

## **Procedure for conducting on-line Bachelor's and Master's degree examinations in Politehnica University Timișoara**

- academic year 2019-2020 -

**Art. 1.** This procedure is drawn up in accordance with:

- OUG no. 58/2020 regarding measure-taking for the well-functioning of the education system;
- Decree no. 240/2020 regarding the extension of the state of emergency in Romania;
- The Decision of the National Committee for Special Situations (CNSSU) no. 7/2020
- The MEC Order no. 4206 / 2020 regarding measure-taking in higher education in Romania;
- Other specific regulations.

**Art. 2.** This procedure is applicable during the state of emergency and until the relevant authorities remove the restrictions regarding public gatherings, for the academic year 2019-2020.

**Art. 3.** (1) The organization and conducting of on-line Bachelor's degree/diploma and Master's examinations will be conducted exclusively using the resources of the specialized platform for online education Virtual Campus UPT (CVUPT), via the dedicated categories for Bachelor's degree/diploma and Master's, available on CVUPT, while respecting the regulations in place.

(2) The facilities of CVUPT allow the management of Bachelor's degree/diploma and Master's activities: announcements, theme choosing, subject presentation for the written exam, addendum forms and declarations, uploading of files containing the completed addendums and declarations, thesis turn-in etc.

**Art. 4.** This procedure establishes the general measures used in the process of online Bachelor's degree and Master's examinations. The faculties are required to establish specific measures for each type of exam curriculum. This way, for Bachelor's degree/diploma and Master's examinations, each Faculty will establish their methods of grading and debate within the committees devised according to internal regulations, specific to a "face to face" examination.

**Art. 5.** Bachelor's degree/diploma and Master's exam registration folder will be submitted online, according to the instructions and schedule established by the Faculty Council, for each specialization. The folder must contain the declaration signed by the candidate (electronic format) regarding the rights and obligations the candidate agrees to honor during the online examination procedure, the declaration regarding the technical tools the candidate will use during the examination, as well as the consent regarding the processing of personal data.

**Art. 6.** (1) If test 1 of the Bachelor's degree examination will be written, UPT will offer technical support via CEL for the following methods of examination:

- Written and finished online: the subjects will be implemented on CVUPT;
- Timed and controlled online multiple choice test: the tests will be created on CVUPT and will have automatic answer checking.

In both cases, it is mandatory that students be monitored in a videoconference, for identification reasons.

(2) Video conference platforms (like Zoom, Microsoft Teams, Google Meet, etc.) will be used for both written and oral examinations.

(3) Online Bachelor's degree/diploma and Master's examinations will be recorded audio-video integrally for each specific candidate and will be archived as confidential. The recording will be made exclusively by the secretary of the committee. Members of the committee and candidates are forbidden to record the examinations.

**Art. 7.** (1) For online examinations, both the candidates and the committee members must have: ID card/student ID card (for students), computer/laptop/tablet; internet connection; audio-video equipment. Each candidate will make a statutory declaration regarding the communication equipment they will use during the examinations. Any person who would like to attend the Bachelor's degree/diploma or Master's examination (test 2) must have a computer/laptop/tablet, internet connection, audio-video equipment.

(2) The online management of the examinations will be done by the person in charge of the faculty section on CVUPT, alongside the committee secretary. Access data will be sent electronically to the candidates, the member of the committees and leaders at least 4 hours before the start of the examinations.

(3) The candidates list, the access data for the online sessions and their respective sitting dates will be transmitted electronically by the committee secretaries to the candidates, the members of the committees and to the leaders at least 4 hours before the start of the examinations.

**Art. 8.** (1) Before the start of the examination, each candidate must identify themselves by showing their ID card/student ID card to the camera and to present in real-time, via video camera/laptop, the setting in which they will sit the exam.

(2) The members of the committee must ensure that, in that setting, there are not any means of communication/transmission and access of data which could be used by the candidate during the exam. Both before and during the exam, the members of the committee can ask the candidate for clarification regarding objects that could pose as means of information.

**Art. 9.** The examination is to be conducted exclusively in real-time. The recording of the exam by the student and transmitting it to the members of the committee is forbidden.

**Art. 10.** (1) During the exam, the candidate is forbidden to carry on themselves or around them any other means of information/communication such as: electronic transmission devices other than the ones accounted for and used during the examination, watch, mobile phone, books, course notes, and any other materials which have not been approved by the committee.

(2) During the examination, it is forbidden:

- to have another person near the candidate;
- to communicate with other individuals, but the members of the committee;
- to screen share other individuals, but the members of the committee ;
- by the candidate, to leave the setting in which they are sitting the exam;
- to pause the exam;
- to have any other fraudulent activities.

**Art. 11.** No complying to the regulations of article 8, 9 and 10 will result in the suspension of the exam and the notification of fraud.

**Art. 12.** By attending the online examination, the candidate agrees that during the examination, they are monitored and recorded audio-video in real time and their image, voice and setting will be processed and stored.

The sitting of the Bachelor's degree/diploma or Master's examination (test 2) is public (according to art. 13 (3) and art.18 (2) in Addendum 1 to the Order nr. 6125/2016). By participating in the online Bachelor's degree/diploma and Master's examinations, the candidates automatically express their consent that they can register on the platform within the available spots and that any external individuals can watch the presentations. These individuals are not allowed to record the presentations they attend to and will not be able to obtain any copies of the recordings from the university. This type of personal data processing is required for the execution of the studies agreements, and for the compliance of the parties with the legal and contractual stipulations applicable to the conducting of Bachelor's degree/Master's examinations. It is a reasonable and adequate measure taken in order to assure the objectivity, factuality and the legality of the examination process, and respectively necessary and adequate for the prevention of any fraud.

**Art. 13.** During the conducting of the online examinations, the Bachelor's degree/diploma and Master's examination committees will ensure an adequate setting and correct environment by ensuring the necessary quietness, equal possibilities of expression and equal presentation opportunities for all candidates.

**Art. 14.** If due to technical reasons (eg. power failure, no internet connection), the candidate cannot access the virtual environment dedicated to the conducting of the presentation or if during the presentation, they must abandon the process, then they will be offered another singular time-frame, in the same day or the following days, during the exam session.

**Art. 15.** These stipulations can also be applied to the activities of graduation of the Department of Teaching Staff Training at UPT, meaning:

(1) The psychopedagogical training program for the teaching profession, Level I and II, daily and post-academic, finalized with a graduation exam;

(2) Continuous teaching programs for the conducting of attainment examinations of teaching ranks I and II.

**Art. 16.** These regulations are only applicable during the situation of online examination conducting. Other provisions from the Regulation for organizing and conducting Bachelor's degree/diploma and Master's examinations at Politehnica University Timișoara are applicable directly.

**Art. 17.** This Procedure has been approved by the Administrative Council of Politehnica University Timișoara on 05.05.2020, and by the Senate of Politehnica University Timișoara on 15.05.2020.