Information from the Operative Committee on Distance Education on Matters Related to Examinations within the Extraordinary Online Education Scheme

1. Assignments **during the school year** or other assignments should be submitted primarily through the 'Task' tool on CooSpace. This provides students with the opportunity to upload files (submit assignments) beyond the quota, as well as facilitating a personal, private written dialogue between the teacher and the student, which may also end with a non-public mark. Written and oral assessments of non-submissions during the school year are to be conducted in the same manner as at the end of the semester (see below).

2. The primary means for administering **written examinations** is the 'Exam' tool on CooSpace. Examinations do not occupy a significant amount of storage space, so their use is not restricted in this regard. Where justifiable (e.g. to confirm a student's identity), it may be necessary for students to connect with the teacher visually during an examination via a video conferencing application. The visual link also ensures that the teacher is able to check the adequacy of the Internet connection.

Examinations that cannot be administered as described here may be held after the state of emergency has been lifted as part of an extraordinary examination period or an extraordinary examination course, depending on the date. Postponed examinations are to be decided by the Faculty Education Committee.

3. The recommended means of administering **oral examinations** is to use the 'Attendance' tool on CooSpace for online lessons with the 'online' switch. This connects the Big Blue Button video conferencing application to the CooSpace 'Attendance' tool. The video conference tool does not occupy a significant amount of storage space, so its use is not restricted in this regard.

During the oral examination, the teacher may ask the student to maintain the video connection during the preparation period and may also require the student to 'share' his or her screen (i.e. be visible during the video conference).

During the oral examination, the result must be communicated to the student as part of the video conference and must be recorded in the Neptun system, except if the examination is taken before several people and an examination record is kept.

Oral examinations are public for those who join the video conference at the same time.

If the oral examination cannot be administered with the tool described here, other video conferencing applications (e.g. Microsoft Teams and Zoom.us) may be used, with the teacher (or examination board secretary) simultaneously registering the student's presence at the video conference either with the 'Attendance' tool on CooSpace or making a record of it in alternative ways.

4. As for **practical examinations,** if assessment and evaluation can be arranged online, the procedure described here can be applied to oral (and possibly written) examinations. Practical examinations that are not possible online can be arranged after the state of emergency has been lifted as part of an extraordinary examination period or an extraordinary examination course, depending on the date. Postponed examinations are to be decided by the Faculty Education Committee.

5. In the case of **final examinations**, the information provided in this notice shall be applied, taking into account the specifics of the particular component of the final examination. When it is justified to reschedule an examination (e.g. due to technical problems), the two-month publication deadline stipulated in Section 19.7 of the Academic and Examination Regulations of the University shall no longer apply. It must be noted that the method of calculating the final examination result can no longer be changed and the students must have a reasonable time to prepare for the announced rescheduled examination.

6. In the case of proven **technical or connectivity** problems that substantially hinder the commencement or normal flow of the examination, the student concerned shall be considered as being certified absent and shall be offered an additional examination (or another type of assessment) under the same conditions. The problem must be considered justified if it affects more than one candidate at the same time or if it is also experienced by the academic staff member (the examiner). In any other case, the student must attach documents, such as a screenshot, which demonstrate the problem. Based on these documents, the Faculty Education Committee will decide on the issue, requesting the expert opinion of the Student Information System (TR) operator or the IT Services Directorate (ISZI) if necessary.

7. An online examination is considered to be an **examination taken before an examination board** if the content and guaranteed conditions are the same as in the case of a normal examination taken before an examination board. That is, it is primarily during the video conference that the required number of academic staff members (assessors) are present at the same time to monitor the student examination. Similar criteria apply to the secretary (record-keeper) even if they are not involved in the assessment. A closed decision can be made by the examination board in a separate, closed video conference. In the case of examinations related to the course, the results shall be recorded on Neptun. In other cases (e.g. for the final exam), the grade must be made available to the student in a non-dialogic 'Task' tool created on the CooSpace scene.

8. The teacher-student interaction achieved in the manner described here shall be considered as an **attended event** in applying the provisions of law or individual regulations. Whenever the assessment is accompanied by the transmission of an original document, an electronic copy of the document shall be accepted if it is of such quality that its authenticity is credible. If necessary, the student may be required to present the original copy during a video conference.

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