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The procedure for remotely conducting the examination session of the SMK University of Applied Social Sciences	Approved by the director in 2020. May 4 by order no. V(20)-0035.	1.35	5	Valid from 05/04/2020

## **SMK UNIVERSITY OF APPLIED SOCIAL SCIENCES PROCEDURE FOR EXAMINATION SESSION REMOTELY**

### **I. GENERAL PROVISIONS**

1. The public institution SMK University of Applied Social Sciences (hereinafter referred to as the procedure for conducting the SMK exam session remotely (hereinafter referred to as the Procedure) determines the procedures for the organization, execution and supervision of the first cycle (professional bachelor) exam session of the SMK, the requirements and progress of the remote examination, academic ethics and academic honesty requirements, rights and responsibilities of teachers and students.
2. This Procedure regulates the procedures for organization and assessment of examinations at the SMK to the extent that these procedures are not determined by the Study Regulations of the SMK, the description of the procedure for evaluating study results and other legal acts regulating the studies at the SMK.
3. The procedure is prepared in accordance with the SMK Study Regulations, the description of the study results assessment procedure, the Code of Academic Ethics, the Quality Guide and other approved internal legal acts of the SMK.
4. The procedures established in this Procedure apply to all SMK employees and students participating in the process of organizing the exam session during the COVID-19 (Coronavirus) pandemic and in the event of a declared state of emergency in Lithuania.
5. The written form of the exam is equivalent to a computer-based assessment or another form of assessment when the exam task is performed on a computer. Written exams are conducted in the SMK virtual learning environment, Moodle, using testing, "open book" tasks, uploading written work, peer evaluation, etc.
6. Oral exams are conducted using the remote video conferencing tool "Google Meet" recommended by the SMK and the process participants using video and audio equipment, applying examinations, presentations (individual and/or group), individual project or work defenses, etc.
7. The student must participate fully and continuously in the exam, therefore he must be equipped with mandatory technical means - a computer or other digital device, an Internet connection, a video camera, a microphone (it is recommended to take care of alternatives to these devices in case of technical obstacles/disturbances during the settlement).
8. The student must ensure uninterrupted video and audio transmission during the exam (a stable Internet connection is ensured). The image and sound must be clear and undistorted.
9. A broken computer, malfunctioning microphone or camera is not a valid reason. Non-participation in a distance exam is equated with academic debt and the provisions of the SMK Study Regulations apply to its liquidation.
10. During the exam, the student must have, and in case of need and in case of suspicion, must show the teacher a document confirming personal identity (student certificate, passport or identity card showing the student's name, surname and photo confirming the identity, and other data are covered).

11. It is forbidden for students to record the exam (make an audio and/or video) or download the audio and/or video of the exam. If such a case is discovered, sanctions will be applied in accordance with the General Data Protection Regulation, the Law on Legal Protection of Personal Data and the Regulations of SMK Studies and other legal acts of the Republic of Lithuania, which provide for liability for such violations.

## **II. TECHNICAL REQUIREMENTS**

12. The student's and teacher's computers must be equipped with properly functioning video and audio transmission devices (video camera, microphone, headphones or sound speakers).

13. SMK's virtual learning environment Moodle and video and audio conference organizing tool Google Meet are used for the examination.

14. In exceptional cases, teachers may use other tools for organizing video and audio conferences for examinations, but the use of a tool for organizing video and audio conferences other than those provided for in this Procedure must be coordinated with the head of the Study Program.

15. During exams, students must connect to the video conference system "Google Meet" and the virtual learning environment Moodle only with SMK e-mail. by mail "name.surname@stud.smk.lt", other e-mails are not connected.

16. During the entire exam (regardless of whether the exam is written or oral), the student must have the video and audio transmission devices (video cameras, microphones, headphones or speakers) turned on and make sure in advance that these devices are technically in order.

17. A student who does not have video and audio turned on is not allowed to take the exam.

## **III. REQUIREMENTS FOR THE ORGANIZATION OF REMOTE EXAMINATION**

18. Exams can be conducted orally using video conferencing solutions using the Google Meet tool, or written using the Google Meet tool and the capabilities provided by the virtual learning environment Moodle.

19. Examinations can also be conducted by combining both written and oral examination forms at once. In this case, the Google Meet tool and the virtual training environment Moodle are also used.

20. The teacher informs the students about the method of the exam no later than 48 hours before the exam. In the environment of the taught subject, the Moodle teacher indicates the exam method (oral, written, oral and written), the expected duration of the exam, can briefly indicate the structure of the exam, informs that the oral exam will be recorded.

21. If, due to unforeseen circumstances, the teacher needs to change the form of the examination to another alternative form that allows for a more appropriate assessment of the students' acquired knowledge and abilities and to ensure the students' academic integrity, settlement is carried out remotely, such changes are possible only after coordination with the head of the Study Program. Changes in the approved exam programs regarding the form of exams and examination procedures are possible only after coordination with the head of the Study Program and with his permission.

22. During the exam, no extraneous objects may be near the student, except for the necessary computer equipment and additional tools specified by the teacher (if necessary).

23. During the exam, the student can use only those software tools and digital documents that are specified as necessary during the exam. All other software and digital documents must be disabled.

24. During the exam, the face of the examiner must be clearly visible, and if necessary, the person overseeing the exam can demand to turn the camera in the required direction.

25. If necessary, the person in charge of the exam may require the student to share an image of the computer desktop.

26. Other persons and objects or devices emitting extraneous sounds cannot be in the same room as the student participating in the exam.

27. Devices that can emit extraneous sounds and distract the examinee's or the examiner's attention (television, radio) must be turned off.

28. During the exam, business attire and an ethical place of settlement (room) are recommended.
29. During the entire exam, students must behave in a disciplined manner, do not interfere with the reporting of work by others, do not use obscene words, etc.
30. The student must complete the exam independently, without violating the requirements of academic ethics and the principles of academic honesty.
31. During the exam, it is prohibited to use any additional means that may cause doubts about the examinee's honesty and independence in providing answers. The lecturer informs the Head of the Study Program about the observed case of dishonesty by filling out the act of determining academic dishonesty in writing.
32. Any non-compliance with the requirements specified in points 22-31 of this Procedure or non-fulfillment of other teacher's instructions is treated as academic dishonesty and in such case the student is no longer allowed to take the exam. A student who behaves dishonestly during the exam is removed from the remote exam system, his exam is not evaluated. Cases of academic dishonesty are examined in accordance with the provisions of the SMK Code of Academic Ethics, the Regulation of the Academic Ethics Commission, the Study Regulation and other legal acts regulating academic honesty. Academic dishonesty is subject to the consequences provided for in the SMK Study Regulations.

#### **IV. PROCESS OF REMOTE EXAMINATION**

33. The exam starts at the time specified in the schedule.
34. There is a technical login 15 minutes before the start of the exam, so all students must log in via Google Meet 15 minutes in advance before the start of the exam.
35. The teacher, who is convinced of the identity of the student being examined, gives further instructions for taking the exam and allows him to take the exam.
36. The student connects to the exam task presented in Moodle in the virtual learning environment and completes it.
37. A remote connection between the teacher and the student must be ensured during the entire examination (ie, a constantly visible image).
38. When performing the given exam task in the Moodle environment, the student must be connected by video and audio through the Google Meet tool during the entire exam.
39. If a student completes an exam task in the Moodle environment without connecting to Google Meet, the Moodle completed task is invalid and not graded.
40. Audio and video devices can only be turned off with the permission of the teacher supervising the billing.
41. During the entire exam, the teacher is connected to Google Meet and monitors how the exam is going, as well as supervises how the students perform the tasks, monitors whether the students comply with the provisions of academic integrity.
42. During the exam, the teacher can at any time look at how a particular student performs the exam task, and can ask to show the computer desktop window at any time.
43. Oral examinations are organized using the Google Meet tool for organizing video conferences. The oral exam login is also subject to a technical login time, which is 15 minutes before the start of the exam.
44. An oral exam held remotely is recorded.
45. The teacher must inform the students that the exam is being recorded orally and make sure that there are no objections.
46. A student who does not agree to have the oral exam recorded is not allowed to take the exam.
47. In such a case, the teacher informs the administration that a specific student did not agree to be recorded.
48. The case of non-agreement to record is decided and examined by the Distance Examination Supervision Commission. For a student who does not agree to be recorded during a remote oral exam, the SMK administration assigns another possible exam date after the end of the quarantine regime

(the exam date can be moved). A student who does not agree to be enrolled is allowed to take the exam at a specific time designated by the administration only in front of the established commission.

49. During the exam, the Head of Study Programs or another responsible administrative employee can access the Google Meet link at any time and observe how the exam is conducted (both verbally and in writing).

50. If during the exam, after starting to take it, technical obstacles appear that the student cannot remove, the student must immediately inform the Head of the Study Program.

51. If other unforeseen cases occur (systemic technical disturbances or other force majeure circumstances), the student must inform the Head of the Study Program in writing by e-mail that he will not be able to join the exam in real time before the exam begins. The report must be reasoned, the reasons must be clearly stated and justifying evidence must be presented. Such cases are examined by the Remote Examination Supervision Commission, and if there are justifiable reasons (with evidence), the student may be given the opportunity to take the exam at another time after the end of the quarantine period (another exam date is set by the administration).

52. If before the scheduled exam time or during the actual exam, the teacher encounters technical obstacles that the teacher cannot promptly remove himself, in such a case the teacher informs the head of the Study Program, who can take over the execution of the examination or another examination time is agreed upon.

## **V. STUDENT RIGHTS AND RESPONSIBILITIES**

53. The student undertakes to follow the examiner's instructions exactly.

54. The student must conduct the exam honestly and not use extraneous unauthorized means and ensure that he will comply with the requirements provided for in Part III of this Procedure.

55. Students must ensure that SMK intellectual property objects will not be distributed without the right to do so. Students undertake not to distribute the material submitted during the exam electronically or in any other way and not to use it for other than study purposes.

56. Submit a personal identity card or other document proving his/her personal identity.

57. Do not consent to audio and video recording during the oral exam. In this case, the student takes the oral exam at another time specified by the administration at the established Commission.

58. If technical obstacles occur during the exam or if unforeseen circumstances occur that make taking the exam impossible, the student must immediately inform the Head of the Study Program in writing by e-mail about the circumstances or technical obstacles that have arisen.

## **VI. TEACHER'S RIGHTS AND DUTIES**

59. When the exam is conducted orally, before the exam begins, the teacher must inform the students that the course of the exam is being recorded.

60. The teacher informs the students about the exam method for the exam no later than 48 hours before the exam.

61. The teacher has the right to:

61.1. request that the student submit an identity document, which the student clearly shows to the teacher so that the teacher can see the student's name, surname, and photo in the identity document;

61.2. indicate which direction the camera should be facing;

61.3. require that the image of the student's computer monitor be broadcast next to the student's image;

61.4. require silence during the examination;

61.5. require the student to increase or decrease the sensitivity and volume of the microphone;

61.6. not to credit the exam if the student does not comply with the requirements stipulated in the clauses of this chapter and Chapter III.

## **VII. FINAL PROVISIONS**

62. The material used in the remote examination process is the intellectual property of SMK. Students must not distribute the material submitted during the exam electronically or in any other way and not use it for other than study purposes.
  63. Students' written assignments are stored in electronic format in the Moodle electronic module according to the deadline set in the SMK documentation plan. Recordings of oral exams are kept by the teacher until the end of the deadline for submission and examination of student appeals provided in the regulations of the Appeals Commission of the SMK.
  64. The information obtained during the exam is used only to evaluate the results of the student's study subject. The information obtained during the exam is not transferred to third parties, except in cases where it is required by law or it is established that an offense has been committed or for other legitimate reasons.
  65. This Procedure enters into force from the date of its approval.
  66. The procedure can be changed or abolished by order of the director of the SMK.
  67. This Procedure is published in the SMK virtual learning environment Moodle to the documents regulating studies.
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