PRE

Dear \_\_\_\_,

My student \_\_\_\_\_\_ currently visiting your campus as exchange student\_, requested to sit for the Project Management test on \_\_\_\_.

Thank you for agreeing to assist the students’ test, assure transparency in communications, verify their academic honesty during the test, scan and return the test back to me after exam.

I will be sending exclusively to you the exam sheets a few hours before test together with further detailed instructions.

Thank you very much for your kind availability.

Regards,

Alberto

Alberto De Marco, PhD

Associate Professor of Project Management | <http://staff.polito.it/alberto.demarco>

Politecnico di Torino | Dept. of Management and Production Engineering

Corso Duca degli Abruzzi 24 | 10129 Torino | Italy

Phone +39 0110 907209

Skype ademarco1975

POST

Dear host universities' supervisors,

Thank you for agreeing to have my exchange students take their Project Management tests at your universities during their exchange periods.

Please see attached for the exam sheet.

The exam will be held on \_\_\_\_\_ at \_\_\_\_ Central Europe Time. The time allowed to take the test is \_\_\_\_.

The exam is closed book: this means students must not have access to their course materials, but only to blank paper, pen, pencils, etc. and a calculator. Mobile phones and digital devices must be switched off.

Thank you for returning back to me a scanned copy of the tests after completion.

Thank you for your kind collaboration.

Alberto De Marco, PhD

Associate Professor of Project Management | <http://staff.polito.it/alberto.demarco>

Politecnico di Torino | Dept. of Management and Production Engineering

Corso Duca degli Abruzzi 24 | 10129 Torino | Italy

Phone +39 0110 907209

Mobile +39 334 8883065

Skype ademarco1975