

## **Rules and regulations of conducting test examinations away from the University with the use of electronic means of communication**

1. A remote test examination can be taken only by persons being students of the Medical University of Warsaw entered into the list of students admitted to take the examination.
2. The decision to admit a student to an examination shall be made by the head of the unit in charge of a given course or a course coordinator.
3. The dates of remote test examinations shall be notified to students by the units in charge of the examination organisation and by Dean's Offices.
4. Remote test examinations should be conducted on the University e-learning or examination platform. The head of a unit or a course coordinator can decide to use at the same time the MS Teams application.
5. Not later than 14 days before an examination the units intending to conduct a test examination on a platform should:
  - a) report their intention to organise a remote test examination using the application form published on: <https://biurojakosci.wum.edu.pl/node/134>. In order to log in to the form the Central Authorisation System (SSL) data must be used. A confirmation of the examination registration shall be sent to the email address specified in the form;
  - b) teachers who have never logged in to the e-learning platform ([e-learning.wum.edu.pl](http://e-learning.wum.edu.pl)) should, when sending the form, log in to the platform with the Central Authorisation System data. As a result, a user account will be created to simplify the authorisation assignment procedure;
  - c) upon the data included in the form the employees of the Education Quality and Innovativeness Office shall configure a remote test examination and then make it available to the teacher who sent the application. The date of the remote examination shall be confirmed at the same time as making it available;
  - d) the unit responsible for the organisation of an examination must enter examination questions on its own. The contents of the questions must be included in the Notes (.txt file). The correct answer should be provided under every question (e.g.: a);
  - e) having entered questions to the system, the unit responsible for the examination organisation must verify the correctness of the entered questions and answers;
  - f) not later than two days before the examination date the unit responsible for the examination organisation must provide the Education Quality and Innovativeness Office with the lists of students admitted to the remote test examination (forename, surname, index number, in separate columns).

6. Students who take a remote test examination must verify in advance whether a given course and a respective examination are available on the platform. It is recommended to log in to the platform 20 minutes before the time of the test start. If the head of a unit or the course coordinator decides to use at the same time the MS Teams application the student must also connect with the examiner. During the whole duration of the examination the student must use a loudspeaker and a camera so that the examiner can see his/her face.
7. Logging in to the platform a student should use the Central Authorisation System data. Logging in means that the student confirms his/her identity and consents to take part in the examination. An examiner using the MS Teams application can ask the student taking an examination to present his/her student ID card to verify his/her identity.
8. During a remote test examination it is strictly prohibited to use any study aids or electronic tools to copy or transfer information.
9. The duration of a remote test examination, the number and kind of questions, the criteria of evaluation and the other examination parameters must be determined by the unit in charge of the examination or a course coordinator.
10. After a remote test examination starts a student must be informed of the time remaining to the end of the test. It is the student who decides how fast to answer the particular questions.
11. In order to provide all students with the same conditions of participation in the examination the test should:
  - a) be taken by all students at the same time;
  - b) include answers that can be rotated;
  - c) display one question on each page;
  - d) prevent from returning to a question on a previous page;
  - e) the time necessary to take the examination should be determined as a product of 40 seconds and the number of questions.
12. If during the test the connection with the platform is lost a student can, upon re-logging in to the platform, continue the test unless the time for examination lapses during the loss of connection.
13. If any technical problems preventing a student from taking a remote test examination occur the student must – within an hour from the problem occurrence – send to the address: [e-learning@wum.edu.pl](mailto:e-learning@wum.edu.pl) a report including the situation description and a screenshot (made in a way enabling to identify the user) of the computer used by the student to take the examination. The report must be sent from an address on student.wum.edu.pl domain. If the technical problems are confirmed the Education Quality and Innovativeness Office shall notify the case to the head of the competent

unit or the examination coordinator who must finally decide whether to admit or reject the report.

14. If a report on irregularities is admitted by the head of a unit or the coordinator:
  - a) the student shall have the right to re-take the remote test examination if the number of questions that he/she answered does not exceed the number of questions ensuring a pass;
  - b) if the number of questions displayed is equal to or exceeds the number of questions ensuring a pass it shall be treated as 100%. In this case the examination shall be evaluated according to the displayed number of questions;
  - c) a student shall have the right to re-take the examination if he/she answers correctly more questions than the number of questions ensuring a pass and does not accept the grade proposed by the examiner;
  - d) any other cases in which the irregularities in the course of the examination are considered justified shall be resolved individually by the head of the unit or the examination coordinator.
15. If a student has any objections as to the contents of the questions or answers he/she must send – within an hour since the examination completion – his/her objections to the email address of the head of the unit in charge of the examination or the examination coordinator and to the address: [e-learning@wum.edu.pl](mailto:e-learning@wum.edu.pl). The decision to admit the objection shall be made by the head of the unit in charge of the examination or the examination coordinator. The report must be sent from an address on the domain student.wum.edu.pl.
16. As soon as the time for a remote test examination expires the examination shall be automatically closed and verified. Therefore, a student must put all effort to enter answers and check his/her entries before moving to the next question.
17. Directly upon the completion of a remote test examination its result shall be displayed on the computer screen. Depending on the examination settings the result can be displayed in the form of points/grade/percent value.
18. The results of remote test examinations shall be provided by the employees of the Education Quality and Innovativeness Office by email to the unit in charge of the examination or the examination coordinator.
19. In the case of any technical problems all units can be supported by the employees of the Education Quality and Innovativeness Office at the address: [egzaminy@wum.edu.pl](mailto:egzaminy@wum.edu.pl) or phone: /22/ 572 02 58.
20. Students who have a limited access to the Internet and cannot log in to the e-learning platform at the time of the examination can apply to the Dean, by email, for the change of the form of the examination. The application must be filed at the latest 7 days before the date of the examination.

21. The failure to log in to the platform during an examination shall be considered a failure to take the examination. If the failure is unjustified the student shall be given an unsatisfactory grade. The student should notify the examiner of the reason for the failure to take the examination within three working days since the examination date. If the failure to take the examination is considered justified the Dean, in agreement with the examiner, shall determine a new examination date and notify of the form of the examination. Such an examination shall be treated as taken at the proper date.
22. Should a student have any objections as to the form or course of the examination the provisions of the *Rules and regulations of study at the Medical University of Warsaw* shall apply.