

**Directive No. 76/2023
of July 21st, 2023
of the Rector of the Medical University of Lodz**

**on the Regulations of the Central Examination Center
of the Medical University of Lodz**

Based on Article 23 sec. 1 of the Act of July 20th, 2018 - Law on Higher Education and Science (Journal of Laws of 2023, sec. 742, as amended), § 19 item 5 of the Rules and Regulations of Studies of the Medical University of Lodz, introduced by the Resolution No. 13/2022 of April 28th, 2022 of the Senate of the Medical University of Lodz, as amended, and § 13 item 2 of the Statute of the Medical University of Lodz of June 27th, 2019, as amended, it is ordered as follows:

§ 1

The Regulations of the Central Examination Center of the Medical University of Lodz are introduced, as an attachment to the directive.

§ 2

The directive enters into force on October 1st, 2023.

RECTOR: *prof. Radziław Kordek MD, PhD*

Legal act announcement:
- intranet / BIP

**REGULATIONS OF THE CENTRAL EXAMINATION CENTER
MEDICAL UNIVERSITY OF LODZ**

General provisions

§ 1

1. The Regulations of the Central Examination Center of the Medical University are introduced, hereinafter referred to as the "Regulations", which define in particular: rules of booking dates of examinations and credit tests, conditions for taking examinations and credit tests, rules for reporting objections during examinations and credit tests as well as absences.
2. The provisions of the Regulations shall apply accordingly to the conduct of the nostrification examination.

§ 2

The terms used in the Regulations mean:

- 1) **University** - Medical University of Lodz;
- 2) **CEC** - Central Examination Center;
- 3) **EI** - electronic index, which is one of the elements of documentation of the course of studies;
- 4) **credit test/examination** – partial credit test or final credit test or examination, carried out at CEC in the form of a computer test;
- 5) **supervisor** - a person supervising the course of a credit test/examination;
- 6) **student** – a person with active status of a student of the University;
- 7) **examinee** - a student or a person admitted to the nostrification examination;
- 8) **employee** - an employee of CEC or the Didactics Support Department;
- 9) **course coordinator** – a teaching staff member of the University indicated by the head course coordinator to operate the examination system;
- 10) **electronic device** – a device enabling communication in real time or recording and transmission of image and sound and its playback in real time, in particular: mobile phone, smartphone, tablet, smartwatch, sports band, webcam, microphones, headphones;
- 11) **Rules and regulations of studies** – rules and regulations of studies at the University.

CEC's scope of operation

§ 3

The CEC is responsible for carrying out:

- 1) partial credit tests in the courses included in the program of study;
- 2) final credit tests and examinations in the courses included in the program of study;
- 3) nostrification examinations for the physician's/dentist's diploma.

Booking of a credit test/examination date at CEC

§ 4

1. The request for a credit test/examination at CEC should be submitted:
 - 1) by November 30th - for the winter session;
 - 2) by March 31st - for the summer session.
2. The notification of the request, referred to in item 1, is made by the course coordinator via e-mail to the CEC contact address.
3. The course coordinator is responsible for:
 - 1) substantive preparation of the database of questions along with the indication of correct answers;
 - 2) preparation of the grading scale, if it is different from the default scale referred to in § 10 item 7;
 - 3) introducing the database of questions and answers to the CEC system;
 - 4) consideration of objections to questions.
4. It is recommended that access to the database of questions and answers for a given course be granted to no more than 2-3 persons.

Student's application for a credit test/examination

§ 5

1. The student logs into the examination system (<https://coe.umed.pl>) using their individual e-mail account access data.
2. After logging into the examination system, the student is required to verify the personal data in the profile, among others in terms of the correctness of Polish writing characters. Any irregularity (e.g. lack of Polish writing characters) or change of student data should be reported by e-mail to the CEC contact address.
3. The student is obliged to register for a credit test/examination on their own, at the latest 2 days before the date of the credit test/examination. Exceeding the statutory registration deadline makes it impossible to take the credit test/examination and is treated as absence.
4. If more than one examination round for a given examination is available in the course examination system, a student may enroll in only one.
5. The date and round of the credit test/examination are considered selected and final after the end of the enrollment within the statutory period. The student is obliged to verify the time and place of the credit test/examination round the day before the date of its conduct.

Examinee's application for the nostrification exam

§ 6

1. A person taking the nostrification examination does not register for it on their own; their personal data are entered by an employee on the basis of the lists received from the Dean's Office.

2. A person taking the nostrification exam is required to log into the examination system using their individual account access data received by e-mail no later than the day before the date of the examination.

Conditions for taking a credit test/examination

§ 7

1. The prerequisite for taking a credit test/examination is:
 - 1) having the status of a student or a person taking the nostrification examination;
 - 2) meeting the requirements specified for admission to the credit test/examination.
2. Only a person in full health may take a credit test/examination, which they should confirm by an appropriate statement in the examination system.
3. The person taking a credit test/examination is also obliged to confirm by an appropriate statement in the examination system that they do not have any electronic devices on them.
4. Failure to submit the declarations referred to in items 2 and 3 makes it impossible to take the credit test/examination.

Carrying out a credit test/examination

§ 8

1. On the day of a credit test/examination, an employee is obliged to prepare the examination room, especially:
 - 1) check the correct operation of computers;
 - 2) properly position the monitors.
2. The scheduled time of the examination round is not tantamount to admission and start of the credit test/examination. The published schedule specifies the time in which the examinee should be ready to enter the examination room.
3. The examinee is obliged to appear in front of the examination room no later than 10 minutes before the scheduled time of the credit test/examination round.
4. In order to confirm their identity, the examinee is obliged to present a valid student ID card (in the case of students) and, upon request, also a valid photo ID document.
5. Entering the examination room is considered as taking the credit test/examination.
6. The credit test/examination is supervised by a supervisor and/or an employee. The number of supervisors and employees depends on the number of examinees.
7. After entering the room, the examinee is obliged to:
 - 1) leave personal belongings in an indicated place;
 - 2) take an indicated seat.
8. Before the start of the credit test/examination, the supervisor or employee may inform the examinees about the necessity to stay in the examination room until the end of the credit test/examination in all rooms. The examinee is obliged to be ready to stay in the room throughout the duration of each credit test/examination they are taking.
9. The supervisor or employee can direct an examinee to a different seat at any time of the credit test/examination, without giving a reason.

10. After the examinees have taken the indicated seats in the examination room, there is the reading out of organizational information, logging into the system, including the necessary technical support and submitting relevant statements referred to in § 7 items 2 and 3.
11. While in the examination room, it is not allowed to correct the position of the computer monitor by the examinee. Only the supervisor or employee has such a right.
12. Correct logging in using the access data of an individual e-mail account on the examination stand is a prerequisite to start the credit test/examination. After 15 minutes from the start of the credit test/examination the supervisor or employee has the right to ask persons who are not logged in to leave the examination room.
13. The examinee starts the credit test/examination by pressing the "Start examination" button.
14. Handwritten notes are not allowed during the test. The examinee has the right to use the electronic notebook built into the examination system.
15. The supervisor or employee has the right to shorten the time of solving the test for the examinee who:
 - 1) is late to the assigned room for the credit test/examination - by the time of their delay;
 - 2) disturbs the order or otherwise hinders the course of the credit test/examination.
16. The examinee may not leave the examination room during the examination, except in situations resulting from health reasons (e.g. pregnancy, chronic diseases), based on a certificate issued by a doctor, sent to the CEC contact address no later than the day before the date of the credit test/examination.
17. After completing the test, the examinee is obliged to close the examination software and stay at their seat until they receive the message about the possibility to leave the room.

Verification of examinees

§ 9

1. The supervisor or employee has the right to verify the examinee, based on the rules set out in the Rules and regulations of studies, regarding possession of an electronic device, before the start of the credit test/examination, as well as during its course and after its completion.
2. Detailed rules for the verification, referred to in item 1, are specified in a separate Rector's directive.
3. If during the credit test/examination the examinee is found guilty of:
 - 1) non-independent work, including consultations with third parties or other examinees,
 - 2) unauthorized use of teaching aids,
 - 3) persistent or gross disturbance of order,
 - 4) bringing in an electronic device– the examinee's credit test/examination is terminated and a failed grade is issued for all attempts at the credit test/examination.
4. In the event of the circumstances referred to in item 3, this fact is noted in the credit test/examination protocol.

Taking a computer test

§ 10

1. Completing a credit test/examination consists of answering all the test questions. During the test and before it is closed, the examinee has the opportunity to check if there are any questions left waiting for an answer in the test. No response to the question results in the inability to be awarded a point, also in the situation referred to in § 11 item 5.
2. The credit test/examination is automatically closed when the time limit expires. The examinee also has the option to earlier self-close the credit test/examination through the system function of manual approval of answers.
3. The duration of the credit test/examination and the number of test questions are specified in the syllabuses of individual courses.
4. The total duration of the credit test/examination includes the time needed to correctly display the content of questions by the examination system, including displaying the system messages.
5. In the event of technical problems during the credit test/examination, the examinee is obliged to immediately report this fact to the supervisor or employee.
6. After the time allocated for the credit test/examination expires, the test is closed and verified automatically. One point is awarded for each correct answer. After the credit test/examination, the examinee receives information on the number of points obtained and the grade.
7. A default grading scale (applied unless the syllabus of a given course states otherwise):
 - 1) below 60%: failed (2.0);
 - 2) 60 to 68%: sufficient (3.0);
 - 3) above 68 to 76%: satisfactory (3.5);
 - 4) above 76 to 84%: good (4.0);
 - 5) above 84 to 92%: very good (4.5);
 - 6) above 92 to 100%: excellent (5.0).
8. After the closure of the credit test/examination, the examinee has the right to get acquainted with the results, without the possibility of making changes.
9. The time of reviewing questions is 10% of the time of a given credit test/examination. The system does not indicate correct answers to questions in which the examinee made an error.
10. It is possible to review the list of errors at a later date in exceptional situations, on the basis of a submitted application, after obtaining the consent of the Vice-Dean responsible for student affairs and the head of CEC.

Reporting objections

§ 11

1. While reviewing the questions after the closure of a credit test/examination, the examinee has the right to report objections to questions which in their opinion contain errors which prevent giving an unambiguous answer. The objections reported after the review of the questions will not be considered.

2. A reported objection referred to in item 1 must contain substantive justification. Objections without substantive justification will not be considered.
3. The course coordinator is responsible for the technical maintenance of the database of questions and objections to questions.
4. Reporting an objection referred to in item 1 results in the suspension of the test assessment, pending the objection's consideration. Objections to questions are verified by the course coordinator within 3 working days. CEC is not responsible for exceeding the above deadline.
5. If the objection referred to in item 1 is recognized as reasonable, the course coordinator decides which variants of answers can be considered correct. Within 2 working days of considering all objections regarding a given course, an employee verifies the scores of all examinees whose test included the question to which the acknowledged objections have been raised.
6. Justification of the course coordinator's decision regarding the reported objection is visible in the examination system on the profile of the student reporting the objection.
7. In the case where there are formal objections as to the form and method of conducting an examination or a credit test, the student has the right to appeal to the Vice-Dean responsible for student affairs within 7 days from the date of the credit test/examination. After a positive consideration of the appeal, the Vice-Dean responsible for student affairs may order the committee checking of the results obtained by the student.

Credit test /examination results

§ 12

1. Examination/credit test results are not automatically sent to EI. The course coordinators or persons authorized by them are responsible for entering grades into EI.
2. An examination or a test credit may be a component of a multi-stage examination. In that case the final grade for the test part is the arithmetic mean of the grades of all the attempts taken by the student. The final grade is rounded up to the nearest passing grade obtained. If the average is exactly halfway between two passing grades obtained, the final grade is the higher of them.
3. In the case of single-stage examinations, the final grades are the grades obtained from all the attempts taken by the student.

Absence of the examinee

§ 13

The justification for absence at a credit test/examination should be sent by e-mail to the CEC contact address within the time limit specified in the Rules and Regulations of studies.

Final provisions

§ 14

In matters relating to the operation of the IT examination system the examinees have the option of contacting the CEC via the contact address.