede the examination from taking place

Art. 3 – Examination Boards

The examination Board (referred to as “**Technical Committee**”) is appointed, in compliance with current regulatory provisions, by the Rector and/or by one of his/her delegates selected from among the Pegaso International academic staff.

The examination Board deals with the administration and assessment procedure by checking that the correct formalities for the exam are followed according to the criteria and modalities stated in these regulations. The examination Board is composed of an adequate number of members as to allow the orderly supervision of the examination in course, in compliance with the procedures stated in the subsequent article 5.

Art. 4 – Conditions for Admission

The student is admitted to sit for the online examination provided that s/he has:

- attended the online didactic activities,
- carried out the mid-term tests
- attended at least 80% of the hours of teaching provided
- s/he has duly fulfilled all administrative and financial requirements

The attendance of activities is monitored through platform tracking.



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Art. 5 - Conducting the examination

The examinations are organised in sessions. The candidate, after having logged in to his/her own reserved area on the platform through his/her personal and non-transferable access credentials received upon enrolment, obtains access the “distance examinations” area, available on the home page in the tools section.

The examinations shall take place in compliance with the operational guidelines indicated on the Pegaso International E-learning platform.

After logging into the platform, the candidate must upload a copy of his/her valid identification document in order to be accredited with the candidate’s personal identification.

The examination Board assesses whether the candidate's identity corresponds with the personal document uploaded by him/her. In case of any discrepancy, the examination will be annulled.

After having uploaded his/her identification document, the student must flag the related authorisation for both registration and saving of audio/video data.

The student shall only be able to proceed with the examination after having been given authorisation.

The candidate has 30 minutes to complete the exam, that is the time estimated for taking the distance examination, and this is displayed on the screen through a countdown timer. After the end of the examination, scheduled within the 30 minutes, provided for such, the final examination result will subsequently be available.

The examination result is assessed by the examination Board within 48 hours after the end of the test. The assessment is subject to the verification and analysis of the examination's audio/video record by the examination Board, that assesses the absence of disturbances, assistance, that is prompting, suggestions, or any such aids, which may affect the positive outcome of the examination. The ascertainment by the examination Board of any element that may have disturbed and affected the correct performance of the examination, shall lead to its automatic annulment.

Once the examination is endorsed by the examination Board, the student may accept or reject the grade received no later than 7 days from the endorsement of the grade, by accessing the section “Exam grade acceptance”.

Art. 6 – Advertising, marketing and communications

These Regulations are published on the Pegaso International e-learning platform.