



Methodological Guidelines for Remote (Online) Forms of Confirming the Fulfilment of Study Requirements on the Part of UP Students

This document aims to provide all faculty and staff with an overview of the options for remote confirmation of the fulfilment of study requirements on the part of students, as well as basic methodological instructions. It is based on the draft of the legislation of Special Rules for Education and Decision-Making at Higher Education Institutions in 2020 and on the Assessment of Study programme for the Purpose of Other Laws.

Remote examination follows the same rules as on-campus examination, but all steps are conducted online (using technical support for remote communication). For this reason, it is necessary to implement certain measures in order to prevent possible cheating and disciplinary offences.

PART I GENERAL RECOMMENDATIONS

Article 1 Selecting a Tool

1. After logging into the UP Portal, the examiners can find an updated overview of tools for remote examination, both for written test forms and oral examinations, in the section titled 'Video Conference.'
2. In case of any questions regarding these tools, the examiners may contact the UP Helpdesk at helpdesk@upol.cz.

Article 2 Preparation for Examination

1. The guarantor of a particular study course, or alternatively, the chairman of the subject area's board or the chairman of the examination committee, should inform all students via mass e-mail about changes to the requirements of completion of the given study course.
2. Before initiating the examination, it is necessary to inform students about the manner and procedure of online examination and the steps to ensure optimal technical conditions. This information should be published by the particular Faculty on its website. Students are not obliged to participate in the remote form of examination: they do not have to enrol for the examination dates provided. However, the dates for remote examination will comprise the dates for fulfilment of the overall study requirements for the particular academic year.

3. According to the chosen tool (MS Teams, ZOOM, etc.), the examiner must create an appointment. The link for joining the appointment shall be sent to each student only to his/her official university e-mail address. The student enrolls for an exam in STAG based on dates made available by the examiner in a normal way. This procedure does not require the students to install any application or tool on their computers.
4. Students may be recommended to use a wired (not a wireless) connection when participating in remote examination, if it is technically feasible.

Article 3

Ensuring the Procedure of the Public Part of Examination

1. Primarily, it is necessary to follow the procedure in accordance with Section 53 of the Higher Education Act and with the Article 43 (3) of the UP Study and Examinations Code (hereinafter "SEC"). These define that the final state examination, the state doctoral examination or the rigorous examination, and the defences of Bachelor and Master theses, dissertations, and rigorous dissertations (hereinafter "the state exam") shall be public.
2. In order to ensure that the state exam is public, it is possible to publish the link to the videoconference where the particular exam shall take place in a publicly accessible section of the UP website.
3. The absence of the public at the state exam may also be substituted with a record (i.e. an audio or video record) of the exam – such records shall be archived for five years. The records may be provided to public authorities only upon request. When making a record, it is necessary to comply to the requirements of GDPR; and the records shall be stored and archived in the secured UP network storage. The establishment of an appropriate network storage must be ensured by the administrator of the Faculty's computer network.

PART II

ONLINE EXAMINATION

Article 4

Before the Exam

1. Providing instructions to students
 - a) The examiner shall instruct the student that apart from the standard issues related to fraudulent behaviour (cheating), the student is obliged to be alone in a room during the examination, and the examiner may request to be shown the room via the webcam and may also request the room to be locked. In addition, the examiner may request to be shown the desk and ask for all items to be removed from it.
 - b) In accordance with the UP SEC, the student shall be instructed that he/she is prohibited from any fraudulent behaviour, and during an oral exam he/she is obliged to keep eye-contact with the examiner. Failing to do so, he/she shall be notified (no more than twice) by the examiner or another member of the committee. Upon the third notification, the examiner shall decide whether he/she shall discontinue the exam, the attempt at the exam shall be voided and the student will need to take the exam in person, or whether the student failed the exam and shall be classified with the grade F.
 - c) For state exams or defences of qualification theses, the student shall be informed that the procedure is either publicly accessible or will be recorded.

- d) The student must be informed that in case of a disconnection or other technical inconveniences on the part of the student resulting in an interruption of the exam, the exam attempt is void. However, this circumstance is acceptable only once; if another disconnection occurs, the exam is discontinued, its result is void, and the student is required to take the exam in person.
- e) If a disconnection occurs towards the end of the exam, the examiner shall determine whether the exam attempt shall be accepted or void, and may propose assigning another question to the student.
- f) If a disconnection occurs on the part of the examiner (or a member of the examination committee), the exam attempt is void unless the examiner succeeds in re-connecting within five minutes.
- g) There must be a record proving that the student has received these instructions; the student must indicate on an electronic form that he/she has been informed about the instructions. This form shall be sent to the examiner via e-mail.

2. Verifying the student's identity

- a) The student must prove his/her identity with a student card, or their personal ID shown via the webcam.
- b) The examiner must ask the student control questions to verify information provided about the student in STAG. The examiner must continuously change control questions in order to prevent students from telling others, so that students cannot prepare an answer in advance.
- c) For individual examinations it is also possible, for example, to ensure the participation of a lecturer who can recognize the student, etc.

3. Technical requirements for connection

- a) The examiner is required to have access to a PC or a laptop with a functional audio-visual system. He/she may also use two devices or two screens – one to open a videoconference with a student and the other for the student's shared desktop (or alternatively, there may be two examiners, one viewing the shared desktop and the other viewing the student's screen). This serves for the examiner to verify that the student is not receiving advice from anyone or searching for answers in his/her computer.
- b) Before the beginning of the exam, the examiner shall switch on recording to evidence the exam procedure.
- c) The examiner must carry out a connection check, i.e. check whether the enrolled members (the student and members of the examination committee) can see and hear each other.
- d) Throughout the examination, the student is prohibited from turning off the microphone.
- e) The student must prove that he/she does not have any headphones or earbuds concealed under his/her hair.
- f) The student is prohibited from having a virtual background on his/her screen; the real-time desktop shall be visible,
- g) It is possible to use additional devices during the examination. The student may be asked to use two devices (usually a smartphone and a computer with a microphone and a webcam). For instance, at the beginning of the exam, a student can use the smartphone to show the examiner the room and prove that he/she is alone in it. The device is subsequently placed in such a way to record

him/her throughout the examination to prove that the student is not searching for the answers in, for example, a book, a notebook, etc. On his/her computer, the student must share the desktop to enable the examiner to check that the student is not searching for the information on the Internet.

Article 5 **During the Exam**

1. If it is necessary to draw questions for randomization, it is recommended to keep the rules as they are. The draw should be done by the examiner or the chairman of the examination committee, but it is necessary to ensure that the draw is unquestionable (e.g. to show that the set of questions is complete and to draw in front of the webcam, or draw using an electronic tool endorsed by the faculty, etc.).
2. If the examiner suspects fraudulent behaviour, and he/she is the only examiner present at the exam, he/she must notify the student of the suspicion and instruct the student that the exam may be discontinued. The examiner can decide whether the exam shall be discontinued and the exam attempt be void, or whether the student did not pass the exam and receives the mark F. The examiner records his/her decision in the exam protocol.
3. If the exam involves an examination committee, the examiner or another member of the committee shall present the suspicion to other members of the committee. To the extent possible, the committee must verify its suspicion, record it in the protocol, and decide whether the exam shall be discontinued, the exam attempt is void, and the student has to take the exam in person, or whether the student did not pass the exam and receives the mark F.
4. The examiner shall examine the student as follows:
 - a) the examiner asks questions and the students answers orally;
 - b) the examiner lets the student fill in a test prepared in advance (using Microsoft Forms, Moodle, or other tools) – the examiner provides the student with a link to the test in a chat during the examination (this way the student's answers are recorded as well);
 - c) a combination of the aforementioned options;
 - d) the examiner observes how the student independently deals with the assigned tasks.
5. If possible, regarding the chosen technical equipment, or if necessary regarding the fulfilment of study requirements, the examiner must monitor the student's desktop and the student's audio and video output throughout the exam.
6. If an exam protocol is required according to the UP SEC, it must be created in the same manner as the face-to-face form of examination (i.e. in a non-editable format, such as PDF), and must be approved by the committee (e.g. per rollam). It is recommended to follow the standard rules for the elaboration of protocol for face-to-face examination.

Article 6 **After the Exam**

1. In the non-public part of the state exam, or if in accordance with the UP SEC, the exam must be assessed by the examination committee; members of the examination committee should proceed in accordance with the procedure as agreed in advance. It is recommended to use a different platform for the non-public part than that used for the examination, e.g. mass e-mail or online chat (Skype, WhatsApp, Viber, etc.). The committee shall decide about the result of the exam, elaborate the exam protocol, and inform the student about the result.

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2. If the result of the exam must be decided with a secret ballot, members of the committee should proceed as follows. The chairman of the committee must use a suitable software tool to create a ballot form that may be filled in anonymously (the forms may be created by copying). He/she should send a link to the form via e-mail to all members of the committee. The result of the ballot must be documented with the export of data, or with a printscreen. Recommended software tools include MS Forms (available on the UP Portal – section Office 365, icon Forms), Google Forms, Survio, etc.

An example of a ballot form in MS Forms:

https://forms.office.com/Pages/ResponsePage.aspx?id=DvLCC_8CY0ugSl-1gEpeiRKxptizjupFokwRU6zwwgtUQkFNVjRRWjU5VUo5WjIBNkgxNEJOQk5EQi4u

An example of a ballot form in Google Forms:

https://docs.google.com/forms/d/e/1FAIpQLSdZHGQWxEKyHaW5Z9puYjOP4_LAuvxC-MlrHdTn-d2-n6mfSQ/viewform?usp=sf_link

An example of a ballot form in Survio:

<https://www.survio.com/survey/d/W5U2Q4I9T9O1N9J2L>

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3. If the examination committee must vote on the result of the exam, it is possible to use an online chat (Skype, Viber, WhatsApp) in addition to the examination tool, or to use mass e-mail. These tools enable the examination committee to discuss or vote. For voting, the per rollam principle shall be used, i.e. the voters select one option from the suggested answers, and respond by “Reply to All.” With voting, it is necessary to preserve the record of the results of the vote, as with exams taken face-to-face (by providing a printscreen).
4. The chairman or a delegated member of the committee shall elaborate on a protocol recording the process of the exam, which subsequently needs to be agreed on by all members of the committee. For this purpose, it is necessary to communicate via mass e-mail. After the exam has ended, the chairman or the delegated member of the committee shall send a mass e-mail containing a draft of the protocol, asking the other members of the committee to suggest any necessary adjustments. When replying to this e-mail, all members of the committee are obliged to use “Reply to All.” This process is repeated, if necessary, until all members of the committee agree on the final form of the exam protocol. Subsequently, the chairman or a delegated member of the committee shall send a mass e-mail containing the final version of the exam protocol, supplemented with the text “S VÝSLEDNOU PODOBOU PROTOKOLU SOUHLASÍM [I AGREE WITH THE FINAL VERSION OF THE PROTOCOL]” and ask other members of the committee to confirm their agreement with the final version of the protocol by sending an e-mail stating “S VÝSLEDNOU PODOBOU PROTOKOLU SOUHLASÍM [I AGREE WITH THE FINAL VERSION OF THE PROTOCOL].” The approved version of the protocol, including the e-mail correspondence, is subsequently put into the student’s study file. The e-mail correspondence, particularly the confirmation of agreement with the final version of the protocol, substitutes for signatures of members of the committee, as defined in Article 24 (5) of the UP SEC.

**PART III
STUDENTS WITH SPECIAL NEEDS**

Article 7

**Written Examination of Students with Special Needs
Using Special Equipment**

1. In case a written exam is taken by a student with special needs, requiring special equipment, the student is obliged to notify the examiner at least seven days prior to the exam about the need for the utilization of this special equipment. This equipment includes especially laptops with voice or tactile output, etc.
2. The chosen examination tool must be fully accessible and make it possible to ensure that:
 - a. the electronic file containing the assignment of the written exam enables magnification of the text and graphics and automatic navigation through the structure of the document;
 - b. the electronic file containing the assignment of the written exam enables the utilization of a screen reader with audio or tactile output.

Article 8

Oral and Written Examination of Students with Hearing Impairment

1. If a written exam is taken by a student with hearing impairment whose special needs either require the services of an interpreter into Czech sign language (CSL) or result in the need for lipreading when communicating, the student is obliged to notify the examiner and the coordinator of interpreting services at least seven days prior to the exam.
2. A CSL interpreter shall be provided by the coordinator of interpreting services at the UP Support Centre for Students with Special Needs (CPSSP UP).
3. The interpreter shall contact the examiner to agree on the platform suitable for the exam. It is necessary that the chosen examination tool enables viewing the CSL interpreter and the deaf student.
4. In case of hard-of-hearing students who rely on lipreading in order to understand, it is necessary to ensure that the view of the examiner formulating the oral exam assignment enables lipreading.
5. If the exam assignment includes an audio- or video-recording, it is necessary that the assignment is supplemented with a translation into CSL (for deaf students) or subtitles (in case of hard-of-hearing students).

Article 9

Extension of Time Limit

1. Based on the recommendation of the CPSSP centre, students with special needs may take advantage of an extended time limit when taking the exam. The student shall request the extension of a time limit from the examiner at least seven days prior to the exam.

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prof. Mgr. MgA. Vít Zouhar, Ph.D.
Prorektor pro studium | Vice-Rector for Study

Univerzita Palackého v Olomouci
Palacký University Olomouc | Czech Republic
+420 585 631 004 | +420 733 690 730
vit.zouhar@upol.cz | www.upol.cz