THE PROCEDURE OF ORGANIZATION OF FINAL EXAMINATIONS IN THE ON-LINE MODE

THE COURSE OF THE FINAL EXAMINATION IN THE ON-LINE MODE

1. Before carrying out the final examination in the on-line mode it is necessary to make a test connection with the student in order to verify the quality of the connection and to avoid possible technical problems. Before beginning the examination the student gives his/her telephone number in case the connection were broken during the examination or there were any disturbances in the sound or image connection.
2. Immediately after the beginning of the final examination in the on-line mode and making the connection, the student and all the examination committee members must ensure the sound and image (switch on the camera and microphone).
3. Before beginning the essential part of the final examination it is necessary to verify the identity of the student based on the document confirming his/her identity or the Electronic Student ID (ELS) shown at the camera. If there is any doubt concerning the identity of the student, the examination will not be carried out and the examination committee will inform the student and the dean immediately.
4. During the final examination in the on-line mode the student:
5. Must not switch off his/her microphone or camera,
6. Must be constantly seen by the camera,
7. Must present his/her screen together with the presentation or other additional materials.
8. During the final examination in the on-line mode the committee members have an access, insight and possibility of editing the protocol of the final examination.
9. The protocol of the final examination in the on-line mode or paper-based mode is completed permanently.
10. The course of the final examination in the on-line mode is supervised by the committee chairperson who is obliged to react immediately on any disturbances in sound and image transmission as well as during a justified doubt concerning the student’s self-work.
11. In case of breaking the connection during the examination because of an independent reason, the operator (or in specific situations chairperson of the committee):
12. immediately takes action to regain the connection,
13. while regaining the connection, the chairperson in agreement with the committee members takes the decision whether the examination may be continued,
14. when regaining the connection and continuing the examination is impossible, the chairperson in agreement with the committee members takes a decision whether up to the moment of breaking the connection the committee may assess the final examination and finish its course or repeat it.
15. If there is a necessity of repeating the final examination because of the objective reasons, the chairperson of the examination committee informs the dean immediately and the dean establishes the subsequent time. The time is not regarded as a re-sit. The student may apply for a change of the examination mode.
16. The chairperson of the committee takes notes and states briefly in the protocol of the final examination all serious disturbances in sound and image transmission as well as breaking or losing the connection and also the decision of the necessity of regaining it.
17. If during the final examination carried out in the on-line mode the committee states the student’s breaking the conditions of it, the examination is stopped immediately and the result is a „failed” mark. Within 24 hours after finishing the examination the student may send his/her explanation on the e-mail address of the chairperson of the committee who informs the dean immediately.
18. For the time of the secret part of the final examination in the on-line mode the chairperson of the committee informs the student about the temporary suspension of his/her participation in the examination and excludes, suspends or removes him/her from the participation in the video-conference.
19. After the finishing of the secret part of the final examination in the on-line mode, the student must be connected immediately with the course of the examination and then must be informed about the result of the examination.
20. After finishing the final examination the connection must be closed.
21. While the absence of the student on the final examination in on-line mode is excused or it is necessary to repeat the final examination, the dean takes a decision whether the final examination, also the repeated one, must be carried out in the on-line mode or paper-based mode.