R U L E S

FOR CONDUCTING FACE-TO-FACE AND REMOTE ONLINE EXAMINATIONS WITH THE BLACKBOARD AND MOODLE ELECTRONIC PLATFORMS AT THE MEDICAL UNIVERSITY "PROF. DR. PARASKEV STOYANOV" - VARNA

I. FACE-TO-FACE ELECTRONIC EXAMINATIONS

1. Face-to-face (in-person) electronic examinations shall be conducted in the form of electronic tests, by computer or other electronic device, with the help of specialised examination software or through web-based applications under the supervision of invigilators in designated rooms of the main units (Faculties, College, Department), Affiliates and practical training facilities of Medical University "Prof. Dr. Paraskev Stoyanov"–Varna (MU–Varna) in order to verify and certify the knowledge acquired during the training process.

2. Face-to-face electronic examinations taking place in specially equipped computer rooms in the buildings of MU–Varna **shall be limited to a precisely specified location for taking the exams** (range of computer IP addresses) **and/or access password.**

3. **At least 14 days** before the start of the examination, the lecturer/examiner should inform the students on the way the examination is to be conducted and all the details regarding the individual tasks.

4. The lecturer is required to provide students with **a trial test to familiarise them with the examination format on the learning platform** – Blackboard or Moodle. If there are questions from the examinees before or during the examination, only the examiner can provide clarifications or additional information.

5. The preparation of test materials, the introduction of test questions and the final settings of the e-examinations in the learning platforms is the responsibility of the unit conducting the training. If necessary, lecturers can be assisted and consulted by the staff of the International Centre for Electronic and Distance Learning (ICEDL).

6. Examinees should be informed that Medical University–Varna uses a personalised web browser for conducting electronic examinations that increases the security of the examinations.

7. Face-to- face **electronic examinations, held in the computer rooms of MU–Varna, shall be started by the examinees only through a specific icon of a specialised web browser**, unless the terms of taking the exam require another format.

8. When conducting an e-examination, the examining unit (Department or TS) is obliged to provide **the required number of invigilators** per training room to be present throughout the examination.

9. The representatives of ICEDL **shall not act as invigilators**, and (if necessary) their obligations are limited only to providing technical and software support – starting the examination tests, setting up web-based applications for e-examinations, assistance in case of any problems encountered, etc.

10. Students shall be warned by the examiners to promptly check and, if necessary, update **their usernames and passwords** in order to avoid problems on the day of the examination. **Blackboard/Moodle login credentials (username and password) shall not be provided to other persons.** They authenticate entry into a specific user profile with certain rights to access e-learning content.

11. Upon entering the examination room, students are obliged **to leave their bags**, **telephones and other electronic devices** in a designated place. The invigilators shall give instructions and arrange for the seating. Finding a **second mobile phone** or **another mobile electronic device** in a student after the start of the exam, regardless of whether it is switched on or not, shall be treated as a proven attempt of cheating/copying and shall be considered grounds for imposing a penalty under Art. 197 (1) of the Regulations on Educational Affairs at MU–Varna.

12. The invigilators are obliged to monitor and prevent in a timely manner attempts at prompting and copying by the students. In case of proven **copying, prompting or other forms of cheating,** the examination shall be terminated, and the student must leave the training room. In these cases, Art. 197 (1) of the Regulations on Educational Affairs at Medical University–Varna shall apply:

   Art. 197 (1) (Amended and supplemented – 23.01.2017) In case of proven cheating at a current control test, semester examination, state examination or plagiarism by a student developing an individual assignment, he/she shall receive a punishment through getting a poor grade, deprivation of the right to take an exam in the respective discipline for the academic year and a suspension warning. In case of a repeated infringement, the student shall be suspended for a period of time designated by the Rector.

   The invigilators shall **draw up a record** of the infringement found and submit it to the Dean with a copy to the Director of ICEDL.

13. If the conduct or completion of the e-examination is interrupted or made impossible due to **a technical failure, disturbances** in the examination room, **disconnection of the Internet connection,** or any other similar reason which applies both to the entire room and a specific examination place, the student must notify the examiner of these circumstances. In the event of a technical interruption, the student may request a retake of the exam or submit the answers saved before the interruption. After the technical problems have been resolved, the student will be given the opportunity to complete the exam or, if desired, to use another test format proposed by the examiner.

14. The results of the e-examinations conducted through the learning platforms shall be announced to the students according to the statutory deadlines laid in the Regulations on Educational Affairs at MU–Varna. Upon **completing and submitting** the examination test, each student receives system information on whether the answers have been stored on the learning platform. At the discretion of the training team, the students are given the opportunity for more detailed information on the content of the completed e-examination.

15. In order to ensure the efficient use of the examination seats, **students are not allowed to remain in the examination room** after completing and submitting the test. The student shall inform the invigilators that he/she has completed the examination and leave the computer room.

16. After completing each of the exam sessions (regular, retake, final) the examiner is obliged **to promptly download the electronic log of examination results on an official computer** and store them in **an electronic archive in the relevant Department (TS) for at least one year from the date of their conduct.**

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II. REMOTE ONLINE EXAMINATIONS

1. Remote online examinations shall be conducted using computer or other electronic device, by means of specialised examination software or in web-based applications under the control of **specialised security software** with a restriction on the use of external sources outside the examination format and with video and audio surveillance, **or by invigilators** in designated virtual classrooms with video and audio control of the examinees in real time, in order to verify and certify the knowledge acquired during the training process.

2. **At least 14 days** before the start of the remote examination, the lecturer/examiner should inform the students on the way the examination is to be conducted and all the details regarding the individual tasks

3. **At least 3 days** prior to the examination the examination unit (Department or TS) or the relevant examiner should provide students with data – **an up-to-date work/mobile telephone number, an up-to-date email address** – for contact before and during the examination, as well as a **link** to the virtual classroom intended for dialogue with the examinees.

4. The lecturer is required to provide students with a **trial test** to familiarise them with the examination format on the learning platform – Blackboard or Moodle. If there are questions from the examinees before or during the examination, **only the examining lecturer** can provide clarifications or additional information.

5. Students shall be warned by the examiners to promptly check and, if necessary, update **their usernames and passwords** in order to avoid problems on the day of the examination. **Blackboard/Moodle login credentials (username and password) shall not be provided to other persons.** They authenticate entry into a specific user profile with certain rights to access e-learning content.

6. When conducting a remote examination, the examining unit (Department or TS) should provide a minimum of **ONE invigilator** to be present throughout the examination in the virtual classroom set up for this purpose in order to answer any questions that may arise or to seek a representative of ICEDL if technical assistance is needed. **At the request** of the examining unit, **ICEDL shall provide technical support** of the examination.

7. Examinees should be informed that Medical University–Varna uses a personalised web browser for conducting remote examinations that increases the security of the examinations. It prevents examinees from printing, copying, opening other pages or links, or having access to other applications. This software has been enhanced to a video surveillance service that uses the examinee's webcam to monitor for misconduct during the examination – opening secondary applications, using telephones, calculators, textbooks, assistance from other people near the examinee.

8. To take the remote examinations via Blackboard and Moodle, the examinees must have an electronic device with a built-in or external camera and microphone that are functional and of good quality. Camera and microphone settings must be **previously checked and enabled** from the operating system control panel.

9. The software used for conducting and controlling the examination requires a sufficiently reliable and high-speed Internet connection (preferably more than 25 Mbps), therefore it is recommended that the examinees have a cable Internet connection. Slow Internet connection and wireless networks can pose a number of technical problems and shall be used as a last resort.

10. The examiner or examination unit prepare and adjust the examination test and create a **virtual classroom** (session) for technical questions and problems during the examination, as well as a forum (discussion) in the discipline for technical questions before the exam.

11. Before the examination, the examinees are required to familiarise themselves with the instructions for the use of the security software and/or video conferencing software (in the Help Information section of the learning platform), check the system settings for microphone and camera, as well as the health of the system and hardware of their device, to install the examination software and enter the trial test and/or test their video conferencing connection.

12. Upon taking the test, examinees shall comply with the following rules:
    - choose a well-lit place for their computer, there should not be any mirrors, windows and other reflector surfaces behind them;
    - if using a laptop, it must be plugged in, and battery saving mode must be switched off;
    - ensure that the operating system is updated and no automatic updates are forthcoming;
    - all anti-virus programmes must be turned off;
    - not to use a computer connected to other additional screens (monitors), and these must be switched off;
    - contact a lecturer in the virtual classroom and through the forum if they have encountered problems;
    - when using video surveillance software, identify themselves at the beginning of the examination with a document containing names and an up-to-date photo (e.g. Student Record Book), and all other requisites should be covered;
    - declare that they are aware of the rules for conducting the remote examination.

13. If the conduct or completion of the remote online examination is interrupted or made impossible due to **a technical failure, disturbances** or **disconnection of the Internet connection,** or any other similar reason, the examinee must notify the examiner of these circumstances by means of the contact details specified in item 3.

14. In the event of a technical interruption, the student may request a retake of the exam or submit the answers saved before the interruption. After the technical problems have been resolved, the student will be given the opportunity to complete the exam or, if desired, to use another test format proposed by the examiner or the examination board.

15. The results of the e-examinations conducted through the learning platforms shall be announced to the students according to the statutory deadlines laid in the Regulations on Educational Affairs at MU–Varna. Upon **completing and submitting** the examination test, each student receives system information on whether the answers have been stored on the learning platform. At the discretion of the training team, the students are given the opportunity for more detailed information on the content of the completed e-examination.

16. If the exam is conducted with specialised examination software (personalised web browser and video surveillance service) through the Blackboard platform, the examination board examines the software report and analyses the problem cases identified therein. In the event of an infringement – copying, prompting or other form of cheating – Art.197 (1) of the Regulations on Educational Affairs at MU–Varna shall apply, and a record shall be drawn up that is submitted to the Dean with a copy to the Director of ICEDL.

17. If the examination is conducted via the Moodle platform, video surveillance is carried out through **video conferencing software with a maximum of 12 examinees in the virtual**

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classroom. At the discretion of the examiner, the examinees may be required to share their computer screen. In the event of an infringement — **copying, prompting or other form of cheating** – Art.197 (1) of the Regulations on Educational Affairs at MU–Varna shall apply and a record shall be drawn up that is submitted to the Dean with a copy to the Director of ICEDL.

18. When conducting oral exams in an electronic environment, a **virtual classroom** (session) created for this purpose is used in the relevant electronic course of the discipline.

19. For conducting an oral examination in an electronic environment, a preliminary schedule shall be drawn up that indicates the order according to which the examinees take the exam. The examiner or the examination board, as well as the examinees, participate with their cameras switched on.

20. The examinees should identify themselves at the beginning of the exam with a document containing names and an up-to-date photo (e.g. Student Record Book), and all other requisites should be covered.

21. The recording of the oral exam in a **virtual classroom** (session) takes place only with the decision of the examination board or training unit and with the explicit consent of the examinee.

22. Video recordings of the exam procedures, examination data and student works from the electronic-based assessments and final examinations with established plagiarism attempts are stored in an electronic archive for at least 5 years from their conduct in accordance with the "ORDINANCE on the State Requirements for Organising a Distance Form of Education in Higher Schools".