

## Regulations for conducting engineering exams in remote mode at the Faculty of Civil Engineering

1. Engineering exams in hybrid mode take place after the eighth semester of first-circle studies in the field of 'Civil Engineering'.
2. On the specified day, the Student shows up at the Student Service Office (BOS) no. 5 at the latest 30 minutes before his exam in order to submit a complete set of documentation. Then he is directed by a BOS employee to an isolated room (at the Civil Engineering Faculty) equipped with tools for remote video and voice transmission as well as disinfectants. Only the Student waiting for the exam may be in front of the room. During the examination, the Student is accompanied by the secretary of the Examination Committee in the examination room. After the exam, the Student leaves the building of the Faculty of Civil Engineering.
3. Before taking the examination, the Student's identity is verified by the secretary of the Examination Committee.
4. Each Student must register in the Zoom.us application at the latest 5 days before the exam using their university account in the **@student.polsl.pl** domain. In addition, they should learn how to handle the Zoom.us application, and in particular with the "white board", which he will be able to use during the exam via a graphic tablet connected to the computer.
5. The Examination Committee of 5 people conducts the exam remotely with the transmission of video and voice, using the Zoom.us application. Members of the Committee represent all Departments at the Faculty, and the Professor is the chairman of the Committee. From the technical side, the meeting of the Committee is served by its Chairman through the APD application (Archive of Diploma Theses). Before starting the examination, all members of the Committee must be registered using the e-mail address from the **@polsl.pl** domain. If a member of the Examination Committee does not have the technical ability to conduct an examination from his home, an independent room, other than the room provided for the Student, with appropriate IT tools for teleconferences using the Zoom.us application is at his disposal at the Faculty of Civil Engineering.
6. At the start of the examination the Chairman introduces the Examination Committee (EC). Then the Student, with the support of the EC Secretary, launches the application for random generation of examination questions by providing its interface in the application in Zoom.us, and then selects the specialty group symbol. The Student answers 3 randomly generated questions: one of general nature and two of specialization. At the request of the Student, a new set of questions can be generated at random again, but it is not possible to return to the originally drawn questions.
7. If, in the course of answering a question, a technical problem arises on the part of the Student with the Internet connection, the Student continues to answer after it is re-established. Possible temporary technical problems on the part of individual Examination Committee members do not require the examination to be interrupted or the Student to repeat the answers to the questions. In the case of prolonged technical problems with the Internet connection during an examination, the Chairperson decides about its partial or total repetition/rescheduling.
8. After the Student completes the answer, the Examination Committee switches to the non-public mode of proceedings, switching the Student to the so-called virtual waiting room. In the APD application, the Chairman enters the questions drawn by the Student, introduces the grades agreed with the Committee, generates the final grade and signs the protocol electronically. After being signed by the Chairman, the remaining members of the Committee submit their electronic signatures to APD. After the end of the Committee meeting, the Student is included in the meeting via the Zoom.us application and the exam result is announced.

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Vice Dean for Education

student's signature accepting the above terms and conditions