



CENTRAL EXAM CENTRE

COMPUTER-BASED TESTS

EVERYTHING YOU NEED TO KNOW
(CLEAR & SIMPLE!)



CONTACT: EGZAMINY@UMED.LODZ.PL | EXAM SYSTEM: [COE.UMED.PL](https://coe.umed.pl)

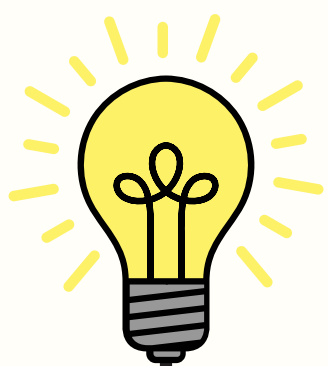
HELLO THERE!

Here's a short guide to help you **feel prepared and comfortable** during your computer-based exams organized by the Central Exam Centre (COE*).

Some exams at the Medical University of Lodz are held on computers. This guide tells you **everything you need to know**:

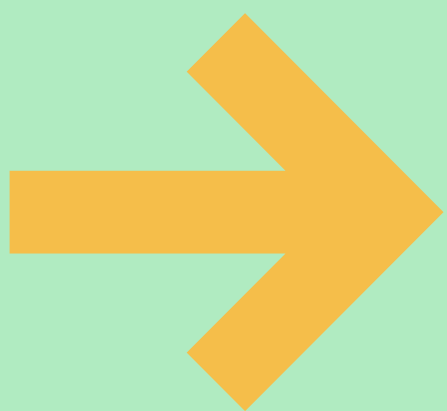
- from logging in to the system and registering for the tests
- to avoiding technical problems on the exam day.

Keep it handy and review it before each exam.



There's a **full pre-exam checklist** waiting for you at the end – use it every time to make sure you're all set. ✓

Here's what comes next:



1. The Basics: Important to Know + Contact Info
2. Logging In & Checking Your Profile
3. Exam Enrollment: When and How
4. On the Exam Day
5. During the Test
6. Before You Go: Your Pre-Exam Checklist

LET'S START!

***COE** stands for *Central Exam Centre* in Polish (**C**entralny **O**środek **E**gzaminacyjny)

1

THE BASICS IMPORTANT TO KNOW

What is the Central Exam Centre (COE)?

We organize some of your exams. Our job is to take care of everything technical:

- ◆ running the exam system,
- ◆ preparing exam rooms,
- ◆ making sure your test runs smoothly.

We do **not** prepare the exam questions. That's the responsibility of your course coordinators and lecturers.

How to email us (the right way!)

Here are a few things to keep in mind before you email us. 😊

📌 **In your email, always include:**

- ◆ Your full name
- ◆ Your year of studies
- ◆ Your study program
- ◆ The name of the course

📌 **Use your university email only!** We can't reply to messages sent from other accounts due to data protection rules.



Not sure who to contact? We've got you!

→ If you're experiencing a technical or registration issue – contact the Central Exam Centre (COE) team at **egzaminy@umed.lodz.pl**

→ If you have a question about exam content, grading, or results in the Electronic Index (EI) – contact your **course coordinator**.

Which exams are computer-based?

Not all exams are taken on computers.
You will find out which tests are computer-based by:

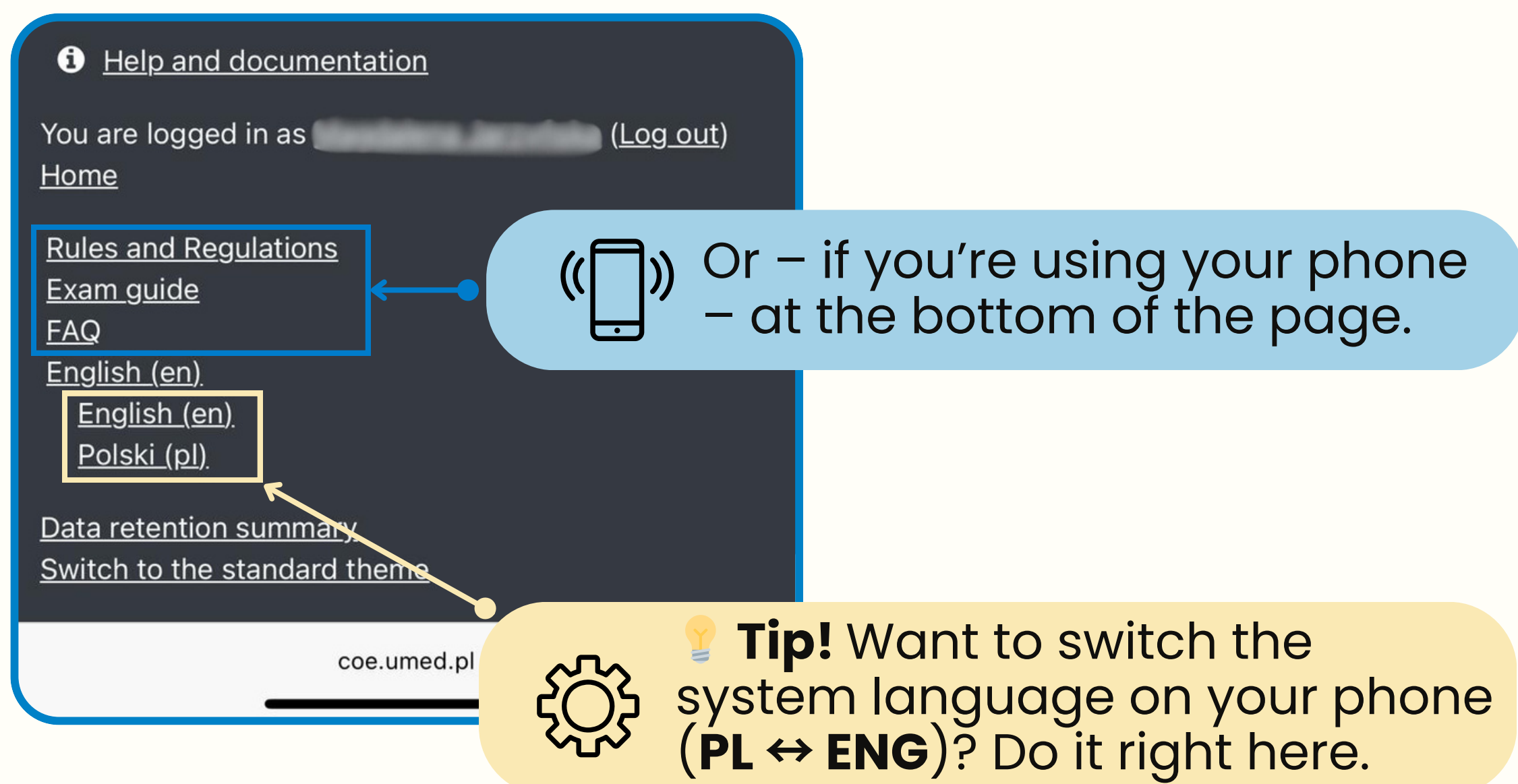
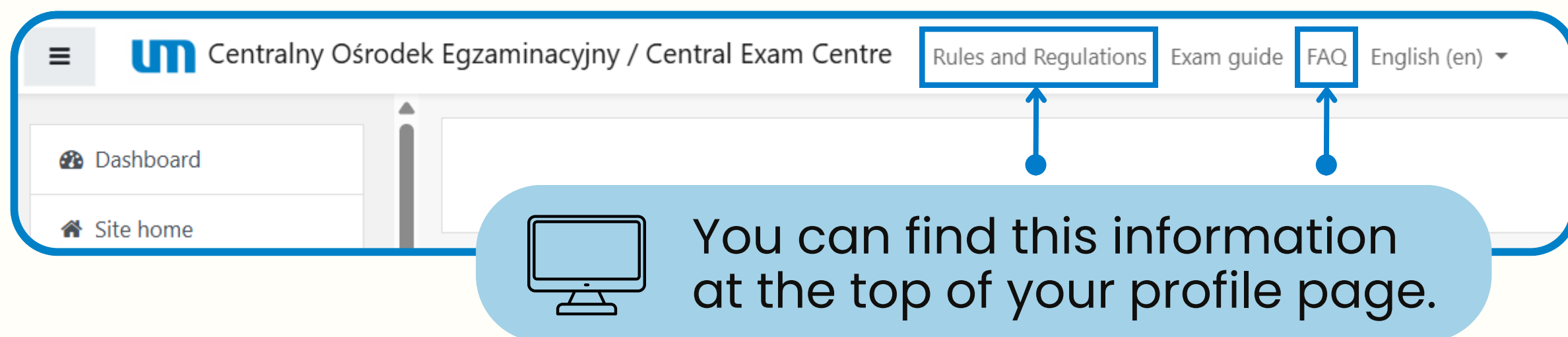
- ◆ checking the course card, or
- ◆ asking your course coordinator / lecturer.

 **Tip!** Some exams will be oral or paper-based. **Only the computer-based ones are organized by us** (the Central Exam Centre, COE) – through the exam portal: coe.umed.pl

Where to find key info?

Here, of course! 😊 But if you ever need more detailed info, you can find it here:

- ◆ **Rules and Regulations** – official guidelines and procedures
- ◆ **FAQ section** – quick answers to the most common questions



OK, let's get practical!

2

LOGGING IN & CHECKING YOUR PROFILE

Before registering for a test, make sure you can log in to the exam system and see your courses.

There are only **2 quick steps** to make sure everything's set.



STEP 1: Log in to the exam system

➡ Go to **coe.umed.pl**

➡ Use the same **login and password** as for your university email or Virtual University

Your login is your email address in the **@student.umed.lodz.pl** domain.

⚠ **IMPORTANT! Password tips**

Remember your password! COE staff can't reset it.

For your exam, you can bring it on a small piece of paper – just in case. Once you get used to the system, you won't need it anymore.



Forgot your password?

Contact your Dean's Office – they'll help you reset it as soon as possible.

OK! **Step 1 done** – time for step 2!

STEP 2: Check your courses

👉 **Go to „My Courses” section** and make sure that the courses for the current semester are visible.

My courses

- 🎓 Rules and Regulations 2024/25
- 🎓 Biophysics MD 2024/25
- 🎓 Biostructure - Gross Anatomy MD 2024/25
- 🎓 Medical Biology MD 2024/25
- 🎓 Histology, Cell Biology & Embryology MD 2024/25
- 🎓 FAQ Frequently Asked Questions
- 🎓 Self-training
- All courses ...



Example courses

⚠️ **Something missing from your courses?**

It happens sometimes, especially if you're repeating a course, taking an extra one, or if you're an Erasmus student.

No worries! Just **email us** at **egzaminy@umed.lodz.pl**. Remember to include your name, program, year, and course title (see page 3: "How to email us the right way!").

💡 **Tip:** It's best to check this a **month or two before the exam period starts** – that way, there's plenty of time to fix any problems.

All good? Great! Then **let's see how to register** for your exams.



3

EXAM ENROLLMENT – WHEN AND HOW

Let's go straight to the point:



You must register for each computer-based test yourself (and on time) – otherwise, you won't be allowed to take it!

We really mean it – **late sign-ups are not possible** (no exceptions), so please don't skip this step.

When to enroll?

- ◆ Enrollment opens a few days before the exam.
- ◆ **The exact enrollment dates are always posted on the course page.**
- ◆ You can also expect to receive your exam schedule from the Dean's Office before each session.



Important! Enrollment closes 2 days before the exam at 11:59 PM.

(Example: if the exam is on Friday, you can register until Wednesday 11:59 PM.)

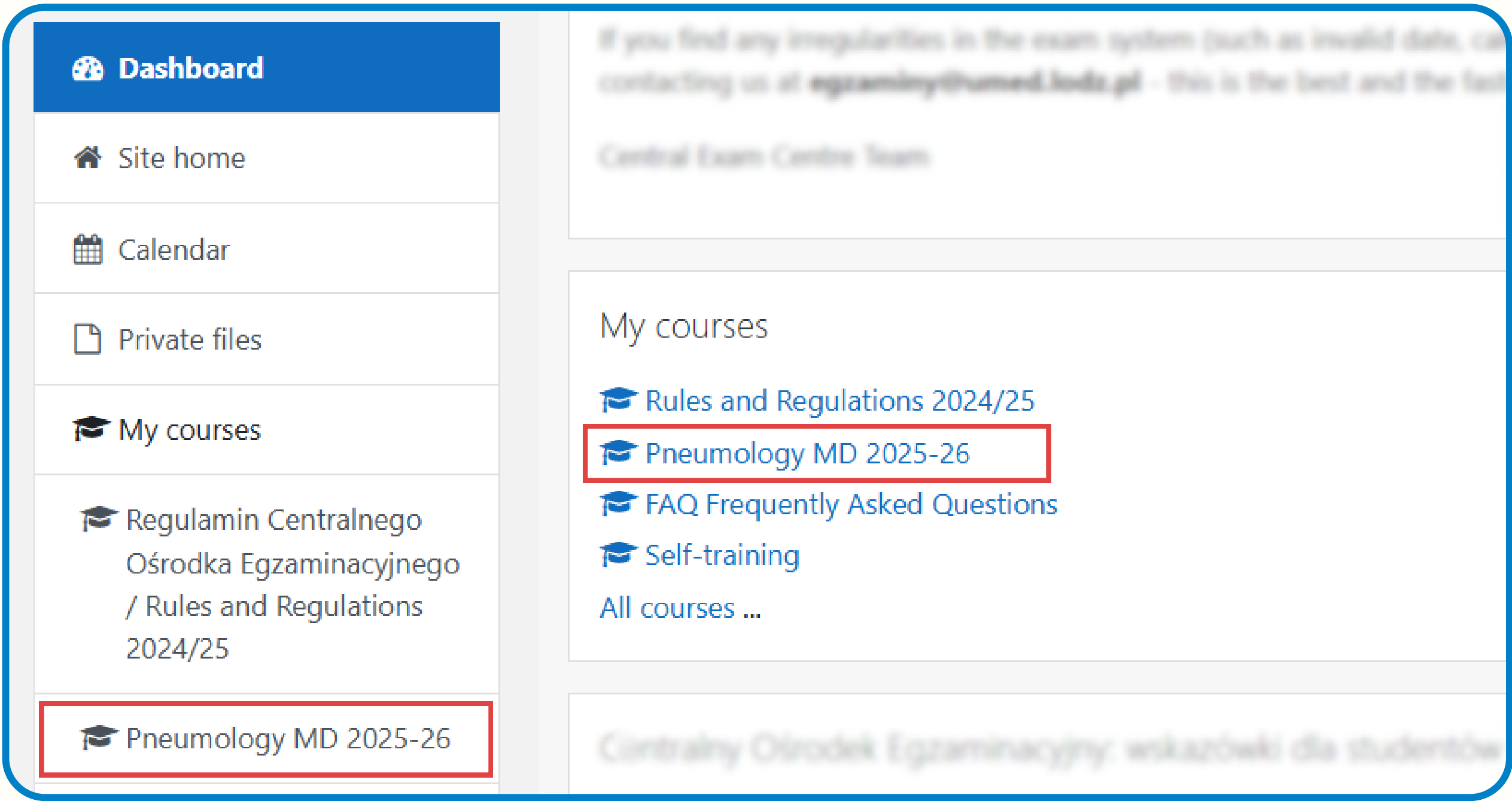
We know this may sound strict, but we simply follow the official Rules and Regulations – so everyone is treated fairly.

 **Tip:** Register as soon as possible – if something doesn't work, you'll still have time to contact us.

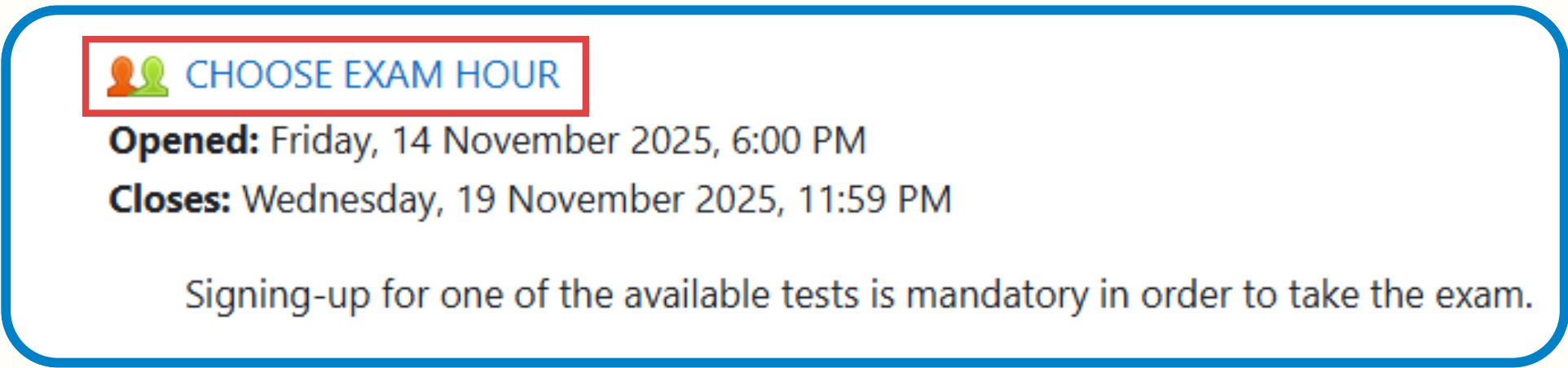
How to enroll?

It's easy! Look:

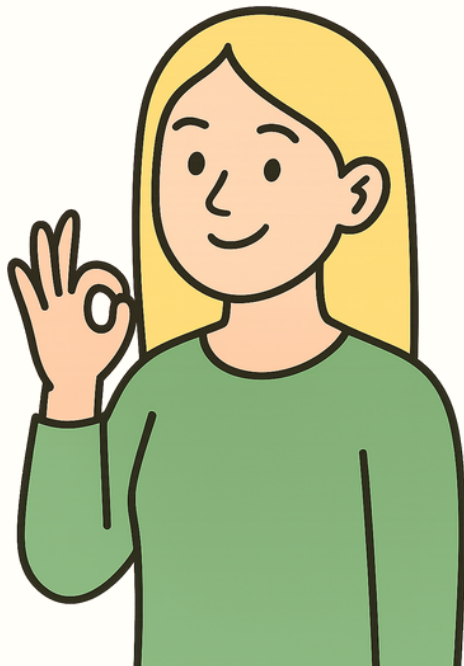
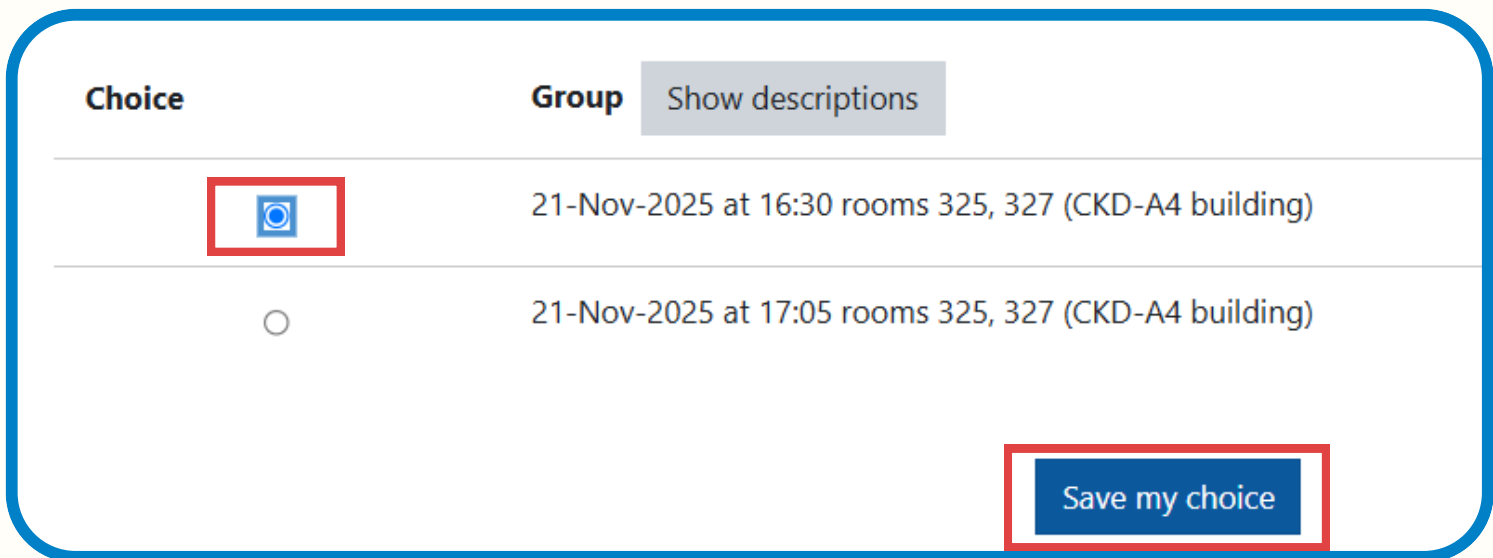
- ✓ Log in to **coe.umed.pl**.
- ✓ Go to **My Courses** or to the **Dashboard** on the left side, for example:



- ✓ Click „**CHOOSE EXAM HOUR**”.



- ✓ Select your preferred **time and room** (if more options are available).
- ✓ **Confirm your choice** – only then you are officially registered!



Common mistakes and how to avoid them?

✓ Don't forget to double-check

Two days before the test:

☞ Log in to the system again.

☞ Go to "My Courses", select your course, and click "CHOOSE EXAM HOUR".

☞ Make sure your selected slot is marked with a dot!

☞ Check the text after "Your selection" – it must show the correct date, time, and room(s)

☞ If yes → you're all set!

⚠ If something goes wrong

✗ **No course listed?** Email egzaminy@umed.lodz.pl (name, study program, year, course).

✗ **All rooms full?** Email us immediately – we will help if seats are still available.

✗ **Technical problem?** Take a screenshot and email us.



Writing in the evening or on a day off?

Don't worry – we'll consider the time of your email and reply on the next working day.

4

ON THE EXAM DAY

Here's what you need to know to make exam day stress-free.



What to bring?

- ✓ **Your student ID**, passport or another valid photo ID
- ✓ **Your login and password** – memorized or written on a small piece of paper
- ✓ Optional: a small bottle of water, tissues



What NOT to bring?

In short: anything that is not your ID, login & password, water, or tissues must stay outside.

Phones, smartwatches, paper notes, headphones, tablets, pens, pencils, tobacco products, bags, and jackets – **all must be left outside** (for example in the lockers, in the cloakroom, or simply outside the room).



Good to know

- ◆ **If you need to bring a medical device** (e.g. insulin pump) email egzaminy@umed.lodz.pl at least one day before the test.
- ◆ **Be at your exam room at least 10 minutes before** the test starts.
- ◆ **Stay positive** – being prepared technically makes the exam much easier.

5

DURING THE TEST

Now let's go over what happens once you start your test – and how to stay on track.



What you CAN do?

- ✓ **Change** your answers while the test is running.
- ✓ **Use the built-in notepad** in the exam system to make notes.
- ✓ **Flag questions** to go back to them later.



What you CANNOT do?

- ✗ **Make** handwritten notes.
- ✗ **Use** phones, calculators, or other devices.
- ✗ **Talk** to other students – keep quiet, so everyone can focus.
- ✗ **Change** the monitor or system settings.
- ✗ **Leave** your workstation before the test ends.

Important! In some exams, all students must stay in the room until the test ends in all rooms. If you finish early, please, sit quietly and stop using the computer (**no solitaire, news, or anything non-exam**).



Reviewing time

After you submit your answers, you get **extra time to review** them – but no changes can be made.

- ◆ **Review time = 10% of your test time.** (Example: if your test lasts 60 minutes, you get 6 min to review.)
- ◆ You can still check your answers and report doubts about questions.
- ◆ After this time runs out, you will no longer see the test questions

6

BEFORE YOU GO

As we promised: **HERE'S YOUR PRE-EXAM CHECKLIST.** Simple, quick, and always worth reviewing.



Two days before your exam

- ✓ Make sure you are registered (log in → course → **CHOOSE EXAM HOUR** → check the dot next to your selected hour)



The day before / on the exam day

- ✓ Check time, room, and building.
- ✓ Pack your student ID.
- ✓ Make sure you know your login & password.



Right before the exam

- ✓ Arrive early and drop off your things outside the room.
- ✓ Stay calm and focus, because...

You've got this!

A bit of preparation goes a long way. **Good luck!**

And remember: **if you ever need help** with exam registration or technical issues, we're here for you at egzaminy@umed.lodz.pl

Take care!

Central Exam Centre Team