

**MINISTRY OF HEALTH OF UKRAINE**  
**ODESSA NATIONAL MEDICAL UNIVERSITY**

**APPROVED**  
**by the decision of the Rectorate,**  
**protocol № \_\_\_\_\_**  
**from " \_\_ " May 2020**

**STATE**  
about the organization of examinations  
at Odessa National Medical University  
in the remote format of disciplines,  
which are included in the Unified State Qualification Exam

**Odessa – 2020**

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## I. GENERAL STATES

Regulations of the organization of examinations in the remote form of disciplines included in the Unified State Qualification Examination (USQE) at Odessa National Medical University (hereinafter - the Regulations) is a local regulation that governs the organization and conduction of examinations in disciplines included in the integrated test exam "KROK-1" in real time via the Internet during the period of temporary suspension of the classroom form of education in accordance with the Resolution of the Cabinet of Ministers of Ukraine "On running the spread of coronavirus COVID-19 on the territory of Ukraine" № 211 dated 11.03.2020, letter of the Ministry of Health of Ukraine № 22-04 / 7148 / 2-20 dated 12.03.2020 and letter of the Ministry of Education and Science of Ukraine" Regarding the end of the 2019-2020 academic year "№ 1 / 9-178 from 27.03.2020.

According to the Letter of the Ministry of Education and Science "On the completion of the 2019/2020 academic year by institutions of higher, professional higher, postgraduate education and research institutions" taking into account the emergency situation and national anti-epidemic measures, as well as the right to autonomy, the university administration conducting with the use of remote technologies when the teaching staff and students outside the university in synchronous mode.

State is developed in accordance with the Laws of Ukraine "On Education", "On Higher Education", "On Scientific and Scientific-Technical Activity", "Regulations on Distance Learning", standards of higher education, other regulations governing the legal relations of higher medical Education and the Statute of the University, "Regulations on the organization of the educational process by applicants for higher education at the Odessa National Medical University", "Regulations on the organization of the distance educational process in ONMedU during the quarantine period".

## II. GENERAL MEANINGS AND TERMS

2.1. This State defines the basic principles of distance examinations in disciplines that are part of USQE during the temporary termination of the classroom form of distance learning.

2.2. The introduction of remote forms of examinations at the university will provide digitalization of the process of knowledge control and create conditions for timely implementation of the curriculum by students during the period of temporary termination of the classroom form of education.

2.3. In this State, terms and concepts are used in the following meanings:

*web resources of academic disciplines* - a systematic collection of information and teaching aids necessary for mastering academic disciplines, which is available via the Internet using a web browser and / or other software available to the user;

*distance learning web environment* - a systematically organized set of web resources of academic disciplines, web resources management software, means of interaction of distance learning subjects and distance learning management;

*synchronous mode* - interaction between the subjects of distance learning, during which all participants are simultaneously in the web environment of distance learning (chat, audio, video conferencing, social networks, etc.);

*distance learning management system* - software designed to organize the learning process of providing authorized access of distance learning subjects to these web resources and control over learning via the Internet and / or local network;

*distance learning subjects* - medical education students (students) and teachers who provide the educational process by distance learning.

### **III. FEATURES OF ORGANIZATION AND CONDUCTION OF EXAMS IN REMOTE FORMAT**

3.1. The only environment for conducting exams at ONMedU in the disciplines included in USQE during the temporary suspension of the classroom form of distance learning is the Microsoft Teams platform.

Technical support of distance learning at ONMedU as a proper functioning of the Microsoft Teams platform in the web environment, training of teachers (examiners) to work on the platform and timely technical assistance to teachers in conducting exams is provided by the ONMedU automated systems support department.

3.2. The head of the department is personally responsible for the preparation of methodical support of exams, namely the timely provision of a list of examination questions, tasks to the department of support of automated systems of ONMedU.

3.3. Coordination and control over the implementation of the educational process by all participants, namely the conduct of exams in a remote format is carried out by the deans of the faculties.

3.4. At the end of the semester, the deans' offices provide personal lists of students to the ONMedU automated systems support department with their e-mail addresses to create an electronic examination database of students.

3.5. The dean's office informs students of the approved schedule of exams, taking into account the individual time of the exam by each student in a particular discipline.

For each student there is a separate link for access to the exam in the discipline, information about the time of the exam and the algorithm of actions for the rules of conduct (Appendix 1).

3.6. The department provides each employee who is involved in the exams, the technical means necessary to conduct the exam from its own resources. The head of

the department is personally responsible for the technical support of the exam by the examiners.

3.7. Students must provide technical access to the exam in advance. You can use a desktop computer, laptop, tablet, or smartphone for the exam, which has the technical means for simultaneous video and audio communication and provides access to the Internet (wired or wireless) at a speed sufficient to pass the exam. The quality of the video image should allow the examiner to identify the student, and the quality of the audio communication should be clear sound in both directions (questions - answers to questions).

3.8. The entire communication session must be recorded from the moment the examiner connects with the student (according to the Appendix) until the end of the exam (until the examiner breaks off communication with the student).

3.8.1. If the exam was not recorded - its results are canceled due to the examiner. Students who have passed the exam without a video are considered to have failed the exam for technical reasons. The head of the department is responsible for the cancellation of the exam results due to the examiner's fault.

3.9. Exam questions should be formulated in such a way that the student can provide a complete answer without preparation on-line in 3-4 minutes.

3.10. The list of questions for the exam must be published on the relevant resource of the department, which is used for distance learning, no later than 2 weeks before the session.

3.11. During the exam the student is given 3 tasks. Questions can be provided in the form of oral or written assignments.

#### **IV. EXAM REGULATIONS**

4.1. The process of passing the exam by one student lasts 15 minutes and includes the following stages:

4.1.1. Connecting the student by the examiner to the appropriate examination

group on the Microsoft Teams platform and connecting with the student, checking the compliance of the image and the quality of the audio signal with the requirements for composing - up to 1 minute.

4.1.2. Student identification (up to 1 minute).

4.1.4. Direct exam (12 minutes - 3 questions of 4 minutes to answer each of them)

4.1.5. Completion of the exam and separation from the student (up to 1 minute).

4.2. Student identification is carried out on the basis of an identity document (passport, student ID-card, record book)

- 4.3. Heads of educational units of university departments to ensure the conduct of exams in distance form:
- prepare methodical materials for conducting exams in relevant disciplines (questions and tasks for the exam, as well as exam materials on the electronic application to the Microsoft Teams platform);
- enter a list of questions for the exam in the exam supplement to the Microsoft Teams platform no later than 2 weeks before the date of the exam in Microsoft Word or Excel format (one question - one line).
- are responsible for storing the video of the exam on the platform;
- provide interaction of the department with the staff of the Department of support of automated systems of ONMedU and the dean's office on organizational support and control of the remote examination process.

4.4. Functions of examiners during the distance exam:

- ensuring the timely start of the examination team on the platform;
- connection with each student separately in turn, according to the schedule provided by the dean's office, after passing the exam by the previous student;
- checking and complying with the state of the video image and audio communication of the student after the connection and before the survey;
- direct examination (student survey) without providing time for preparation; the

examiner asks the next question only after receiving the answer to the previous question from the student;

-providing verification of the written answer immediately after its provision by the student in real time without disconnection;

-announcement of the student's grade at the end of the exam.

4.5. Responsibility for organizing and conducting exams in the distance format at the department rests personally with the head of the department.

4.6. Exams are taken in remote format exclusively in synchronous mode with mandatory video registration, according to the schedule approved by the Acting rector of the university. Deviations from the exam schedule are not allowed.

4.7. The schedule of examinations in the distance format of the discipline is made by the dean's office for each individual academic group.

4.7.1. The schedule shows the date of the exam and the time of the exam for each student in the group.

4.7.2. The schedule does not include students who have not met the requirements of the curriculum in the discipline.

4.7.3. One academic group is divided into examination subgroups of 8-10 students. One examiner takes the exam in one subgroup.

4.7.4. The duration of the exam in the remote format for the academic group is 120-150 minutes.

4.7.5. The workload per examiner per day may not exceed 3 subgroups of domestic students or 2 subgroups of foreign students.

4.8. If there are technical problems that prevent adequate communication, or disconnection during a video conference, the student is asked another question when reconnecting.

4.9. Throughout the exam, the student must comply with the Requirements for the conditions of the exam in a remote format (Appendix 1).



## **V. PROCEDURE FOR EVALUATION OF STUDENT'S EDUCATIONAL ACTIVITY**

5.1. Assessment of answers to the questions is carried out on a national 4-point scale and is voiced aloud by the examiner after the exam.

5.2. The order of filling in the Information of the account of success on discipline is carried out according to the Situation on the organization of educational process by applicants of higher education in ONMedU (section VIII).

5.3. Questions about appeals are resolved outside the time of the exam in accordance with the Regulations on the organization of the educational process by applicants for higher education in ONMedU (Section IV) on the basis of analysis of the video of the exam.

5.4. If the examiner during the exam reveals the participation of a third party with video registration, the exam is suspended and the student receives an unsatisfactory grade.

## **VI. FINAL STATES**

The regulation comes into force from the moment of its statement at meeting of the rector's office.

The control over the implementation of the Regulations is carried out by the officials of the university within the limits of their powers, which are established by their functional responsibilities.

**Requirements for the conditions of the exam  
in the remote format of disciplines,  
which are included in the Unified State Qualification Exam**

1. There must be no other people in the room during the exam except the student.
2. No sources of information, including headphones, computers and smartphones (except those that communicate with the examiner), other devices, paper and other sources for all participants in the process are allowed during the exam.
3. During the exam, the presence of extraneous sounds that may significantly affect the quality of audio communication, or sounds that may indicate outside assistance in passing the exam or being in the room of outsiders.
4. In case of violation of one or more requirements of the Rules, the examiner must not start taking the exam.
5. The student should be in a sitting position at the table, within sight of the camera.
6. The student must look in the direction of the video camera during the whole exam. Diversion from the direction of the camera during the response is regarded as an attempt to obtain information from a medium that is outside the view of the camera. When such a situation is registered, the exam is stopped. The student receives a grade of "*unsatisfactory*".
7. In case of violation of one or more requirements of the Rules during the examination, the examiner must stop taking the examination.
8. The exam is chosen randomly by the examiner using the appropriate software included with the Microsoft Teams platform.
9. During the exam, only the examiner's question and video are displayed on the student's screen.
10. The examiner's screen displays a video of the student, a chat for the written answer of the student who is currently taking the exam, and a window for

communication with the next students of the examination subgroup.