

The guidelines for carrying out examinations using distance learning methods and educational techniques implemented at the University of Silesia in Katowice due to preventing and combating COVID-19

§1

1. The guidelines apply to carrying out the examinations during 1st and 2nd cycles of the long-cycle studies.
2. The dean or the person authorized by the dean is responsible for supervising the proper conduct of examinations.
3. Conducting exams should be performed with the use of IT tools specified in §2 paragraph 2 for a given form of verification of the results of studying.
4. The tools need to allow easy control of the course of examinations, their recording and the security of data, including protection of personal data of the examiner and students, required by law.
5. Recording of an exam means, among others, audio recording, audio-video recording, the log data, documenting the course of exam (a note with the time of start and end of the exam, the questions, the grade, etc.)
6. Implemented guidelines concern also credits received by the student in order to obtain a grade from a given course that leads to the final verification of the results of studying.

§2

1. Verification of the student's identity takes place:
 - 1) on platforms – with the use of standard logging mechanism to a specific service (login and password)
 - or
 - 2) through sharing the image from camera (presenting student record book or other valid document with a picture – in case of doubts regarding student's identity)
2. To evaluate the results of studying the University uses the following IT tools:
 - 1) written and oral exams:
 - a) Moodle

- b) Microsoft Office 365
 - c) in case of the lack of technical possibilities of the platforms – other tool that meets the requirements specified in § 1 paragraph 4, after analysing the potential risks in order to ensure safety of personal data and provide proper guarantees of rights of the data subjects – approved by the dean;
- 2) diploma examinations – Microsoft Teams –audio or audio-video recording is necessary
 - 3) exams or practical credits – tools adjusted to the specific nature of the course and the form of work evaluation, especially artistic work – approved by the dean.
3. The dean, after becoming familiar with the supervisor and the student’s point of view, determines the choice of adequate IT tools mentioned in paragraph 2.
 4. If registration of an exam is in the form of recording – the examiner (a team leader/a teacher/ the chairperson of the diploma examination committee) is responsible for securing it against destruction, modification, loss, or sharing it with unauthorized subjects. Recording of the diploma exam should be deleted immediately after drawing and approving of the protocol by all members of the committee. In case of conducting the exam in the form of a recording, mentioned in paragraph 2, points 1 and 3, the retention period of the recorded data should not be longer than 14 days after the exam.
 5. The person conducting the examination (in case of a different form than Moodle or Microsoft Office 365 platforms) is obliged to record it autonomously (documenting the course of the exam and the method used for that purpose).
 6. In case of internet connection problems during the examination, the examiner is allowed to repeat the attempt to connect to the internet or repeat the exam later in the same day or conduct it another day.
 7. The technical support for Moodle is provided by the Distance Learning Centre. The technical support for Microsoft 365 and Microsoft Teams is provided by the Study IT Service Department.

§ 3

1. Written exams can be prepared specifically in the following forms:
 - 1) tests (quizzes) with closed or open-ended questions;
 - 2) open-ended tasks or written assignments submitted in the form of files. In this case it is necessary to specify the content and provide the scheme for the name (for example course_number-of-the-student-record-book), the required file format, and maximum size of the file.
2. In order to minimize the chance of students using external sources to pass the exam, one of the following methods for creating a set of questions can be used:
 - 1) creating a large pool of questions and drawing different sets;
 - 2) changing the order of questions on the test;
 - 3) setting up the maximum time for the test;
 - 4) a special password given before the beginning of the test

3. The rules of carrying out the examinations should be implemented with a regard for the students with special educational needs.
4. The tasks in the form of files should be submitted with the use of IT tools mentioned in § 2 paragraph 2, after meeting the requirements described in § 1 paragraph 4.

§ 4

1. Oral examinations are to be conducted according to the following instructions:
 - 1) The established group of students allowed to take the exam is based on a previously prepared list of people taking the exam;
 - 2) The students are not allowed to start or join the livestream autonomously until they are personally invited to do so by the examiner;
2. The examiner informs the students about the planned time of the exam in a previously established form.

§ 5

1. Special conditions for conducting the diploma examinations in a remote form:
 - 1) Carrying out the diploma exams in a remote form is possible only with the use of adequate equipment (computer or other device equipped with a microphone, a speaker set, and a camera) that enables the image and sound transmission.
 - 2) The dean establishes the procedure of conducting the diploma exam with regard to the nature of the study programme and current law regulations. The rules for handling emergency situations concerning technical problems the students taking the exam may encounter should also be included in the said procedure.
 - 3) In order to ensure safety of personal information needed for the examination, the students should submit their documents in electronic form through the e-mail address registered in USOS;
 - 4) Before being allowed to take the exam, the student should submit a declaration of readiness to take the exam conducted in a remote form that also confirms that he/she has access to the internet and the Office 365 account in the domain of the University of Silesia, and that he/she has the proper equipment. The declaration also serves as a permission to record the exam;
 - 5) The dean or the person authorized by the dean appoints the diploma exam committee, the chairperson of the committee is obliged to inform the members of committee and the student about the date of the remote exam through the USOSmail.
2. The course of the diploma exam:
 - 1) The chairperson of the committee begins the online meeting of the examination group and invites the student to join the livestream (the student should not be a member of the examination group);

- 2) The chairperson starts recording the exam, informs the participants that the recording has started, and verifies the identity of the student;
- 3) The exam should be conducted according to the rules of certifying in a given field of study;
- 4) At the end of the exam the chairperson of the committee informs the student about the result and stops the recording. The protocol of the diploma exam should be drawn, signed, and submitted to the dean's office immediately after the end of the exam. The protocol is drawn based on the recording of the exam and the chairperson of the committee adds a special annotation to the protocol that states: "The diploma examination was conducted with the use of Microsoft Teams that enabled remote contact and recording of the course of the exam. The examination committee verified the identity of the student taking the diploma exam."