

**Rules of conduct of exams/tests at the
Medical University of Silesia, Katowice, Poland**

§ 1

General Provisions

1. The following rules apply to all exams and final course assessments held in the form of tests, administered by different organizational units of University Faculties, as well as partial assessments conducted in the form of tests, provided that they are specified in the Subject Regulations.
2. Whenever the hereby Rules refer to an exam, it shall be understood as an exam or final course assessment.
3. The examiner is the head of the organizational unit conducting the exam, the Coordinator in the event whereby a given course is scheduled in several organizational units, or a person designated by the Dean.
4. The examiner appoints the Examination Board and serves as its Chairperson.
5. The Chairperson appoints a person designated to supervise the course of examination in each examination room.
6. The exam is targeted at verifying knowledge on the subject covered by the curriculum and it covers the content listed in the subject transcript.
7. The test exam is administered in an on-site format in the premises of the University, in the written, paper or electronic form.
8. In exceptional circumstances in the event when the on-site exam cannot be conducted, subject to the Dean's consent, it may be conducted remotely by means of distance learning methods and techniques.
9. The format of the exam is specified in the subject transcript.
10. In situations specified in the Study Regulations, students must be notified 5 days in advance of the exam of any changes to the exam format.
11. The on-site exam is administered at the date and location specified by the Examiner.
12. The Examination Board prepares a report from each exam, the templates of which are provided in Appendices 1, 2, and 3 to these Regulations.
13. The examiner resolves any objections regarding the conduct of the exam.
14. Students may appeal against the decision of the Examiner to the appropriate Dean within 24 hours of receiving such a decision.
15. The decision of the Dean is final.

§ 2

Test Exam Rules

1. The test form is a multiple-choice test. The test structure rules are available on the website of the Online Education and Educational Effects Analyses Centre.
2. The exam comprises a set of no fewer than 50 and no more than 150 questions.
3. The time allocated for completing the test should be set in such a way so that the average response time per question is no less than 1 minute.
4. Multiple-choice questions cannot contain sub-points requiring separate answers.
5. It is recommended that the number of distractors be uniform for all questions under a single test. The limit of five distractors should not be exceeded.
6. Only one answer must be unambiguously correct.
7. No negative points can be added in the test in case of giving incorrect answers.

§ 3

Exam Organization

1. The examiner prepares a list of students admitted to the exam.
2. On the day of the exam, the examiner or a member of the Examination Board designated by them will deliver question and answer sheets to the exam location, in a number corresponding to the number of students admitted to the exam, including spare sheets.
3. All examination materials are confidential and should be stored in a manner that prevents unauthorized access.
4. For paper-based exams, the question text should be on a single page.
5. Students should report for the exam no later than 20 minutes before the exam begins.
6. Entry into the exam room is permitted after student identification, which is based on the student ID or student ID. In exceptional circumstances, another form of identification with a photo may be used.
7. Those who do not possess a document confirming their identity will not be admitted to the exam.
8. If a student is late for an exam, the Chair of the Examination Committee or the person supervising the exam in the given room will decide whether the student can take the exam. The student's lateness, along with the reason, will be recorded in the Minutes. A lateness does not extend the exam time.
9. Student participation in the exam is recorded on the attendance list, which is part of the exam minutes.
10. Students are not permitted to bring items (including bags, outerwear, or electronic devices) into the exam room other than those approved by the Examiner.
11. The Examiner may organize a designated area for the storage of non-allowed items; however, neither the Examiner nor the University will be held liable for these items.

§ 4

Course of exam

1. The exam ought to be held in an atmosphere of dignity and academic reliability.
2. The student completes the test independently.
3. During the exam, contact with other persons is strictly prohibited, as is the possession or use of any electronic devices that allow copying or transmitting test information.
4. Breaching the above regulations constitutes grounds for terminating the exam for that student. The Chairperson of the Examination Board records this fact in the Examination Report, and the consequences specified in the Study Regulations are imposed.
5. After all students taking the exam have taken their seats in the exam room, members of the Examination Board provide information on the organization and conduct of the exam, including its duration.
6. After receiving information from the Examination Board, students open the exam materials, which signifies commencement of the time allotted for the exam/test.
7. The student writes their first name and surname and album number on the answer sheet.
8. The answer sheet is the only document designated for answering questions during the exam.
9. Students are instructed to memorize the code number on the exam sheet for later readout of examination results.
10. During the exam, examinees are prohibited from leaving the exam room, subject to section 11.
11. In justified situations, after at least 50% of the scheduled exam time has elapsed, the examinee may, pursuant to the consent of the exam supervisor, leave the room accompanied by a member of the Examination Board.
12. Before leaving the room, the student hands over the question sheet and answer sheet to the Examination Board member.
13. The reason and time for leaving the room, as referred to in section 11, are recorded in the Examination Report.
14. Leaving the exam room under other circumstances will result in the termination of the exam for that student.
15. During the exam, students have the opportunity to obtain information about the time remaining until the exam is completed.

§ 5

Completion of the Exam

1. After the allotted time has elapsed, the exam supervisor announces the end of the exam/test.
2. Once the completion of the exam is announced, candidates must place their question-and-answer sheets aside and remain seated until the examination materials are collected by the Examination Board members.
3. If the exam is completed early, the student hands the question-and-answer sheets to the examination committee member.
4. After the exam is completed, the Examination Board secures the examination materials and answer sheets.

- 5 The Chairperson and members of the Examination Board prepare a protocol from the exam.
- 6 The exam protocol is stored by the unit administering the exam.
- 7 Answer sheets are the only documents that enable the verification of the exam result and the assignment of a grade. They should be completed legibly by the student, allowing for a clear evaluation of the selected answer. Corrections and changes that make the indicated answer unreadable will result in failure of the given question.

§ 6

Objections related to the examination process

- 1 Students must report any objections or irregularities regarding the examination process in writing to the Chair of the Examination Board immediately after the examination.
- 2 The Chairperson of the Examination Board will record the objections in the Examination Report and attach them to the report.
- 3 Objections regarding the questions may only be submitted in writing within the time specified in the Regulations of Studies to the office of the unit administering the exam, or by email to the office of the unit administering the exam.
- 4 The objection must include the text of the question related to which the objection is raised and a description of the substantive comments.
- 5 If email route is used, the objection must be sent from an email address within the sum.edu.pl domain. Objections sent from outside this domain will not be considered.
- 6 The submitted objections will be considered in accordance with the principles set forth in the Regulations of Studies.
- 7 If the objection is upheld, the Examiner will immediately notify the Online Education and Educational Effects Analyses Centre – provided the examination was conducted through the Centre. The question subject to the objection will be removed from the general pool of questions, and the students' scores will be recalculated accordingly.
- 8 In the event of errors that would allow for a correct answer to the question (e.g., duplicate correct/incorrect answers, editing errors that do not affect the substantive value of the question), the Examiner may decide to leave the question in the pool and correct the answer key.

§ 7

Exams Conducted Using Electronic Devices

1. For exams conducted electronically, the previous provisions of these Rules apply accordingly.
2. An examination conducted electronically is based on a set of questions stored on a server located in a secured network segment.
3. Materials related to exams conducted electronically are secured to prevent unauthorized access to their content.
4. In the case of an on-site electronic exam, the exam environment is subject to network restrictions, including, among others, internet access blocking.
5. Upon entering the exam room, the Examination Board members assign seats to students as well as distribute electronic devices among them, which will be used for the exam/tests.

6. Students log in to the exam system using an address from the @365.sum.edu.pl domain. In addition to their email address and password, the student enters a string of characters provided by the exam supervisor. At the Examiner's request, approval of the entered string of characters is made, which initiates the exam time.
7. Login issues caused at the fault of the student (e.g., an incorrect password) do not extend the exam duration nor constitute grounds for rescheduling the exam at a later date.
8. The student must immediately report any malfunction or failure of an electronic device that prevents the student from answering questions to the Chairperson or a member of the Examination Board.
9. In the case referred to in paragraph 8, the student will be provided with a new electronic device and will resume the test from the point where the questioning was interrupted by the occurrence of the malfunction.
10. The Chairperson of the Examination Board will record the malfunction and the time from reporting it to re-logging in in the Examination Report.
11. If the test/exam is conducted using electronic systems, exiting the examination platform constitutes the end of the examination. The only exceptions are technical issues reported to the examiner.
12. If the student finishes the test early, he/she will log out of the examination application and, in case of using a mobile device (tablet), they will hand it over to a member of the Examination Board.
13. After the allotted time for the exam expires, the test closes automatically and is verified.
14. After the verification process is complete, information about the number of points earned is displayed on the screen of the electronic device (computer, tablet).
15. After the exam is completed, the results saved on the server are printed by the Examiner in the form of a summary, which is attached to the Exam/Final Test Report.

§ 8

Exams/tests are administered through the Online Education and Educational Effects Analyses Centre

1. The following regulations apply only when the Online Education and Educational Effects Analyses Centre is responsible for test preparation. In other cases, the regulations apply accordingly.
2. Exam materials are printed by the Online Education and Educational Effects Analyses Centre.
3. Exam question sets (along with the answer key) should be submitted to the Online Education and Educational Effects Analyses Centre by the deadlines determined by the Centre Manager.
 - a. The examiner may, in consultation with the Centre, arrange for alternative deadlines for submitting the questions. This applies in particular to the dates of retake exams/tests.
4. Submitting the exam question set after the agreed deadline may result in refusal to prepare the exam materials.
5. The examiner is responsible for the content of the questions. The test and answer key should be prepared accurately, in accordance with the templates posted on the website of the Centre for Distance Learning and Analysis of Educational Outcomes.
6. The Online Education and Educational Effects Analyses Centre is responsible for the correct preparation of the test and answer sheets, as well as their printing. In case of any doubts, the Centre contacts the examiner.

7. After the exam is completed, the Chair of the Committee or their designated representative delivers the exam materials to the Online Education and Educational Effects Analyses Centre. A Centre employee confirms receipt of the materials and the number of answer sheets in the exam report.
8. The Online Education and Educational Effects Analyses Centre evaluates the test based on the materials provided and presents the results, along with a statistical analysis, to the Examiner.
9. When determining the exam threshold, the Head of the Organizational Unit/Subject Coordinator may use the statistical analysis conducted by the Online Education and Educational Effects Analyses Centre.

§ 9

Monitoring the Examination

The examination may be recorded, and candidates will be informed of this fact.

Rector of the Medical University of Silesia,
Katowice, Poland

prof. dr hab. n. med. Tomasz Szczepański

PROTOCOL
from the exam/test conducted in written and paper form

1) from the course of the exam/test * in the subject
.....

for students of year, major

2) The exam/test * was held on during the effective hours from

to in at ul.

in room no.

3) The materials were opened and resealed in the room in the presence of students on the day of the exam/test.

4) The exam/test * was taken by students, who documented their eligibility by means of their ID cards.

5) surnames of individuals who were late for the exam/test * (along with the reason and duration of the delay, and the decision of the Chairperson of the Examination Board)

.....
.....

6) course of the exam/test * (any comments).....

.....
.....

7) surnames of people who left the room during the exam/test*:

.....at.....

.....at.....

.....at.....

8) objections were raised to the questions (please provide the number and version)

.....
.....

9) any irregularities in the examination were/were not reported*

.....

10) the following questions were withdrawn without any further delay:

no version no.....

no version no.....

no version no.....

no version no.....

11) sealed question sets with answer sheets were delivered from the

Online Education and Educational Effects Analyses Centre on the day of the exam/test.

12) sets were used, and items sets were returned.....with unused answer sheets were returned.

13) Exam materials were sealed and resealed.

14) other comments:

.....

Chairperson of the Examination Board

Board Members:

1

.....

2

(legible name, surname and contact telephone number)

3

*** delete as appropriate**

PROTOCOL
from the exam/test conducted electronically
(on site)

- 1) from the course of the test/exam* in the subject
for students of.....year, major.....
- 2) The test/exam* was held on during the effective hours from
to in at ul.
in room no.
- 3) the assignment of electronic devices to students and then logging into the test/exam application*
took place in the room on the day of the exam, without any problems/with the following problems*
(describe the problems that occurred and how they were resolved)
.....
.....
.....
- 4) students took the test/exam*, documenting their eligibility with their ID cards.
- 5) surnames of individuals who were late for the test/exam* (along with the reason and duration of
the delay, and the decision of the Chair of the Committee)
- 6) course of the test/exam* (any comments, including those regarding malfunctioning electronic
devices).....
.....
.....
- 7) surnames of people who left the room during the test/exam*:
.....at.....
- 8) objections were raised to the questions (please provide the content of the question)
.....
.....
- 9) any irregularities in the exam course were/were not reported*
.....
- 10) the following questions were withdrawn without any further delay:
 - a.
 - b.

11) a summary of the exam/test results was printed, numbering..... pages, as an appendix to the report.

12) other comments:
.....

Chairperson of the Examination Board

Board Members:

.....	1
.....	2
(legible name, surname and contact telephone number)	3

*** delete as appropriate**

PROTOCOL
from the exam/test conducted electronically (remotely, i.e., using distance learning
methods and techniques)

- 1) from the course of the exam/test * in the subjectfor students
of.....year, major
- 2) The exam/test * took place on during the effective hours from
to via the platform.....
- 3) Subsequently, the exam/test * application was logged in on the day of the exam/test, without any
problems/with the following problems* (describe the problems that occurred and how they were
resolved).....
- 4) students took the exam/test *,
- 5) surnames of those who were late for the exam/test * (with the reason and duration of the delay,
and the decision of the Chairperson of the Board)
- 6) course of the exam/ test* (any comments, including those regarding malfunctioning electronic
devices).....
.....
- 7) surnames of persons who left the exam platform during the examination/test *:
.....at.....
- 8) objections were raised to the questions (please provide the content of the question)
.....
.....
- 9) any irregularities in the exam course were/were not reported*
.....
- 10) the following questions were withdrawn without any further delay:
 - a.
 - b.
- 11) a summary of the exam/credit results was printed in the number of pages, constituting an
annex to the protocol.

12) other comments:

.....

Chairperson of the Examination Board

Board Members:

1

.....

2

(legible name, surname and contact telephone number)

3

*** delete as appropriate**