

Department of British and American Studies FF UPJŠ

RULES FOR ONLINE EXAMS – winter semester exam period 2020/2021

Responsibilities:

The teacher responsible for the exam:

- determines a platform for the online exam
- creates the virtual space and instructs students about access
- is responsible for technicalities of the device used by himself/herself for the online exam (camera, microphone, Internet connection, charged device, etc.)

Students' responsibilities:

- an active university email account
- technicalities of the device used by students (Internet connection, camera, microphone, charged device, etc.)
- application/platform used for the online exam downloaded in the device they use for this purpose and its reliable operation
- always being on time
- it is strongly recommended to synchronize the time in the student's device in both Windows and Outlook application (see the pictures in the document at: <http://kaa.ff.upjs.sk/en/useful-documents>) or using the <https://time.is/sk/>

General rules:

1, Students can contact the lecturer responsible for the exam anytime. However, they are obliged to observe the rules for academic teacher-student communication (in both written and spoken form).

2, If not asked otherwise, students keep the microphones and cameras switched on. Students are expected to react to the teacher's questions in a traditional way.

3, Technical problems (e.g. not charged device, problems with the login, problems with the router, problems with the device, lack of data, etc.) will not be accepted as an excuse for a student's absence in the examination.

4, Tests are usually time-limited. Thus, they start and finish at a precisely set time. Students are not able to start completing a test before its set-up beginning. More importantly, it is not possible to submit the test after the specified time. If a student fails to submit the test within the specified time frame, their test score is automatically 0. If anything prevents a student from participating in the test and its submission, s/he is obliged to get in touch with the course teacher (or otherwise specified person) IMMEDIATELY by email.

5, It is strictly forbidden to make any recordings of exams or to take screenshots/pictures or make copies of the test in any possible way before, during and after exam. Any test is subject to copyright and any violation of this law will be penalized accordingly. If a student makes a sound and/or video recording of an online oral exam, they may be expelled from the exam as it will be considered a case of disruptive behaviour.

6, Students will be informed about the exam results via the AIS system within 3 days (as specified in the relevant regulations).

7, A course teacher prepares the exam – oral exam or written test on the basis of course materials that are specified in the syllabus. If the oral exam or written test reveals any lack of student's knowledge, the student is expected to consult these materials first. If s/he is still not able to solve the problem, s/he can ask the course teacher for consultation within the teacher's consultation hours. Since tests are written and stored in the virtual space, it is not possible to

show the tests to students in their physical shape. Furthermore, the correctness/incorrectness of the student's answers in the test or during the oral exams *cannot be discussed* with the teacher. On the other hand, the student is welcome to consult any topics that were covered by the test.

8, Any attempt at cheating during the oral or written exam will result in failing the student and in advising both the head of the Department and the Ethical Commission of this kind of misconduct. Cheating is defined as any kind of searching for and/or copying test answers from the Internet, from study materials, books/articles, or from other students.

9, The student's video camera must be in a way that the examiner feels convinced that the student is alone; including that he/she will not be able to communicate with others deliberately. On the examiners' request, the student must turn the camera to show the room he/she is sitting in.

Specific rules for oral examination:

1, A student registers for an examination in the AIS system.

2, One day before the examination, each student receives a message (e.g. from the MS Teams application) specifying the exact time of the student's exam. If the student does not receive such a message by 17:00 (one day before the examination), (s)he is expected to immediately write an email to the course teacher. Each student must observe the specified time. Any failure to do so causes considerable delays and, therefore, problems for the other students. Each examinee's computer must be provided with a camera and a microphone. It is strongly recommended that students (at least one day before their examination date) verify their connection in the application used for the examination. If an examinee does not join the examination platform at a specified time without justification (s)he will be failed (FX).

3, The oral examination is a dialogue: an examiner asks questions and a student is expected to answer them immediately without preparation. Each student will be informed immediately about the examination result. Materials to be studied for the exam are specified in the syllabus of the course.

4, If a student is aware of any problems with the connection or any other technical problems, (s)he is supposed to contact the tutor *before the examination*.

5, It is in the interest of all students to pass the examination. If technical problems of any sort occur during the examination the student must contact the examiner by email immediately. The examiner will give the student instructions for the next procedure.

6. At the beginning of the oral exam the student must confirm his/her identity by showing his/her Student ID-card to the webcam.

Nastavenia

Domov

Vyhľadať nastavenie

Čas a jazyk

Dátum a čas

Oblasť

Jazyk

Reč

Dátum a čas

Aktuálny dátum a čas

10:22, streda, 25. novembra 2020

Automatické nastavenie času

Zapnuté

Automatické nastavenie časového pásma

Vypnuté

Nastaviť dátum a čas manuálne

Zmena

Synchronizovať hodiny

Posledná úspešná synchronizácia času: 24.11.2020 11:10:17

Časový server: time.windows.com

Synchronizovať teraz

Časové pásmo

(UTC+01:00) Belehrad, Bratislava, Budapešť, Ľubľana, Praha

Automatická úprava času pri prechode na letný čas

Zapnuté

Zobraziť ďalšie kalendáre na paneli úloh

Nezobrazovať ďalšie kalendáre

