THE PROCEDURE OF ORGANIZATION OF FINAL EXAMINATIONS IN THE PAPER-BASED MODE

THE COURSE OF THE FINAL EXAMINATION IN THE PAPER-BASED MODE

1. 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). 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.
2. The final examination is carried out in an individual mode with a minimal number of people in the room.
3. Only healthy people without any symptoms showing an infectious illness may participate in the examination. Student, teachers and other workers who are ill or who live with somebody on quarantine or home isolation are not allowed to participate.
4. People who are waiting at the examination room should keep the distance of minimum 2 m of each other and have their mouths and noses covered.
5. Sitting places in the hall (on which the students will wait for the examination) must be marked with a special tape in order to ensure a distance of 2 metres from each other.
6. Before entering the examination room it is necessary to wash and disinfect the hands and put on the disposable gloves.
7. At the entrance to the examination room information concerning the means of security and instruction of disinfection of the hands and wearing the gloves and masks must be facilitated.
8. The disinfection chemicals and gloves must be delivered by the University.
9. In the examination room minimum surface of 4 m2 for one person must be ensured.
10. The distance between the people in the examination committee and the student should be at least 2 m in each direction.
11. It is necessary to provide a place where the student can leave his/her personal stuff.
12. Everybody present in the examination room, together with the student, must be equipped with the protection of the mouth and nose. Protecting masks or helmet-shields, disposable or reusable, are recommended in case of people who cannot wear masks for health reasons.
13. If, for any reason, the protection of the mouth and nose must be taken down, the 2-m-distance from other people is absolutely essential.
14. If possible, it is recommended to carry out the examination with the windows opened.
15. Before, during and after the examination a total prohibition of immediate contacts is introduced, e.g. shaking hands, congratulating or thanking.
16. While signing the printed protocols after the examination (which are prepared in advance) one must keep in mind that the committee members come to a special table (one after one) where the documents are scattered to sign them with their own pens.
17. After the examination a break is planned when a disinfection of table-tops, handles and multimedia equipment used by the student (keyboard, indicator etc.) is done. If possible, it is also recommended to air the rooms by opening the windows (if they were closed during the examination).
18. While disinfecting, it is necessary to follow the producer’s indications strictly. Strict controlling the time of airing the disinfected rooms is absolutely essential.
19. If it is necessary to repeat the final examination for a reason which is independent from the student or the committee members, the chairperson of the committee will establish the next time of the examination. This situation is not treated as a re-sit. The student may apply for changing the mode of the examination.
20. While the absence of the student on the final examination in paper-based 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.