

**REGULATIONS**  
**FOR THE CONDUCT OF EXAMS/TEST CREDITS IN WRITTEN -**  
**PAPER FORM**  
*Consolidated text*

**§ 1**

1. Regulations apply to exams/credits carried out in a test form or written – paper form.
2. On the day of the exam/credit, the Chairman or a member of the Board appointed by the Chairman shall provide test cards and answer cards to the place of the exam/credit, in the number corresponding to the number of students admitted to the exam/credit, including backup cards.
3. The exam sheet, which includes a question sheet and an answer sheet, is secured in a way that prevents unauthorized persons from acquainting themselves with its content.
4. Questions and answers to questions should be placed on one page.
5. During the test, the student can solve test tasks in any order, possibly skipping some of the questions and returning to them later.
6. The exam sheet should be created in a way that allows the solver uninterrupted access to information about the task number that is currently being solved by the test taker
7. The exam/credit question cards (without the answers indicated) should be delivered to the Centre for Remote Learning and Analysis of Educational Outcomes within the following deadlines:
  - a. in the winter session until 15 December of a given academic year,
  - b. in the summer session until 15 April of a given academic year.
8. Exam sheets (question and answer sheets) are printed by the Centre for Remote Learning and Educational Effect Analysis.
9. Immediately after the exam/credit, the Head of the organizational unit delivers to the Centre for Remote Learning and Analysis of Educational Effects a set of answers necessary to evaluate the test.
10. Centre for Remote Learning and Analysis of Educational Effects, based on the materials referred to in paragraphs 8 and 9, evaluates the test and presents the Head of the organizational unit with a statistical analysis to determine the exam/credit threshold.
11. Paragraphs 7-10 shall apply where an individual uses the Centre for Remote Learning and Learning Outcomes Analysis to conduct an exam/credit.

## § 2

1. A student should apply for the exam no later than 20 minutes before it starts.
2. In the case of the student being late for the exam/credit (arriving after its start), the Chairman of the Board decides on the student's participation in the exam/credit. The fact of the student's delay, together with the reason, is recorded in the Record of the course of the exam/credit.
3. In the case referred to in paragraph 2, the finishing time of the exam/credit is the same as for all other students and is not extended, regardless of the reason for the delay.
4. When entering the exam room, a member of the Board checks the identity of the student taking the exam/credit based on a document with a photo (student ID card, and in the absence of another document selected by the student with a photo confirming identity) and records student's presence at the exam/credit based on the list of persons admitted to the exam/credit.
5. Persons who do not have a document confirming their identity are not allowed to take the exam/credit.
6. Students taking the exam/credit are obliged to deposit in a place indicated by a member of the Examination Board all owned items, including bags, folders, notes, notebooks and textbooks, disabled mobile phones and other electronic devices.

## § 3

1. After taking seats in the exam room by all students taking the exam, the members of the Board inform about the organization and course of the exam/credit (including, among others, about the duration of the exam, the time allocated for the answer to 1 question).
2. The opening of the exam materials by the Board takes place in the hall, in the presence of students taking the exam/credit.
3. The members of the Board shall give each person taking the exam/credit one copy of the question-and-answer sheet.
4. The answer sheet is the only document intended to provide answers during the exam/test credit.
5. The answer sheet is marked with the code number of the test taker, assigned by the Centre for Remote Learning and Analysis of Educational Effects.
6. On the back of the test card, the student writes the name of the exam subject and the date of the exam/credit.
7. Students are informed about the need to remember the code number appearing on the test card to read the exam/credit results later.

## § 4

1. The student solves the test independently.
2. During the exam, it is strictly forbidden to contact other people, as well as to own and use any electronic devices enabling copying or transferring information about the test.

3. Breach of the prohibition referred to in paragraph 2 is the basis for the end of the exam/credit for this student and is tantamount to receiving an insufficient grade and the obligation to leave the exam room.
4. The fact of removing a student from the exam room and receiving an insufficient grade from the exam, the Chairman of the Board notes in the Examination Protocol.

#### **§ 5**

1. The exam/credit should take place in an atmosphere of seriousness and academic integrity.
2. The provisions of § 4 shall apply accordingly to persons who behave in a manner not commensurate with the seriousness of the exam or disrupt its proper course.

#### **§ 6**

1. During the exam/credit, it is forbidden for the examined persons to leave the room, subject to paragraph 2.
2. In justified situations, the examined person may, with the consent of the Chairman of the Board, leave the room, assisted by a member of the Board.
3. Before leaving the room, the student shall provide the Chairman of the Board with a question-and-answer sheet.
4. The reason and time for leaving the room, as referred to in paragraph 2, shall be recorded in the Examination Protocol.

#### **§ 7**

1. After the expiration of the time allocated for the completion of the test, the Chairman of the Board announces the end of the exam/credit.
2. After the announcement of the end of the exam/credit, the examined persons put down the question-and-answer cards and remain in place until the members of the Board have collected all the examination cards. By handing over the question-and-answer card, the student signs the attendance list.
3. In case of early completion of the test, the examined student shall hand over the question-and-answer card to the Chairman or a member of the Board, sign the attendance list and leave the room irretrievably.
4. After collecting all the exam materials, the Board closes them in containers and seals them, in the presence of students, remaining in the exam room.
5. After conducting the exam/credit, the Chairman and members of the Examination Board prepare a report on its course.

#### **§ 8**

1. Question and answer cards are the only documents that allow the grading of a written exam/credit completed in paper form and should be completed by the student legibly, allowing for an unambiguous assessment of the selected answer. Amendments and changes that make it impossible to read the indicated answer cause the question to fail.

2. All reservations and irregularities regarding the course of the exam/credit shall be reported by the student in writing to the Chairman of the Board, immediately after the exam/credit.
3. The Chairman of the Examination Board shall record the objections raised in the Examination Protocol and attach them to this protocol.
4. The objections raised are considered by the Head of the Organizational Unit conducting the exam/credit or the Chairman of the Board up to 3 working days after the exam/credit. Information about the decision taken is immediately forwarded to the student who objected.

### **§ 9**

1. In the case of substantive comments to test tasks, the exam/credit passer has the right to submit a written objection within 24 hours from the date of its termination to the Head of the Organizational Unit/Course Coordinator.
2. The reservation should include an indication of the task number and a detailed description of the substantive comments.
3. The objection referred to in paragraph 1, will be verified by the Head of the Organizational Unit/Course Coordinator up to 3 working days after the end of the exam/credit.
4. In the case of the objection, as referred to in paragraph 1, when calculating the results of the exam/credit, the test task covered by the reservation will be withdrawn from the overall pool of assessed questions, and the required score thresholds will be recalculated.

### **§ 10**

1. The results of the written exam/credit carried out in paper form shall be announced no later than on the third working day from the date of the examination.
2. The Head of the Organizational Unit/Course Coordinator informs the test takers about the results of the exam by entering information into the "Virtual University" system.
3. The data of the test taker shall be provided in the form of a code appearing on the test taker's response card.
4. The student has the right to inspect the exam work (answer card, question card and answer key) for 5 working days from the date of announcement of the results of the exam/test credit.
5. In the event of irregularities in the assessment of the exam work, the student has the right to appeal in writing against the given result of the exam/credit to the Head of the Organizational Unit/Course Coordinator within 7 working days from the date of announcement of the results of the exam/test credit.