

Recommendations of the Vice-Rector for Educational Affairs and Deans' teams on final tests and subject examinations in remote mode.

General rules for conducting final tests and exams in a remote mode:

1. There is one form of examination in a given subject in a given examination session.
 2. The form of final test/exam should enable the verification of learning outcomes and should be consistent with the form specified in the subject syllabus.
 3. Final test/exam in remote mode must not lead to lowering the requirements; requirements for all students should be equal.
 4. The rules for verifying learning outcomes in a remote mode are aimed at ensuring professionalism, minimizing the risks of self-examination or using unauthorized aids, and ensuring data security, including the protection of personal data of examiners and students as required by law.
- I. Final tests and subject exams in remote mode :
1. Final tests/written exams are conducted with the use of the Moodle platform, while simultaneously using Zoom or MsTeams software (student observation)
 2. The student must have an on-line camera, computer and internet connection enabling a two-way audio/ video connection and share his current portrait photo in the user's profile on the Moodle platform. In exceptional situations and with the consent of the teacher, it is permissible to use a tablet or a mobile phone.
 3. The condition for taking the final exam / exam is to confirm the identity by presenting a valid ID by the student (containing the name and surname and photo) close to the camera (due to the protection of personal data, the student ID is the preferred document).
 4. The duration of each written test, partial test, final test or subject exam in a remote mode is equal to the multiplication of the number of questions and **1 minute (time allocated to answer one question)**.
 5. Questions should be entered as text on the Moodle platform; it is not allowed to be an integral part of the photo.
 6. The student should be ready to take the final test / exam at least 15 minutes before its start. Students who are late will not be able to take the final test/ exam. A neat appearance is required.
 7. The time of final test / exam is measured from entering the code provided by the teacher and clicking the start button.
 8. The time devoted to discussing organizational issues related to its course is not included in the duration of the final test / exam.
 9. **It is not possible to return to the previous questions.**
 10. During the final test / exam, continuous use of the on-line camera and loudspeaker is required. In the event of switching off the camera or sound, the final test / exam cannot be continued, in particular due to the inability to identify the student and results in the cancellation of the examination. It is permissible for the connection to be broken once up to 1 minute, a break of several or longer times will result in termination of the exam.

11. If any irregularities are found during the course of the final test/ exam, the examiner may reprimand the student who violates the exam regulations and then decide to stop their final test/ exam.
 12. The use of headphones is not allowed.
 13. Final test/ exam is recorded by the examiner. Recording of the course of the examination by the student is not allowed.
 14. There must be no third party in the room in which the student is taking the final test/ exam. Any form of communication with any third party during the final test/ exam is not allowed.
 15. It is forbidden to use any functions that modify the image - the environment in the room where the student is located must be visible for the entire duration of the final test/ exam.
 16. The student cannot move away from the computer during the final test/ exam because it may result in disqualification and receiving a failing grade for this final test/ exam.
 17. During the final test/ exam, it is forbidden to use cell phones and other communication devices for purposes other than participation in the examination. Cell phones should be switched off and set aside, if the necessity to use them has not been agreed with the teacher. Failure to comply with this rule may result in disqualification and a failing grade for this final test/ exam.
 18. Additional information about the final test/ exam and the correct answers can be obtained only after its completion.
- II. Final tests and subject examinations in oral form:
1. Final tests/ exams in oral form are conducted using the Zoom or MsTeams software.
 2. The student must have an on-line camera, computer and internet connection enabling a two-way audio/ video connection and share his current portrait photo in the user's profile on the Moodle platform. In exceptional cases, it is permissible to use a tablet or a mobile phone.
 3. The condition for taking the final test/ exam is to confirm the identity by presenting a valid ID by the student (containing the name and surname and a photo) close to the camera (due to the protection of personal data, the student ID is the preferred document).
 4. The student should be ready to take the final test/ exam at least 15 minutes before its start. Students who are late will not be able to take the final test/ exam. A neat appearance is required.
 5. The time devoted to discussing organizational issues related to its course is not included in the duration of the final test / exam.
 6. During the final test/ exam, continuous use of the on-line camera and loudspeaker is required. In the event of switching off the camera or sound, the final test/ exam cannot be continued, in particular due to the inability to identify the student and results in the cancellation of the exam. It is permissible for the connection to be broken once for up to 1 minute, a break of several or longer times will result in termination of the exam.
 7. If any irregularities are found during the course of the final test/ exam, the examiner may reprimand the student who violates the exam regulations and then decide to stop their final test/ exam.
 8. The use of headphones is not allowed.

9. Final test/ exam is recorded by the examiner. Recording of the course of the examination by the student is not allowed.
 10. There must be no third party in the room in which the student is taking the final test/ exam. Any form of communication with any third party during the final test/ exam is not allowed.
 11. It is forbidden to use any functions that modify the image - the environment in the room where the student is located must be visible for the entire duration of the final test/ exam.
 12. The student cannot move away from the computer during the final test/ exam because it may result in disqualification and receiving a failing grade for this final test/ exam.
 13. The student who answers questions should be close to the microphone so that examiners can clearly hear their answers. Students who do not answer questions while waiting for their turn should be seated at such a distance from the camera that their upper body and hands are visible. At any time during the exam, the examiner may ask for the camera to be directed anywhere in order to control the surroundings.
 14. Students, apart from answering examiners' questions, are obliged to remain silent.
 15. During the final test/ exam, it is forbidden to use cell phones and other communication devices for purposes other than participation in the examination. Cell phones should be switched off and set aside. Failure to comply with this rule may result in disqualification and a failing grade for this final test/ exam.
 16. 16. The oral exam consists of a set of randomly selected questions. The time allowed for the answer is given by the examiner. The student has the right to ask the examiner a question only before starting to answer the questions.
- III. The Dean of the relevant Faculty or a person authorized by him / her supervises the proper conduct of final tests and subject examinations in remote mode.
 - IV. If it is necessary to adapt the exam or final test to the needs of people with disabilities, the tools recommended by the Rector's Representative for Disabled Students should be used. Additional aids are available at the Office of the Rector's Representative for Disabled Students of the Medical University in Lublin.
 - V. Students who, due to technical reasons, cannot take the exam in their place of residence will be able to use the University's premises equipped with appropriate computer equipment, in compliance with the applicable safety requirements and rules in accordance with the recommendations of the Chief Sanitary Inspector.