

## **DESCRIPTION OF THE EXAMINATION PROCEDURE FOR ODONTOLOGY INTEGRATED STUDIES PROGRAMME**

1. This description establishes the procedure for the organisation and execution of the subject (module) examination and the final examination of the assessment performed with a cumulative score (except for the final examinations of the study programmes).
2. The provisions of the description apply to all study programmes.
3. The examination is organised and conducted by the formed **Examination Commission**. The size of the examination commission depends on the number of students and is guided by the principle: ten students - one member of the commission. The minimum number of commission members is – 3 members, the minimum number of commission members – lecturers – 3.
  - 3.1. The submission regarding the composition of the examination commission must be approved by the head of the department conducting the studies of the subject (responsible for the studies of the module).
  - 3.2. Exam commission is made up of:
    - 3.2.1. The chairperson – the head of the clinic. The chairperson is responsible for the preparation of the exam tasks, their quality, reliability, secrecy, for the organisation and execution of the exam, submission of data to the electronic journal database;
    - 3.2.2. Assessors - lecturers of the study department (professors, associate professors, lecturers). Assistants may evaluate only if instructed to do so by the head of the department conducting the studies.
    - 3.2.3. Support staff – lecturers, researchers, study administrators, laboratory assistants delegated by the department, who help to organise the exam.
4. The exam is conducted face-to-face or remotely. The examination must take place at the pre-selected and scheduled place (s) at the time specified in the timetable. If the exam is taken remotely, students are provided with additional information about the procedure for taking the exam remotely.
5. The examination rooms must be suitable for the performance of the examination tasks and must be of sufficient size for the intended number of assessees.
6. Upon admission to the examination room, the appointed member of the commission must identify the students using a student ID card or other photo ID.
7. Only students who have completed the relevant part of the study programme are allowed to take the exam. If students or listeners do not have the right to participate in the assessment due to not having fulfilled a part of the study programme within the set deadlines, the department responsible for the subject (module) shall decide on the completion of the missing part of the study and participation in the assessment.
8. Students may not bring any items to the exam location other than an identity document. The student may bring the necessary personal belongings (handkerchiefs, glasses, etc.) to the place of the examination only if he / she declares them during the registration for the examination and obtains the permission of the examination commission member. All student belongings (backpacks, mobile phones, other mobile devices, etc.) must be stored in a place in the examination room or in a separate lockable room that is inaccessible to students during the examination. At the time of registration, the student must report any circumstances that may

- affect the results of the exam (e.g., illness). If the exam is taken remotely, students follow the instructions provided for the new exam procedure.
9. The department conducting the exam must provide students with all the tools needed during the exam, including a writing tool, paper exam assignments, paper for drafts, paper for coding, conditions to monitor the exam time, and so on.
  10. During the exam, the student can use only the information sources and tools declared in advance, before the assessment. The use of sources and means of information other than those specified in this paragraph is prohibited.
  11. **All papers must be coded** during the written exam. Students must write their name and group on a coding sheet. The student's name cannot be written on the exam task sheets. The Chairperson of the Examination Commission or a person appointed by them must perform the coding; they must ensure that the works are encrypted before the assessment, that the codes are properly stored, and that the works are decoded only after the assessment of the work has been performed.
  12. Study administrators, lab technicians, assistants, and researchers can help organise the exam: register, identify students, distribute, and collect exam tools.
  13. The chairperson of the examination commission must ensure that **the examination is supervised by a sufficient number of commission members** for each additional ten exceeding 30 students, appointing one additional commission member and maintaining the requirements of point 3. If necessary, the members of the commission may replace each other, but the minimum number of supervising lecturers must remain throughout the examination.
  14. **Commission members and assessment observers may not have mobile devices** in the examination room.
  15. Before beginning the exam, students must sign a **pledge** of fair conduct during the assessment. Pledge forms must be distributed and collected by the members of the examination commission. **Violations of academic integrity** during the exam include: speaking to other students; possession and / or use of mobile phones or other sources of information; copying from another student; pretending to be another student. Upon confirmation of the fact of academic dishonesty, it shall be reported in accordance with the procedure established by the LSMU Study Regulations.
  16. **The start of the exam must be recorded** when all exam tasks have been announced; the start and expected end times of the exam must be written on a board or displayed on the screen.
  17. **The examination protocol** must be completed during the examination (**Appendix 1**). The examination protocol, coding sheets and sheets of written assignments must be kept in the department responsible for organising the examination at least until the end of the next academic year.
  18. The lecturer supervising the examination must terminate the participation of a student who violates the examination procedure in the examination. The chairperson of the examination commission must be informed about the event immediately. The tasks completed by the student cannot be evaluated.
  19. The Chairperson of the Examination Commission must inform the Dean of the Faculty in writing about the violation of the examination procedure, indicating the person who violated the examination procedure and the nature of the violation. If a student has used, attempted, or possessed unauthorized means (or sources), these means (or sources) should, if possible, be taken or otherwise documented (e.g., by photographing) and submitted to the Dean of the Faculty along with information about the violation.
  20. To assess essay-type and open-ended questions, during the exam, the assessor must prepare task assessment criteria that must specify minimum requirements and a grade structure.
  21. The **results of the examination** must be published within the terms and in accordance with the procedure established in the Study Regulation.



**Exam protocol**

**Exam date**

**Place**

**The exam was supervised by** (position, name, and surname):

**Number of students who attended:**

**Students who did not attend** (name, surname, group):

**Exam start time:**

**Exam end time:**

**Students left the exam room** (name, surname, time of absence from the exam room):

**Violations of the examination procedure:**

Chairperson of the Examination Commission: \_\_\_\_\_

Position, name, surname, signature