



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 modalities 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;
4. connect using Google chrome browser;

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.

Art. 5 - Conducting the examination

The examinations are organized 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.



PEGASO INTERNATIONAL

HIGHER EDUCATION INSTITUTION

MFHEA Licence n° 2016-001

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 (JPEG format and max 2 MB).

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 authorizations for both registration and saving of audio/video data.

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

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 72 working hours upon submission of the examination. 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 within 7 days from the endorsement of the grade, by accessing the section "Exam grade acceptance".

In the event of an interruption of the connection, the exam is to be considered not passed.

In case of failure to pass an examination within the Degree Courses, the exam can be repeated after 10 days and, in any case, in compliance with the exam calendars available on the platform.

In case of failure and / or interruption of the connection while carrying out all the other examinations, the exam can be repeated starting from the following day.

It is possible to take a maximum of 2 distance examinations per day.

Art. 6 – Advertising, marketing and communications

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