

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

1. A remote oral 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 oral examinations shall be notified to students by the units in charge of the examination organisation and by Dean's Offices.
4. Oral examinations can be conducted with the use of IT technologies enabling to control the course of and recording such examinations. For this purpose the MS Teams application is recommended. If an examination is recorded the attendance of the other examiner shall not be necessary. Oral examinations can be conducted with the use of IT technologies enabling to control the course of the examination without its recording. In this case the examination board must be composed of two persons.
5. A student must be ready to connect with the examiner at the time that the examination starts. If the student is available later the decision to admit the student to the examination shall be made by the examiner.
6. Before starting an examination a student must read the information clause published on the following website: [rodo.wum.edu.pl](http://rodo.wum.edu.pl).
7. At the beginning of an examination a student taking the examination must be identified. The student must present his/her student ID card.
8. For the whole duration of an examination a student must use a loudspeaker and a camera so that the examiner can see the student's face.
9. During an examination it is strictly prohibited to use support of other persons, teaching materials or electronic tools to copy or transfer information.
10. For the purpose of an oral examination a pool of questions covering all learning outcomes included in a given course syllabus, as well as sets of such questions to be drawn by an examinee should be prepared.
11. The course of an oral examination should be recorded. A person conducting an examination must turn on recording before a student is identified and turn it off as soon as the examination is completed. The recording should be stored for 10 days, and afterwards – deleted.
12. If during an examination any technical problems occur that prevent the examination from continuing the connection must be retried. The question asked to the student before the technical problems occurred must be cancelled. If the technical problems prevent the student from continuing the examination the student must – within an hour

from the problem occurrence – send to the following address: [e-learning@wum.edu.pl](mailto:e-learning@wum.edu.pl) a report including the situation description and a screenshot (made so as to enable to identify the user) from the computer used by the student to take the examination. The report must be sent from an address on [student.wum.edu.pl](http://student.wum.edu.pl) domain. If the report on technical problems is accepted the examination shall be retaken at another date agreed with the person in charge of the examination.

13. Immediately upon the completion of an oral examination a student should be notified of the examination's result.
14. A person conducting an examination should draw up an examination report being a basis to evaluate the student. The report should include the following information: date of the examination, forename and surname of the examiner, forename and surname of the student, contents of the questions, grade/number of points for the particular questions, final grade and signature of the examiner.
15. Any objections or irregularities concerning the course of an examination and a grade must be reported by a student to the examiner in writing, by electronic mail, directly upon the completion of the examination (within 2 working days). The report must be sent from an address on the domain [student.wum.edu.pl](http://student.wum.edu.pl). The failure to report any objections or irregularities within the above deadline shall mean that the course and result of the examination recorded according to Clause 14 has been accepted.
16. Upon the completion of an examination all applications shall be analysed by the examiner or the head of the unit in charge of the examination. The students who reported their objections must be notified of the respective decision immediately, within 2 working days since the day of the application receipt.