

In accordance with the Statute of the University of Ljubljana (Official Gazette of the Republic of Slovenia, No. 4/2017 with amendments), the Regulations of the University of Ljubljana (17 September 2019) and the Regulations of the University of Ljubljana, Faculty of Mechanical Engineering (25 February 2019), I issue the following

### Instructions for Remote Examination at the UL FS

1. Remote examination are administered when circumstances (government orders...) make it impossible to administer classical forms of knowledge tests and when conditions exist that prevent violations of the UL and UL FS Study Rules, following all necessary mechanisms to ensure the legitimacy of this form of testing.
2. The following ICT licensing tools are commonly used for remote knowledge testing: Zoom, Cisco Webex, Moodle, Skype or a combination of different forms, such as solving on sheets (calculations, derivations, schemes, sketches, etc.) and submitting them in electronic form.
3. The remote examination examiner informs the students well in advance of the test about:
  - a. the date, time and duration of the knowledge test, which will be based on the previous schedule or otherwise agreed with the student representatives,
  - b. the method of testing the knowledge and any special features,
  - c. place where the test will be held: link to the place where the test will be held and
  - d. a list of accessories allowed and hardware and software required (computer with camera and speakers, any additional software ...).
4. Implementation of a written remote examination for students:
  - a. Check well in advance of taking the exam to make sure you have loaded the necessary software and that the application works;
  - b. Choose a convenient location for the time of the remote written exam where you will be alone and not disturbed by others;
  - c. all applications and browser windows, except the one over which the knowledge test will take place, must be closed;
  - d. log in to the application over which the knowledge test will take place 10 minutes before the start of the exam;
  - e. the examiner will verify your identity prior to the exam in the same manner as for the exam taken in the faculty building, i.e., by presenting an ID to the camera;
  - f. the examiner may require you to use a camera before or during the exam to show the room and work environment to ensure credibility and compliance;
  - g. you may not use headphones during the written exam;
  - h. you must have the camera and **microphone** on before and throughout the exam unless the examiner instructs you otherwise. A smartphone camera may be used instead of a computer camera;
  - i. the mobile phone will only be used to check the progress of the knowledge test or to draw and submit a written product. All other phone functions must not be used by the student during the exam (texting, calling, recording, etc.);
  - j. the video and internet connection (without interruptions) must be on for the entire duration of the exam until the exam answers are submitted. Disconnection is considered an interruption of the exam;
  - k. during the exam, the student is NOT allowed to leave the camera's field of view, talk to other people, use other online or study aids and tools. During the exam, you may only use the online environment or a platform through which the examination takes place. Simultaneous use or opening of additional web browsers, applications, and files is NOT allowed;
  - l. When writing questions on a sheet of paper, please use a high-contrast pen (black or a blue ball pen). Graphite pencil is not allowed. Individual sheets should be numbered and handwritten. At the end of the allotted time, photograph the sheets with your phone and upload them to the online classroom. The material must be handed in in the prescribed manner and no later than 5 minutes after the end of the examination.

4.1 Handling in case of **technical problems**:

- a. Disconnection from the Internet during the exam: Try to connect and immediately contact the exam provider, who will decide whether to continue, retake, or complete the exam and take an oral exam.
- b. Taking the exam has been interrupted within the application: Immediately contact the exam provider, who will determine whether to allow the exam to continue or require a replacement exam.
- c. Blurred image and sound in the video conference, preventing the contractor from observing the student: The examiner will warn the student of a picture and/or sound glitch, and if the irregularity is not corrected, the exam will be suspended.

5. Implementation of an **oral remote examination** for students:

- a. You enter the video conferencing environment with the audio and video equipment switched on;
- b. when asked by the examiner, the student identifies him/herself by showing an ID (e.g. ID ) via the camera;
- c. the examiner can check that there is no misuse or use of unauthorized equipment before and during the exam. He/she does this by the student showing him/her, using a camera, the room where the student takes the exam and the working environment (desk, under the desk, behind the monitor, on the ceiling, the area in front of him/her ...). The examiner may additionally require sharing of the (student's) screen image;
- d. during the exam, you should sit so that your hands are visible at all times and look into the camera, which must be close enough to see where you are looking. You may not wear a cap during the exam; you may not have (extra) headphones in your ears; if you are using a speaker, the student's ears must be visible;
- e. if you are given a question, you have plenty of time to think. You look into the camera the whole time. In case of complex questions, they can be submitted on screen (PPT, PDF) one question per page;
- f. in given special cases, the student can write the answer on paper (formulas, sketches, calculations, notes...), which the student will then show to the examiner with the help of a camera;
- g. the student can use the mobile phone only to check the progress of the knowledge test or to draw and submit a written product. All other phone functions must not be used by the student during the exam (SMS, calls, recordings, etc.);

6. In case of **irregularities** or in case of unauthorized behaviour of students during the knowledge test, the provider will take the measures and sanctions specified in Article 36 of the UL Study Regulations. Examples of misconduct include:

- a. leaving the field of view of the camera,
- b. talking to other people, whisperers...
- c. use of phone,
- d. forwarding exam questions to other people,
- e. unauthorized use of hidden study aids,
- f. use of the web and browsers for purposes other than the exam,
- g. use of unauthorized headphones,
- h. intentional disconnection from the Internet.

7. Before starting the examination, the examiner obtains the student's consent to the following statement:

*"By clicking on the start of the solution of the test, I declare that I am familiar with the UL FS Remote Examination Instructions and I am aware that in case of violations, the Faculty may implement appropriate disciplinary measures in accordance with the University of Ljubljana and the UL Study Regulations and the Regulations on Disciplinary Responsibility students of the UL."*

In Ljubljana, 19 January 2021

Assoc. Prof. PhD. Matija Jezeršek,  
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