

## **RULES APPLICABLE TO CONDUCTING CREDITS AND EXAMINATIONS AT THE END OF SPECIFIC CLASSES USING ELECTRONIC COMMUNICATION MEANS (REMOTE FORM)**

### **I. Organization and proceedings**

1. Whenever these detailed rules refer to:
  - 1) organizer - it means:
    - a) an academic teacher or other person conducting classes in the subject - in the case of exams and credits at the end of specific classes in a given semester, or
    - b) an academic teacher who is the chairman of the commission - in the case of examinations and commission credits;
  - 2) participant - it is understood as persons taking part in the exam or passing the exam, including the organizer and the student.
2. Credits and exams at the end of specific classes may be carried out remotely, only with the use of electronic communication tools and means provided by the University of Rzeszów, including:
  - 1) as part of the Office365 package, in particular the MS Teams and MS Forms applications;
  - 2) used by individual units of the University of Agriculture in the current education process on the basis of the consent given by the Vice-Rector for Student Affairs and Education.
3. Credits and exams at the end of specific classes may be held remotely only if all participants have the technical ability to participate in them, in particular, they have an electronic communication device, equipped with a camera and a microphone, and have access to the Internet, ensuring adequate quality of audio and video transmission. If it is not possible to meet the above requirements, the participant asks the organizer to determine the method of conducting the exam or passing the exam; In such a case, it is permissible to provide him with the UR equipment in classrooms and other teaching rooms with access to the network.
4. Prior to commencing the examination or credit, the candidate's identity should be verified. If the student's identity is verified by presenting a student ID or another photo document, it should be carried out in such a way that the other participants of the exam or examination cannot see its content. It is unacceptable to request from students to send scans of identity documents or student ID earlier.
5. There is no obligation to register credits or examinations conducted remotely.
6. It is allowed to join as a student credit or exam participant in a remote form, an academic teacher other than the organizer conducting the classes.
7. The excuse for the absence of a credit or examination conducted remotely is carried out on the terms specified in the Regulations of Studies at the University of Rzeszów.

8. The detailed organization of credits and exams at the end of classes not covered by these rules will be determined by the Dean of the College.

#### **I A. Conducting credits and oral examinations using electronic means of communication**

1. Credits and oral examinations at the end of specific classes are carried out remotely under synchronous contact.
2. Before taking the test or exam, the student is obliged to prepare the room in which he or she will be passing the exam or taking the exam in such a way that no other person is present in it, no other multimedia devices are present (including phones, tablets, etc.), with the exception of the device through which he / she will participate in the exam or exam, or which allows you to establish an internet connection.
3. The student is obliged to be ready at the device through which he / she will participate in the test or examination 10 minutes before the scheduled time of its commencement. Standby means having electronic means of communication operational, including the correct application.
4. During the course of the credit or exam, the student is required to provide audio and video (it is not allowed to turn off the camera and disable or mute the microphone) and be constantly in the camera frame. At the request of the organizer, the student should provide the screen of his device, provided that the IT technology used provides such functionality. In case of any doubts regarding the course of the credit or examination, the organizer has the right to verify the conditions of the room in which the student is staying. The credit or examination should be conducted with due respect for academic culture.
5. While answering the question, the student is obliged to look directly at the camera.
6. If the connection between the organizer and the student or other participants is interrupted during the credit or examination, the organizer will immediately attempt to re-establish the connection. When this is not possible, the organizer (in the case of an examination before an examination board in agreement with the members of the committee) decides whether the course of the credit or examination allows the student to be assessed until the connection is interrupted and decides whether to complete the examination or examination and issue a grade, or to repeat the examination or examination by student.
7. Retrying the exam in the event of breaking the connection referred to in point 6 consists in setting another date for taking the exam (in the shortest possible time). In such a case, the organizer may conduct the examination in the same form or in the form of direct contact in compliance with the sanitary regime.
8. Loss of connection, interruption of a test or examination, and the decision to repeat it, are recorded in the protocol.
9. In the event of a credit or a commission examination, the student is obliged to wait for the reconnection in front of the screen of the device operating the electronic communication tool used. After the commission determines the result of a credit or exam, the organizer restores the connection with the student and informs him about the grade obtained.

### **I B. Conducting credits and written exams using electronic means of communication**

1. Credits and written examinations using electronic means of communication may take place both as part of synchronous and asynchronous interaction between the student and the organizer.
2. Before taking a credit or a remote written exam, the organizer should familiarize students with the IT tool used, unless it was previously used to verify the learning outcomes of this group of students.
3. When organizing credits and written examinations in a remote form, one should take into account the possibility of network or server load, the number of students taking a credit or examination at a time, as well as the need to properly control the course of a credit or examination.
4. The student is obliged to immediately report to the organizer any technical problems before or during the credit or examination.
5. During the course of the credit or written examination in a remote form, the student, at the request of the organizer, is obliged to provide the sound and image or should make available the screen of his device, provided that the IT technology used provides such functionality. In case of any doubts regarding the course of the credit or examination, the organizer has the right to verify the conditions of the room in which the student is staying. The credit or examination should be conducted with due respect for academic culture.
6. If, during the credit or examination, the connection between the organizer and the student is broken, the organizer will immediately try to re-establish the connection. When this is not possible, the organizer makes a decision about the need to repeat the credit or examination by the student.
7. Repeating a credit or examination in the event of breaking the connection referred to in point 6 consists in setting another date for taking the credit or examination (in the shortest possible time). In such a case, the organizer may conduct a credit or an examination in the same form or in the form of direct contact in compliance with the sanitary regime.
8. Loss of connection, interruption of a test or examination, and the decision to repeat it, are recorded in the protocol.

### **II. Completing the credit or the exam in a remote form**

1. If the organizer finds that the conditions for obtaining a credit or an examination have been violated as a consequence of an action committed by the student, the organizer shall end the credit or examination with a negative result.
2. The organizer shall immediately inform the Dean of the college about the necessity to repeat the credit or examination.
3. After completing the credit or the exam in a remote form, the organizer is obliged to terminate the work with the electronic means of communication through which the credit or exam was conducted (log out of the application).