

**Procedure for administering online examinations
at the Poznań Medical University**

§ 1

1. These Procedure sets forth the principles for administering exams using information technologies, including means of remote communication (on-line exams), and in particular:
 - a. types of on-line exams,
 - b. rules for announcing exams,
 - c. methods for administering given types of exams,
 - d. principles and technical requirements for administering exams,
 - e. what to do if technical problems occur.
2. The Procedure shall apply to all exams administered in an on-line form via the OLAT platform.

§ 2

1. An exam cannot start before 7:30 a.m., and its scheduled end cannot be later than 8:00 p.m.
2. Exams for full-time students shall take place on weekdays. For an exam to be held on a different day, both parties (examiner and students) have to concur.
3. It is possible to hold exams on Saturdays identified in the CITK schedule. Multiple-choice exams on the OLAT platform shall not be held on Sundays or public holidays.

§ 3 1.

Exams are grouped into the following categories:

- a. multiple-choice exam,
 - b. open-book exam (case study, students may access textbooks or other resources),
 - c. oral exam,
 - d. hybrid exam (combines two or three exam categories).
2. The following technical means should be used for particular exams:
 - a. sOLAT platform – for multiple-choice or open-book exams,
 - b. MS Teams – quizlet – for multiple-choice exams; as an external server is used, which limits the scope for controlling technical problems, this method is only to be used in exceptional circumstances and at the express permission of the appropriate Dean,
 - c. MS TEAMS teleconference system – for oral exams,
 - d. a combination of the above methods may be used for hybrid exams,
 3. An exam may only be run using an individual university e-mail address.
 4. For the exams use computers and laptops on which all exam content will be displayed correctly and which will guarantee that the results are properly saved.
 5. Detailed exam parameters shall be specified by a class coordinator or exam coordinator. The coordinator presents the parameters to an appropriate Dean no less than 3 weeks before the scheduled exam date. The coordinator defines: the number of questions, question type proportions and the time assigned for answering given question types (Appendix No. 1a).
 6. The Dean provides the approved exam format and parameters to CITK staff, who subsequently publish information pertaining to the exam structure on the sOLAT platform for students taking the exams. An approved format for a given exam shall be binding for a given academic year for all students in a given year.
 7. The class coordinator enters the agreed upon exam details into the syllabus.
 8. Exam dates shall be set by Coordinators in consultation with the students and a CITK member of staff. An exam date may only be booked by a UMP member of staff.

9. Exam entry applications are available on the sOLAT platform in accordance with the exam entry terms and conditions.

§ 4 MULTIPLE-CHOICE EXAM

1. The time assigned for completing a multiple-choice test shall be equal to the number of questions multiplied by the time assigned for answering one question.
2. The time assigned for answering a question with one correct answer should reflect the length of the question and shall not be less than 45 seconds.
3. If a question with one correct answer requires an in-depth analysis, the time assigned for answering should be extended appropriately.
4. For other types of questions, the time shall be determined individually for each question to reflect the question structure and shall not be less than 70 seconds.
5. An exam should not include more than 80% of questions with one correct answer.
6. Once a question has been answered, changes may no longer be made to it.
7. Pursuant to copyright protection it is strictly forbidden to make or share copies of the content of the displayed questions/exercises. Screenshots may only be taken at the request of an exam observer and in a situation as described in paragraph 4 point 13.
8. The time to answer a question may not exceed 200% of the time assigned for answering the given question type (for example time for answering a question: 60s, then maximum time: 120s). Points may be deducted after checking log-on details and determining the time in which questions were answered. The decision to make such adjustments is made by a class coordinator.
9. If more than 15% of exam questions are answered after their permitted time, the examiner, subject to the Dean's consent, may decide to administer an additional oral exam in order to confirm the actual knowledge of the given student.
10. Students shall start a multiple-choice test no later than within 5 minutes of the exam becoming available. Starting a multiple-choice test more than 10 minutes after it becomes available shall be treated as lateness and the test results for that given student shall be invalidated.
11. During a multiple-choice exam, students have to remain logged-on to the MS Teams platform and have to remain within the camera visual range throughout the entire exam. The class/exam coordinator shall be responsible for securing individuals tasked with watching students.
12. It is strictly forbidden to make copies of the displayed questions and content and to distribute them without the author's consent. Situations set forth in point. 14 shall constitute an exception to the above provision.
13. If any irregularities are discovered during a multiple-choice exam or an oral exam, the examiner shall inform the Dean.
14. Communication problems, preventing or making it difficult to complete an exam, should be immediately reported by the student concerned to the examiner by pointing out who has been affected by the problem, or – if voice communication proves impossible – to document the problem (for example by saving the message which appeared on the computer screen/screen dump) and send it to the examiner via electronic means of communication. Any disputes shall be settled by the Dean. Reports of problems documented by a screen dump or a photograph without the entire monitor visible shall not be considered.
15. If technical problems occur, apply the adopted procedures for considering technical errors as specified in § 5.

§ 5 Reporting and considering technical

problems during on-line exams:

1. Technical problems which occur during an exam shall be reported to the coordinator observing the exam via Teams.
 2. Problems shall be reported by e-mail sent from the student's e-mail address with the relevant screen dump attached; it shall be sent to: elarning@ump.edu.pl by the end of the day on which the exam took place.
 3. If internet connection is lost, a student may continue the exam once it is re-established. Please note that an exam shall be valid as long as the total time without connection does not exceed 10% of the time exam duration.
 4. If it proves impossible to re-establish connection, the following principles shall apply:
 - a. For technical problems during exams entailing 60 or more questions, such as loss of internet connection or the system freezing whilst displaying multiple-choice questions:
 - i. Less than 10% of the test questions displayed – exam shall be cancelled, but not failed. The student shall be assigned a new exam date.
 - ii. More than 10% but less than the exam pass threshold of questions is displayed – the test shall be considered as have been sat and:
 - a. if the ratio of correct answers to the number of displayed questions is equal to or higher than the pass threshold and if the time limit (average of 1 question / overall time allowed) for the displayed questions was not exceeded – the exam shall be cancelled but not failed,
 - b. failure to correctly answer the required number of questions calculated according to the number of displayed questions – the student fails the exam.
 - iii. More questions were displayed than the exam pass threshold – the test shall be considered as have been sat and:
 - a. if the required number of correct answers calculated according to the number of displayed questions is obtained – the student may accept the exam pass grade or re-sit the exam at a different date,
 - b. failure to correctly answer the required number of questions calculated according to the number of displayed questions – the student fails the exam.
5. Students are entitled to one first-sitting date for an exam and one re-sit date in the sOLAT system; the format for a second re-sit shall be determined by the class/exam coordinator together with the appropriate Dean.
6. Every time an on-line multiple-choice test is started an available exam date shall be considered to have been used.