Appendix No. 1 to Rector's Order No. R.0211.6.2022 of January 21, 2022

RULES FOR ORGANIZING TESTS and EXAMS
in the exam and retake session
before the start of the session

Reporting the date of the final test or examination to the Unit for Teaching Administration

1. Each date of the final test and examination should be reported to the Department of Education no later than 7 (ideally 10) days before the planned completion. Attention! This obligation also applies to any tests or examinations held before the session begins.
   In the application the following information must be provided:
   – name and surname
   – course title
   – date and time interval of the final test or examination - due to the need to avoid test dates, as well as the possibility for students to use computer equipment at the university; reservations should take into account the teaching hours grid applicable in the winter semester
   – number and codes of dean's groups (estimated number of students)
   – form of a final test or examination (please select the following):
     o test on the Moodle platform
     o an open task (written work) on the Moodle platform
     o real-time test or oral exam on the Microsoft Teams platform, possibly Zoom
   The application should be sent by e-mail to one of the following persons: Bogumiła M. Szymańska: dudzikb@uek.krakow.pl, Sylwia Merkel: merkels@uek.krakow.pl, Katarzyna Prochwicz: prochwik@uek.krakow.pl, Małgorzata Janicka: mjanicka@uek.krakow.pl, Anna Tatar: tatara@uek.krakow.pl or by phone to one of the numbers: (12) 293 5021, 5121, 5150, 5495.

2. In the class schedule, individual tests and examinations will be marked as follows:
   – Remote exam (which means that the final test or exam takes place remotely on the Moodle, Microsoft Teams or Zoom platform)
   – Indication of the building and room number (which means that the exam is face-to-face, on the campus of the Cracow University of Economics)

Establishing and agreeing with the students of an emergency plan

1. Due to the remote nature of final tests and exams, it is necessary to agree with the students the procedure to be followed in the event of an unexpected interruption of the exam, e.g. breaking the Internet connection, failure of the internet platform chosen by the instructor, technical problems on the student's side. It should assume an alternative form or the date of passing the final course. The procedure should be submitted to students in writing as part of the information on the final test or examination, available to students no later than 7 days before the date of their completion.
2. It is recommended that in the event of an error or any technical problem during the test or examination, students should document the errors on their side (by taking a screenshot or a photograph of the screen), and then provide the teacher with this information as confirmation of the problem.
3. Moving within the limits set out in the Study Regulations (§ 18, items 14 and 15), in the event of a test or examination being interrupted for technical reasons in case of a single student, it is recommended that the instructor continues it, i.e. extend the time of taking the test or assignments, grant the student an additional date, or propose a different form of completion of the course requirements, assuming that the test or task will contain a different set of exam questions. In the event of failure to excuse the total or partial absence, the student is entitled to a second term.
4. Students with disabilities should be provided by the instructor with appropriate conditions for their participation in the final examination of the subject, in accordance with the recommendations of the BON, available on the website: www.bon.uek.krakow.pl.
5. In the event of a breakdown of the IT system in which the final test or examination takes place, the instructor is obliged to resume the 1st date of the test or examination and propose a different date to the students.
6. In the event of noticing the instability of the Moodle platform or its failure, confirmation of this fact should be obtained by the Center for the Quality of Education. CUE is not responsible for any instability of Microsoft Teams and Zoom

The scope of information for students, their rights and responsibilities of instructors

1. After the confirmation of the date by the Unit for Teaching Administration, instructors should inform - no later than 7 days before the event – students about the test or exam date and organization. The communication to students – preferably posted as a message in the Announcements forum, either directly on the main course page on the Moodle platform or via another fast and effective student communication tool – it should contain the following information:
    –   content of the final test or examination
    –   the method of its implementation (form - a test, open task or oral exam)
    –   the method of grading the test or examination, e.g. the pass mark or the number of points converted into the grade included in the academic scale, etc.
    –   the name of the online tool or service on which the test or exam will be held
    –   rules of access to a test or exam (e.g. entry in a course on the Moodle platform, or the need to install Safe Exam Browser (SEB), a link to a virtual room by e-mail or on the Announcements forum)
    –   date of the event - day, month, start time and duration (in minutes)
    –   the method of emergency contact of students with the person conducting the final test or exam for the duration of the test - e.g. chat or discussion forum in the course on the Moodle platform, session on the Microsoft Teams or Zoom platform, business e-mail, telephone, etc.
    –   a contingency plan, i.e. rules of procedure in the event of an unexpected interruption of the final course credit.
2. An academic teacher organizing a final test or examination should inform students about the need to ensure safe and stable access to the Internet and an efficient computer on which they will work while completing the final course. This is especially true for colloquiums or oral examinations in the form of videoconferences, which require a good internet connection, webcam, microphone, speakers or a headset.
3. If an academic teacher deems it necessary to use the Safe Exam Browser (SEB) for the proper conduct of the colloquium or examination organized in the form of a test, students should be informed about the obligation to install SEB on their devices (the full SEB user manual can be found in Café Moodle and Student's Guide work remotely), If a student reports that there is no such possibility, he/she will be recommended to use the infrastructure of the CUE computer laboratories.
4. In case of doubts or lack of equipment, students may use the university infrastructure.
    –   During the session, computer laboratories are available to students every day, from Monday to Friday, from 8:00 to 15:00 - upon prior reservation. A student should report the need to use the laboratory using the online form available at: nazwakomputer.uek.krakow.pl, providing name and surname, index number, e-mail address, date and duration of the final test or exam, name of the teacher and the type of equipment (computer with or without webcam and headset).
    –   In the case of a test or exam to be held at a different date (after 3 p.m. on a weekday or on a Saturday or Sunday), the need to use a computer in the computer laboratory should be reported at least 3 working days before the date of the test or exam.
    –   In response, an employee of the Computer Information System Center confirms the reservation of equipment by e-mail to the e-mail address in the UEK domain.
    –   A student using the laboratory should report to the laboratory at least 15 minutes before the start of the test or exam and should present a student ID.
    –   While staying at the university, the student is obliged to comply with the rules of the sanitary regime, including: wearing a protective mask.
5. The teacher should also make sure that his equipment has sufficient resources to remotely conduct a test or examination, and if necessary, decide to use the equipment available on the CUE campus.
6. Instructors who have not used the remote form of test or exams are recommended to use video tutorials available in Café Moodle (the area for UEK academic teachers on the Moodle platform).
7. It is strongly recommended that academic teachers make sure that the settings of the final test or exam are correct by

Final tests and written exams

Preparation of a final test or written exam

1. A final test or written exam should be held on the Moodle platform in the form of a placement test, using the Test tool (Quiz) or a written assignment using the Assignment tool. The Center for Quality of Education ensures both the control of the course of this type of event and ongoing support for the teacher and students under examination.
2. In the case of a final test or examination in the form of a test, each student should receive a randomly selected set of questions, with mixed answer options and a randomly selected sequence of questions in the set. In the Moodle exam test, the number of questions on a single page of the test should be 2-3, which guarantees a proper recording of the results of students participating in the final exam. In the examination test, it is recommended to use open-ended questions, apart from closed questions, that require a longer answer by a student. In the case of designing a remote test or examination, particular attention should be paid to the settings of the tool with which it will be carried out, i.e .:
    –   test start and end dates:
        o   the working time of students should take into account its remote form and be increased by 10-15 minutes compared to a test or examination in the traditional form,

- o in the case of a test, it is equally important to limit the time for taking it, calculated so that the students have time to complete it, and the time pressure would only support their concentration,
  - o in a case of an assignment, it is necessary to set a deadline for submitting the thesis, no later than 15 minutes after the end of the test or examination;
  - the number of attempts to take a test or exam: 1, in the case of an open task - it is also important to inform students about the required file format containing the thesis;
  - the maximum number of points (grade) for a correctly written test or exam;
  - introduction to a test or task (in the case of a task without prior access to the content of the task), which should contain key information for students, such as: date, number and type of test or open tasks, rules for evaluating results, information about a quick communication channel with the instructor in the event of problems while taking a test or exam, or failure of the IT system.

Course of a final test or written exam

1. Identification of students taking a final test or exam on the Moodle platform is made automatically when logging in. The student is obliged to keep the authorization data confidential and he/she is responsible for its protection.
2. During a test or written exam, the responsibility of the academic teacher is to be available to students in the agreed manner - either via any internet communicator (e.g. chat on the Moodle platform, discussion forum), or during an open session on the Microsoft Teams or Zoom platform, or by phone or e-mail.
3. In the event of an interruption of a final test or examination, the procedure agreed in advance with the students should be effective in the event of an emergency (emergency plan).

Information on the results of a credit or written exam

1. If the test did not contain open questions requiring the teacher's assessment, both the teacher and the students should automatically receive the result of the final test or examination immediately after its completion.
2. Pursuant to § 18 point 10 of the Study Regulations, in the case of open questions in the placement test and final test or examination in the form of an open task, the teacher has 7 days to grade it and inform the students about their grade.
3. If partial assessment is used, the teacher is obliged to publish the final results of the subject as soon as possible after the end of the classes.
4. Publication of course grades should be in writing using the previously used communication channels with students, e.g. on the Moodle platform in the Gradebook and / or the Announcements forum, or on the Microsoft Teams platform in Files or in Entries

Final tests and oral exams

Preparation of a final test or oral exam

1. The platforms enabling the completion of final tests and oral exams are: Microsoft Teams in the videoconference mode and Zoom.
   - In the case of using the Microsoft Teams platform, the verification of the learning outcomes achieved should be carried out in the same teams in which the remote classes took place. If the classes have not been held in a remote mode so far, the instructor is obliged to generate an access code to the team for a given subject and publish this information on the e-Business Card.
   - If the teacher wants to combine lecture and / or workshop groups into one and conduct a final test or exam at one time, he/she should use an existing team or create a new one and publish an access code to it on the e-Business Card.
   - In the event that the final test or exam is to be held on the Zoom platform, the teacher, at least 3 days in advance, should inform the students about the method of logging in to the abovementioned platform, i.e. create a meeting, provide a link to the meeting, or login code.
2. In the case of a final test or exam at all of the above mentioned platforms, the student is required to provide the full name and surname when registering for the session and immediately activate the camera and microphone.
3. Oral completion of the course may take the form of a discussion with a single student or in a small group of students (from 2 to 5 people). For this purpose, precise dates should be set for each examinee (or each of the small groups), starting from the time of the test or examination start (e.g. 10:00, 10:15, 10:30 ... 13:30, 13:45, 14: 00).
4. In order to maintain the fluency of the final test or exam, especially in the case of a large group of examiners, set the so-called virtual waiting room and plan individual "admission" of students to the event.
5. The protocol prepared by the teacher is a sufficient basis for documenting the oral test or the online exam.
6. When preparing the rules for participation in the oral final test or online exam, one should prepare instructions on how to

proceed in the event of a disconnection of the Internet connection and unexpected leaving of the room by both the student and the teacher (emergency plan).

Course of a final test or oral exam

1. At the beginning of the online test or oral exam, the student should prove his/her identity by showing his/her student ID.
2. In order to ensure the effectiveness of passing the subject in this way, it is recommended to prepare a pool of exam questions (along with their various variants) and to draw a set each time.
3. Pursuant to § 18 point 10 of the Study Regulations, a final test or oral exam should end with the determination of its result and the immediate notification of the student taking the exam.

Procedure for the preparation and delivery of protocols

1. The basic document confirming the completion of the final course credit is the examination report.
2. Exam grades (protocols in electronic version) should be sent immediately to the USOS system (up to 7 days from the date of the exam and no later than 3 days from the end of the exam session).
3. Written minutes (as a paper document, scan or photo) should be delivered to the appropriate Dean's Office in accordance with the existing rules, not later than 7 days from the end of the examination session.

4. From the summer session of the academic year 2019/2020, in accordance with the Rector's Ordinance No. R-0201-37 / 2020 of May 29, 2020, paper-based index entries have not been applicable.

Archiving the course of the final test or examination

1. In the case of final tests and exams taking place on the Moodle platform, both the course and the results obtained by the students are automatically archived by the Education Quality Center, which does not mean that it is not possible to independently and individually back up the entire course, test or task. if the final test was completed in writing on the Moodle platform.
2. With reference to the Study Regulations (§ 18 point 9), students who write a final test or a written exam on the Moodle platform should have full access to their own work, if necessary.
3. In the case of final tests and oral exams, the academic teacher must archive the examination questions and store them for at least 5 years.