

University of Lodz Rector's Regulation No. 113 of 23 April 2020

concerning: the specific mode of administering examinations and final credit assessments in the University of Lodz using information technology tools that secure control over study effects verification process, and its recording, in the period of suspension or limitation of the university's activity under the SARS-CoV-2 epidemic threat

Pursuant to Article 23 Part 1 as well as Article 76a of the Act of 20 July 2018 – Law on Higher Education and Science (Dz. U. – Journal of Laws, 2020, item 85, amended) in connection with Section (§ 25) Part 2 Point 2 of the UL Statute, I hereby resolve as follows:

§ 1

[Glossary]

Whenever this Regulation mentions:

- 1) Remote exams and/or credits – it should be understood as exams and/or final assessment tasks (assignments) counted toward credits, which are carried out at the University, outside the location of the University or its Branch, using IT tools that secure control over study effects verification process, and enable its recording.
- 2) Rules of Study – it should be understood as Resolution of the UL Senate No. 449 of 14 June 2019, concerning the approval of Rules of Study at the University of Lodz;
- 3) Regulations of Doctoral School – it should be understood as the following Resolutions of the UL Senate: No. 436 of 27 May 2019 r. concerning the approval of the Regulations of UL Doctoral School of Social Sciences; No. 437 of 27 May 2019 concerning the approval of the Regulations of UL Doctoral School of Exact and Natural Sciences; No.

438 of 27 May 2019 concerning the approval of the Regulations of UL Doctoral School of Humanities; No. 439 of 27 May 2019 concerning the approval of the Regulations of the Bio-Med-Chem Doctoral School of the University of Lodz and Lodz Institutes of the Polish Academy of Sciences;

- 4) Rules for Doctoral Studies – it should be understood as Resolution of the UL Senate No. 452 of 5 March 2012, concerning the approval of Rules for Doctoral Studies (amended);
- 5) University – it should be understood as the University of Lodz.

§ 2

[Subject matter of regulation]

1. The subject matter of this regulation is the specific mode of administering examinations and final credit assessments in the University of Lodz using information technology tools that secure control over study effects verification process, and its recording.
2. The specific mode of verification of study effects pertains to exams and final assessments carried out at the University in the 2019-2020 academic year, during the period of suspension or limitation of the university's activity under the SARS-CoV-2 epidemic threat.
3. Any matters outside the scope of the present Regulation, may be resolved by the use of the Rules of Study, the Regulations of respective UL Doctoral Schools, and the Rules for Doctoral Studies.

§ 3

[General formal requirements for verification of study effects]

1. Exams and final assessments can be carried out using the Microsoft Teams tool. At the request of the dean, the UL Vice-Rector for Education may agree to conduct examinations and final assessments using another equivalent tool. The exam or credit task may also be conducted using the Moodle platform, provided that the Microsoft Teams tool is used to provide *audio / video* transmission for the whole group (remote exams or credits).

2. Remote exams and credits are conducted before the beginning of the summer exam session. The decision to carry them out belongs to the academic teacher. The summer exam session in the 2019/2020 academic year runs from August 24 to September 24, 2020.
3. Whether a student can take remote exams and credits depends on the access (of the teacher making the assessment and the student taking it) to IT devices that support Microsoft Teams tools, allowing for two-way *audio / video* transmission in real time.
4. A student taking an exam or assignment task shall fulfil all the following conditions:
 - 1) using a camera and Internet connection allowing for two-way *audio / video* connections. The camera can be installed on a device other than a computer which the student uses to solve the exam test (e.g. the video device of a phone or tablet),
 - 2) making the photo available in USOSweb for the academic teacher and co-participants of the exam,
 - 3) logging in to the Moodle platform and Microsoft Teams application using a student account in the unilodz.eu domain,
 - 4) submitting a declaration of independent work during the exam or assignment, whose breach is punished by discontinuation or failing.
5. The student submits the declaration referred to in Part 4 Point 4, via e-mail from his or her student account in the unilodz.eu domain.
6. It is possible for the academic teacher to invite additional persons to support the control of students' independent work during the exam or assignment. The invited persons have access to the image from student cameras.
7. Students who, due to objective reasons, intend to stay in the same room during the exam or final assessment task, are obliged to inform the academic teacher at least 3 days before s/he specifies the date of the exam or final assessment task. It depends on the decision of the academic teacher if s/he expresses consent for this arrangement or sets an additional date for the exam or credit.
8. Before starting the exam or final assessment task, the examiner is responsible for checking the student's identity and confirming that the student does not have the opportunity to communicate with third parties or unauthorized materials that limit his/her independence during the exam or assignment. The academic teacher verifies the student's identity by calling him / her as part of the *audio / video* connection in the Microsoft Teams application, while checking the student's photo in USOSweb.

9. During the exam or assignment, the student is required to have a camera permanently activated and focused on his/her face. The image from the camera is to be unprocessed - you must not use additional image modification software, e.g. adding background or effects. If the examiner requests so, the student is obliged to turn the camera in order to share the image of the room in which s/he is located. Failure to comply with these obligations may be the reason for discontinuation or cancelling the result of an exam or final assessment task.

§ 4

[General formal requirements for remote exams and credits with the use of Microsoft Teams and Moodle platform together]

1. The teacher reports to the to the UL IT Centre if s/he has an intention to conduct an exam or final assessment task with the simultaneous use of the Microsoft Teams tool and the Moodle platform.
2. Each student taking an exam or final assessment task is required to express their consent to recording his/her performance.
3. For technical reasons, it is recommended that academic teachers limit the task instructions to a text format or simple graphic content. For the same reason, it is recommended to avoid or use a minimum of multimedia content (*audio/video* sequences or animations).
4. An academic teacher preparing an exam or assignment in the form of a test is required to prepare a database of questions consisting of at least twice as many test questions as the number of questions in the exam test. These questions should be divided into thematic groups.
5. When conducting an exam or final assessment in the form of a test, it is mandatory to use the Moodle platform option to draw a random set of questions for individual test participants. Random selection applies to each of the thematic groups from the database of questions referred to in Part 4. Irrespective of the random selection of questions from the question database, it is mandatory to use the possibility of randomizing the order of these questions and the order of answers under each question.

§ 5

[Exceptions]

1. Examinations and assignments must not use a form or medium that does not provide two-way *audio and video* transmission in real time. The exception applies to final assessments based on essays written by the student(s) and verified by the teacher.
2. Subject to § 4 Part 2, the course of the exam or assessment task may be recorded on the student's consent. Only the academic teacher who conducts the exam or assignment is entitled to record it. If the exam or final assessment task is recorded, the academic teacher is obliged to secure the recording file against the use of unauthorized persons.

§ 6

The Regulation enters into force on the day of signing.

Rector of the University of Lodz

Prof. dr hab. Antoni Różalski