

**REGULATIONS  
FOR THE CONDUCT OF EXAMS/CREDITS IN A WRITTEN-  
ELECTRONIC FORM  
including the distance learning mode (with the use of methods and techniques of  
distance learning)**

*Uniform text*

**§ 1**

1. The Regulations concern exams/credits conducted in the test, written-electronic form both in the stationary and distance learning mode (with the use of methods and techniques of distance learning)
2. In particularly justified cases lack of possibility of conducting an exam/test in the stationary form permits their conduct in the distance mode, that is, with the use of methods and techniques of distance learning. The principles of verification of learning outcomes with the use of methods and techniques of distance learning shall be regulated via a separate internal act of the University.
3. The exam/credit conducted in an electronic format occurs on the basis of a set of questions saved on the server located in a secured segment of the network.
4. Materials concerning exams/tests conducted in an electronic form are secured in a manner that prevents familiarizing with their contents by non-authorized persons.

**§ 2**

1. Condition for taking the exam/credit is possession of an email address in the @365.sum.edu.pl. domain.
2. A student should arrive for the exam/test no later than 20 minutes before its commencement.
3. In case of the student arriving late for the exam/credit (arrival after commencement) the Board Chairperson shall decide about admitting the student to the exam/credit. The fact of the student's late arrival with an indication of the cause is noted in the Protocol from the course of the exam/credit.
4. In cases specified in sec. 3 the end time of the exam/credit is the same as for all other students and shall not be prolonged due to the late arrival.
5. In case when the exam/credit is conducted in the stationary mode, upon entry to the exam room student's identity is verified in case of students attending the exam/credit on the basis of an ID document with a photograph (student ID card and in case its absence, another documents of student's choice with a photograph that confirms their identity) and their attendance in the exam/credit is recorded on the basis of the list of persons admitted to take the exam.

6. Persons not in possession of any document confirming identity, as specified in sec. 5, shall not be allowed to take the exam/credit.
7. Students taking the exam/credit shall be obliged to deposit all belongings in the place designated for it by members of the Examination Board, including: bags, folders, notebooks, notes and books, switched off mobile phones and other electronic devices.

### **§ 3**

1. Having entered the examination room students shall be assigned sitting spots and electronic devices allocated by the Board members by means of which the exam/credit will be held.
2. Upon taking their spots in the examination room by all students taking the exam/credit, members of the Board shall notify them of organization and course of exam/credit in an electronic format (including, among others, the duration of exam/credit, time designated for replies to 1 question).
3. Students log in to the exam application installed on an electronic device by means of an email address specified in § 2 sec. 1 and passwords.
4. Apart from the email address and password, students enter a sequence of signs indicated by the person supervising the course of the exam/credit.

### **§ 4**

1. Students take the test independently.
2. During the exam, it is not allowed to leave the room by persons taking the exam.
3. In case of the student attempting to leave the premises during the exam/credit prior to completing it the Chairperson of the Board may take a decision on applying sanctions with respect of such student, as specified in sec. 4.
4. During the exam/credit there is an absolute ban on contacting other persons as well as possessing and using other electronic devices (apart from those distributed by the Board), enabling copying or handing over information concerning the test.
5. Students' behaviours, as specified in sec. 2, 3 and 4 shall constitute the basis for completing the exam/credit by the above-specified student and they shall be the equivalent of obtaining a failing grade and an obligation to abandon the examination room.
6. The fact of removing the student from the examination room and their obtaining a failing grade from the exam/credit shall be noted by the Board Chairperson in the Examination Protocol.

### **§ 5**

1. The exam/credit ought to be held in an atmosphere of dignity and academic reliability.
2. All persons who behave in a manner disrespecting the gravity of the exam/credit or disrupting its correct course shall be subject to the provisions of § 4.

### **§ 6**

1. After the expiry of time designated for the exam/credit, the test shall be closed automatically and its verification shall commence.

2. After completing the process of verification on the screen of the electronic device (computer, tablet) information about the number of obtained points shall be displayed.
3. In addition, after the display of information specified in sec. 2 the student shall be able to obtain information about the number of questions to which he or she has provided correct/incorrect answers and about the estimated percentage exam result.
4. In the case of faster completion of the test, the student logs out of the examination application and hands over the electronic devices to the Board member or to its Chairperson.

#### § 7

1. Each failure of the electronic device targeted at conducting the exam or its incorrect action preventing provision of an answer must be reported by the student immediately to the Board Chairperson.
2. In cases specified in sec. 1 the student shall obtain a new electronic device and the test shall be resumed from the moment in which the disconnection occurred in providing the answer.
3. Submissions specified in sec. 1 lead to withholding the time designated for provision of the answer by the student.
4. Exam/credit duration in such a case shall be prolonged for such student.
5. The Board Chairperson notes the fact of failure and the duration from its submission to the next logging in the Examination Protocol.

#### § 8

1. All reservations and irregularities concerning the course of the exam/credit conducted in the stationary mode shall be submitted by the student in a written form to the Board Chairperson directly after the exam/credit completion.
2. The Examination Board Chairperson notes the submitted reservations in the Examination Protocol and attaches them to it.
3. The submitted reservations shall be handled by the Head of organizational unit conducting the exam/credit or by the Board Chairperson within 3 working days after the exam/credit. Information about the undertaken decision shall be immediately passed on to the students who submitted the reservation.

#### § 9

1. In case of substantive remarks to test tasks, the exam/credit participant shall be entitled to submit a written reservation within 24 hours from the date of its completion before the Head of organizational unit/subject Coordinator.
2. Reservation ought to contain an indication of the task and a precise description of substantive remarks.
3. The submitted reservation specified in sec. 1 shall be verified by the Head of organizational unit/subject Coordinator up to 3 working days after completion of the exam/credit.
4. In case of accepting the submitted reservation, as specified in sec. 1, upon conducting calculations of the exam/credit results the text task covered by the reservations shall be withdrawn from the total pot of assessed questions and the required point thresholds shall be recalculated.

## § 10

1. After completion of the exam/credit the results saved on a server are printed by the Board Chairperson/Examiner in the form of a summary constituting an appendix to the Protocol with a course of exam/credit.
2. The summary contains a date and time of printout and it contains a signature of the Board Chairperson and its members/Examiner.
3. The exam results are communicated by the Head of the organizational unit/subject coordinator to the participants through entering information to the “Virtual University” system.
4. After the completed exam/credit the Chairperson and members of the Board elaborate the protocol from its course.
5. The student is entitled to review the examination work within 5 working days from the date of announcement of exam/credit results in order to test the correctness of the grade obtained.
6. In case of noting irregularities in assessing the examination work the student shall be entitled to a written appeal against the indicated exam/credit result to the Head of the organizational unit within 7 working days from the date of announcement of the results.