

**Facultatea de MEDICINĂ și FARMACIE**

**Nr. 3042/FMF/05.06.2020**

**Conducting the online exams for the academic year 2019/2020**

Concidering,

Order of the Minister of Education and Research no. 4206 / 06.05.2020,

Procedure for examination and grading of students during the bachelor's and master's degree programs valid for the academic year 2019 - 2020, HS 05 / 18.05.2020 Annex 2,

Decision of the Council of the Faculty of Medicine and Pharmacy, CF 07.05.2020,

Art 1. The way of conducting the on-line exams during the academic year 2019 - 2020 is at the discretion of the holder of the discipline, depending on the specifics of each discipline, being able to choose

for the following examination options:

- written (online), with individual topics for each student or group of students. it recommends the use of the electronic university platforms (Moodle or MS Teams);
- multiple choice test (online), controlled and timed. It is recommended to use electronic platforms of the university (Moodle or MS Teams);
- orally, by videoconference, teachers and students will use online platforms audio-video conference (MS Teams, Zoom, Google Meet, WebEx), the details will be established by the holder of the discipline;
- other types of academic evaluation through which teaching activities can be completed.

Art 2. Every discipline holder must display on the used platform the examination topic and the reference bibliography. The examination of all students in a discipline must be uniform, both in terms of how it is conducted and the number and difficulty of the subjects surveyed. The responsibility for ensuring the uniformity of examination and the grading is up to each holder of the discipline.

The student has the right to take the exam in a discipline at most twice during an academic year: the regular session and the retake sessions.

Art. 3. The online exams are carried out according to a schedule that specifies the date of the exam, the exact time of the entry of the students on the platform, respectively the exact time of the display of the multiple choice tests, as the case may be.

This information, as well as the technical way of taking the exam, are communicated to all students, at least one week before the exam, by the holder of the discipline.

In exceptional cases (lack of internet connection, lack of connection equipment, lack of video camera, etc.), the course holder, after consulting the affected students, may propose an evaluation alternative in the same session.

If the resumption of the exam takes place on the same day as the date set in the exam calendar posted on the website of the faculty, the holder of the discipline establishes the start time of the exam.

If the resumption of the exam takes place on another day of the session, the holder of the discipline in agreement with the students will submit a request addressed to the faculty management, detailing the difficulties encountered, the name and surname of the affected students, the exact date and time to resume the exam. The application is submitted online and sent to the email address of the responsible secretary for the study program. The application will be analyzed at the level of the faculty management, the exam can be resumed after obtaining the approval.

Art. 4. After establishing the grades, they are entered in the exam catalog, which is signed by the teacher in charge of the discipline. Each student is informed online about the grade received.

Obligations of students:

1. Students are responsible for ensuring the technical conditions necessary to take the exam (internet connection, camera, microphone, etc.).
2. Students have the obligation to take the exam (to enter the platform) on the date and time set according to the schedule, with the group / series they belong to.

3. Students take the oral exam with their student card and identity card (or passport). Upon entering the platform, students place in front of the video camera of the computer / tablet / phone the identity card / student card with the picture, in order to be identified.

4. Substitution of a person at the exam is fraud, it is forbidden and is punishable by expelling of both the student who was substituted as well as the substitute student.

Obligations of teachers:

1. The holder of the discipline has the obligation to make available to students all the materials necessary for their preparation, to display on the platform used of the exam topic and reference bibliography, as well as the technical method of taking the exam, at least one week before the exam.

2. The holder of the discipline and the examining teachers are responsible for ensuring the technical conditions necessary for the conduct of the exam (internet connection, camera, microphone, etc.).

3. The holder of the discipline and the examining teachers have the obligation to ensure equal conditions of examination for all students.

**Dean,**

**Prof.univ.dr. MAGHIAR Marius Adrian**