

## DESCRIPTION OF EXAMINATION PROCEDURE

1. The present description defines the organization and implementation procedure of examination of the subject (module) and final test evaluated by cumulative grade (except for final examinations of the study programmes).
2. The description's provisions are applicable to all the study programmes.
3. The examination shall be organized and carried out by the formed **Examination Commission**. The size of the Examination Commission depends on the number of students and it follows the principle: one commission's member for ten students. The minimal number of the commission's members shall be 3, and the minimal number of the commission's members – lecturers shall be 3.
  - 3.1. The suggestion about the composition of the Examination Commission has to be prepared by the lecturer, who coordinates the subject/module. The manager of the unit conducting the studies (unit responsible for the module's studies) has to approve the commission's composition before the examination.
  - 3.2. The Examination Commission shall consist of the following:
    - 3.2.1. Chairman – lecturer, who coordinates certain subject/module. The chairman shall be responsible for preparation of the examination tasks, their quality, reliability, storage secrecy, organization and implementation of examination, and data presentation to the database of e-register;
    - 3.2.2. Evaluators – the lecturers responsible for the subject's teaching indicated in the syllabus, and/or lecturers (professors, associate professors, lecturers) delegated from the units, which teach the subject/module; lecturers from the unit conducting the studies if the studies are carried out by one unit. The assistants are allowed to evaluate only if such is the order of the manager of the unit conducting the studies.
    - 3.2.3. Assisting staff – lecturers, research employees, study administrators, and laboratory assistants, who help to organize examination and who are delegated by the units.
4. **The examination has to be carried out** in the pre-selected **location** posted on the schedule at the **time** indicated in the schedule.
5. The examination premises should be suitable for execution of the examination tasks and in the size sufficient to accommodate all the planned evaluatives.
6. Before allowing to enter the examination room, the commission's member has to **identify the students** with the help of the student's credit book or student's certificate, or some other personal identity document with a photo.
7. The students cannot bring any things to the examination, except for personal identity document. The student may bring the necessary personal belongings (handkerchief, glasses, etc.) to the examination place only if s/he has declared the items during the registration to examination and has received the permit of the member of examination commission, who registers the students. All the things of the student (bags, mobile phones, other mobile connection means, etc.) shall be stored during the examination in the place inside of examination room that is inaccessible to the students or in the separated locked room. During the registration the student **has to inform about the circumstances**, which could affect the examination results (e.g., disease).
8. The unit conducting the examination has to **provide all the means** necessary for examination to the student, including the writing tool, calculation tool, paper for examination tasks, rough paper, paper for codification, to create the conditions to follow time during examination, etc.
9. The student may use only the information sources and tools declared before the examination during it. It is forbidden to use other information sources and tools than specified herein.
10. In case of written examination **all the works have to be codified**. The students have to write down their name, surname and group on the paper meant for codification. The student's name

cannot appear on the sheets of examination tasks. The codification shall be carried out by the chairman of the Examination Commission or the person assigned by him/her; s/he has to assure codification of the works before the evaluation, proper storage of codes and decoding of the works only after the evaluation.

11. The study administrators, laboratory assistants, assistants and research employees may help to organize the examination – to register and identify the students, to distribute and collect the examination tools.
12. The chairman of the Examination Commission has to assure that the examination would be **supervised by sufficient number of commission members** and one additional member would be appointed for each additional ten persons exceeding 30 students. The requirements of the clause 3 have to be observed. If necessary, the commission's members may substitute each other; however the minimal number of the supervising lecturers has to remain during the entire examination. Examples of the commission's formation:

Commission	Number of students			
	≤30	31 - 40	41 - 50	150
Evaluating lecturers, including the Commission's chairman (minimal number)	3	3	3	3
Assisting staff (if number of evaluators is not sufficient) (minimal number)	0	1	2	12

13. **The commission's members and observers of evaluation cannot have mobile connection means** in the examination room.
14. Before the examination is started, the students have to sign the **pledge** regarding honest behaviour during the examination in the form approved by the Rector's resolution of 17 June 2013. The pledge forms shall be distributed and collected by the members of the examination commission. The commission's members have to draw the students' attention to the importance of that document (if possible, e.g. to show the text of the pledge on the screen) and to explain about the consequences of dishonest behaviour. The following shall be considered the **violations of academic honesty** during the examination: talking with other students, holding and/or usage of mobile phones or other information sources; copying from other student; pretending to be another student (clause 325 of the Regulation of the Studies). When the fact of academic dishonesty is confirmed following the procedure defined in the Regulation of the Studies, the student **shall be expelled from the University** (sub-clause 4 of the clause 390 of the Regulation of the Studies).
15. The **beginning** of examination **has to be registered** upon announcement of all the examination tasks; the times of examination beginning and planned end have to be written on the board or shown on the screen.
16. The **examination protocol** has to be completed during the examination (**Annex 1**). The examination protocol, codification sheets and sheets of tasks done in written (after the possible duration of appeals) have to be stored in the unit responsible for the organization of examination at least until the end of the next academic year.
17. The participation of the student, who has violated the examination procedure, in the examination has to be terminated by the lecturer, who supervises the examination. The chairman of the examination commission has to be notified about the event without delay. The tasks done by the student cannot be evaluated.
18. The chairman of the examination commission has to inform the Faculty's dean about violation of examination procedure in written and indicate the person, who has committed a violation, as well as character of such violation. If the student was using or attempting to use the prohibited means (or sources) or had them, these means (sources) have to be seized, if possible or

otherwise documented (e.g., by making photo) and submitted to the Faculty's dean together with the information on violation of the examination procedure.

19. In case of essay or open questions, the evaluator has to prepare the evaluation criteria of the task, which would include minimal requirements and structure of the grade.
20. **The examination results** have to be announced following the terms and conditions specified in the clause 265 of the Regulation of the Studies.

**Examination protocol**

**Date of examination**

**Place**

**Examination was supervised by** (office, name, surname):

**Number of present students:**

**Absent students** (name, surname, group):

**Time of the examination beginning:**

**Time of the examination end:**

**Students, who have left the examination room** (name, surname, absence duration from the examination room):

**Violations of examination procedure:**

Chairman of Examination Commission: \_\_\_\_\_

office, name, surname, signature