

RULES AND REGULATIONS OF THE CENTRAL EXAM CENTRE OF THE MEDICAL UNIVERSITY OF LODZ

General provisions

§ 1

1. The Rules and Regulations of the Central Exam Centre of the Medical University of Lodz, hereinafter referred to as "Regulations", define in particular: procedures for arranging examination and credit dates, conditions for taking examinations and obtaining credits, procedures for making objections during examinations and credits and absences.
2. The provisions of the Regulations apply accordingly to the procedure of conducting a nostrification examination.

§ 2

The terms used in the Regulations shall mean:

1. University – the Medical University of Lodz;
2. COE – the Central Exam Centre;
3. EI – electronic index, which is one of proofs documenting the course of study;
4. credit/examination – a partial credit, a credit or final examination, conducted at the COE in the form of a computer-based test;
5. supervisor - a person who supervises the course of a credit/examination;
6. student - a person with the active student status at the University;
7. examinee - a student or a person who has been allowed to take a nostrification examination;
8. staff member - an employee of the COE or the Learning Support Department;
9. subject coordinator - a teaching employee of the University designated by the head of the subject to operate the examination system;
10. electronic device - a device that enables real-time communication or recording and transmission of image and sound and its playback in real time, in particular: a mobile phone, smartphone, tablet, smartwatch, sports armband, webcam, microphones, headphones;
11. Rules and Regulations – the University Rules and Regulations.

Scope of activities of COE

§ 3

COE is responsible for conducting:

- 1) partial credits on subjects included in the study programme;
- 2) final credits and examinations on subjects included in the study programme;
- 3) nostrification examinations of a doctor's/dentist's diploma.

Arranging a date for a credit/examination in COE

§ 4

1. Request for the conduct of a credit/examination in COE must be made:
 - 1) between 20 October and 30 November – for a winter session, including a retake examination session;
 - 2) between 20 February and 31 March – for a summer session, including a retake examination session.
2. Requests referred to in Item 1 shall be made by the subject coordinator via e-mail sent to the head of COE.
3. The request referred to in Item 1 specifies:
 - 1) the number of questions of the credit/examination,
 - 2) the grading scale,

- 3) paper sheets for taking notes – as long as they are required during the credit/examination,
- 4) the number of credit/examination dates which will be held in COE.
4. The subject coordinator is responsible for:
 - 1) preparing the question database with relevant answers;
 - 2) preparing the grading scale, if different from the default scale referred to in §10, Item 9;
 - 3) entering the database of questions and answers into the COE system;
 - 4) handling objections to questions.
5. It is recommended that no more than 2-3 people have access to the question and answer database for a particular subject.
6. The subject coordinator is obliged to finish arranging sets of credit/examination questions not later than 2 days before the day when the credit/examination is going to be held.

Student registration for a credit/examination

§ 5

1. The student is obliged to log in to the examination system (<https://coe.umed.pl>) by using the access data of the individual e-mail account.
2. After logging in to the examination system, the student is required to verify the personal data contained in the profile, e.g. with regard to characters of the Polish alphabet. Any irregularities (e.g. missing Polish characters) and changes in the student's data should be reported by e-mail to the COE contact address.
3. A student is obliged to register for a credit/examination on their own, not later than 2 days before the day on which the credit/examination is going to be held. A student may only register for one examination turn in a particular subject even if the examination can be taken in more than one turn and the relevant information is given in the examination system.
4. Failure to register for any credit/examination turn:
 - 1) results in a loss of the credit/examination date and the failing grade if the absence is unexcused,
 - 2) does not result in a loss of the credit/examination date and the examinee is allowed to take the next scheduled credit/examination if the absence is excused.
5. The time and turn of a credit/examination are considered selected and final once the enrolment has been completed within the statutory deadline. COE reserves the right to change the date and place of the credit/examination before the registration deadline. It is the student's responsibility to verify the time and location of the credit/examination turn one day before the date of the examination.
6. The registration day for a given credit/examination is published in the examination system not later than 7 days before the credit/examination.

Registration of the candidate for a nostrification examination

§ 6

1. A person taking a nostrification examination does not register for it on their own; their personal data is entered by an employee on the basis of lists received from the Dean's Office.
2. A person taking a nostrification examination is required to log in to the examination system at the latest one day before the examination. He/she does it using the access data of the individual account sent via e-mail.

Prerequisites for taking a credit/examination

§ 7

1. The examinee is allowed to take a credit/examination if:
 - 1) he/she has the status of a student or a person taking the nostrification examination;
 - 2) fulfils requirements specified for admission to a credit/examination.
2. Only a completely healthy person may take a credit/examination. This health status has to be confirmed with a relevant statement entered in the examination system.
3. A person taking a credit/examination must also confirm that he/she is not carrying electronic devices. This agreement is entered in the examination system in the form of a relevant declaration.
4. The person who fails to submit the declarations referred to in Items 2 and 3 is not allowed to take the credit/examination.
5. Taking a credit/examination without meeting the requirements specified in Item 1 constitutes grounds for invalidating its results, even if the examinee has obtained a positive grade.

Conducting a credit/examination

§ 8

1. On the day of the credit/examination, the employee is obliged to prepare the examination room, in particular:
 - 1) check if the computers work properly;
 - 2) correctly position the monitors.
2. The arranged time of the examination turn does not necessarily mean that the examinee will commence the credit/examination at that time. The given timetable specifies the time at which the examinee should be ready to enter the examination room.
3. Examinees are required to arrive at least 10 minutes before the scheduled time of the credit/examination at the waiting area designated by a staff member. The location of the waiting area may vary between credits/examinations, depending on the number of examinees.
4. In order to prove their identity, examinees must produce a valid student identity card (regards students) and, upon request, a valid document with a photograph.
5. The examinee cannot confirm his/her identity with a digital document due to § 9, Item 1. The examinee is required to produce the original version of the document.
6. Once the examinee enters the examination room, he/she is considered to have started taking a credit/examination.
7. The credit/examination is supervised by a supervisor and/or staff member. The number of examination supervisors and staff members depends on the number of examinees.
8. The examinee is allowed to bring into the examination room exclusively the document specified in Item 4 and a transparent bottle of water. Bringing other personal items, including valuables and tobacco products into the examination room, is prohibited. COE shall not be responsible for the stuff left outside the examination room.
9. If the examinee's health requires him/her to bring an insulin pump or a small product restoring the proper blood glucose level into the examination room, the examinee is required to send a relevant medical certificate to COE's contact address not later than one day before the date of the credit/examination.
10. Prior to the commencement of a credit/examination, the supervisor or staff member may inform the examinees to stay in the examination room until the credit/examination has finished in all examination rooms. The examinee is required to agree to stay in the room as long as the credit/examination is in progress.
11. The supervisor or staff member has a right at any time during a credit/examination to ask the examinee to take a different seat without giving a reason.
12. Once the examinees have taken their designated places in the examination room, they will be informed about the organization of the credit/examination. The examinees will log in to the system. They will be provided with necessary technical support and submit relevant statements referred to in §7, Items 2 and 3.
13. While in the examination room, the examinee is not allowed to correct the setting of the computer monitor. Only a supervisor or staff member has a right to do it.
14. The credit/examination is understood as started after the examinee has correctly logged in by using the access data of the individual e-mail account at the examination station and pressed the „Attempt quiz now” button.
15. The inability to log in by the examinee may be caused by:
 - 1) entering incorrect access data,
 - 2) a failure to register for a particular turn,
 - 3) an attempt to take the test/examination on a different date, in a different room, and at a different time than those for which the candidate has been registered.
16. Correctly logging in with the access data of an individual e-mail account at the examination station is a prerequisite for commencement of a credit/examination. After 15 minutes following the commencement of a credit/examination, the person who has not logged in may be asked by the supervisor or staff member to leave the examination room.
17. The examinee is not allowed to take handwritten notes during the test. For this purpose, the student is allowed to use an electronic notepad built into the examination system.

18. If the computer test requires the notation of chemical, mathematical, or other formulas that cannot be entered into an electronic notebook, the head of COE may, in exceptional cases, allow handwritten notes to be taken at the request of the course coordinator, submitted together with the request specified in § 4, Item 1 and Item 2. The subject coordinator is required to provide materials for taking handwritten notes.
19. A supervisor or staff member has a right to reduce the time for doing the test for a student who:
 - 1) has come late for the credit/examination; the reduced period of time corresponds to the period of his/her absence;
 - 2) is disruptive or otherwise disturbs the credit/examination.
20. The examinee may not leave the examination room during the credit/examination, except for health reasons (e.g. pregnancy, chronic illnesses) and on the basis of a medical certificate, sent to the contact address of COE at the latest one day before the day of the credit/examination.
21. After completing the test, the examinee is required to close the examination system and stay at his/her station until he/she has been informed that he/she may leave the room.

Verification of examinees

§ 9

1. A supervisor or staff member has a right to check if the student has brought an electronic device. Such verification is conducted in compliance with the rules laid down in the Regulations and can be done before the commencement of a credit/examination, during it and after its completion.
2. The examinee who
 - 1) failed to work independently, collaborated with other examinees or somebody staying outside the examination room,
 - 2) used unauthorised study aids,
 - 3) persistently disturbed the course of the examination
 - 4) brought in an electronic device
 is not allowed to continue the exam and awarded a failing grade for all terms of the credit/examination.
3. If circumstances referred to in Item 3 occur, this fact is recorded in the protocol made on the credit/examination.

Doing a computer-based test

§ 10

1. Completion of a credit/examination involves answering all test questions. During the course of the test and before the end of the test, the examinee has an opportunity to check whether there are any questions left in the test waiting to be answered. The examinee is not awarded any points for the question he/she failed to answer, also in the situation referred to in §11, Item 5.
2. The credit/examination ends automatically as soon as the time period allowed to do the test has finished. The examinee also has a right to finish the credit/examination earlier through the system function of manual confirmation of answers.
3. The duration of a credit/examination and the number of test questions are defined in course cards for particular subjects.
4. If the examinee is entitled to an extension of the examination time, he/she is required to send the relevant decision of the competent Dean to the COE contact address not later than one day before the date of the credit/exam.
5. The employee has a right to inform the examinee on the credit/examination turn which would allow him/her to exercise the right specified in Item 4.
6. The total duration of a credit/examination includes the time required for the examination system to correctly display the questions, including the display of system messages.
7. In the event of technical problems during a credit/examination, the examinee must report this fact immediately to a supervisor or staff member. The fact of the occurrence of technical problems is entered into the protocol made on the credit/examination.
8. At the end of the time arranged for the credit/examination, the test is closed and verified automatically. The system awards one point for each correct answer. At the end of the credit/examination, the examinee is informed of the number of obtained points and the grade.
9. If the course card does not specify a grading scale, the following "Default grading scale" shall apply:
 - 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).
10. If the course card specifies a different grading scale than the default one, the subject coordinator is required to inform about it along with the requirements specified in § 4, Item 1 and Item 2.
 11. Upon completion of a credit/examination, the examinee has a right to view the results but he/she is not allowed to make changes.
 12. The time allowed to view the questions accounts for 10% of the time of the relevant credit/examination. The system will not display the correct answer to the questions which were wrongly answered.
 13. The examinee has a right to review credit/examination questions at a later time only in exceptional circumstances and following a submission of a relevant request, with the approval of the Vice-Dean for Student Affairs and the head of COE.

Making objections

§ 11

1. In the course of reviewing questions at the end of a credit/examination, the examinee has a right to make objections to questions which, in his/her opinion, contain errors, which makes it impossible to give a clear answer. Objections made after reviewing questions will not be taken into account.
2. Objections referred to in Item 1 must be justified. Objections without substantive reasoning will not be taken into consideration.
3. The employee has a right to reject objections that do not contain substantive justification, e.g. “my answer was correct”, “the question is incorrect, please verify”, before they are reviewed by the subject coordinator.
4. A subject coordinator will be responsible for technical maintenance of the database of questions and objections to questions.
5. A submission of an objection as referred to in Item 1 will result in withholding a grade for the period of time over which the objection will be considered. Objections to questions shall be reviewed by the subject coordinator within 3 working days. COE cannot be claimed responsible if the above deadline has not been observed.
6. If the objection referred to in Item 1 has been approved, the subject coordinator shall decide which answer options can be considered valid. A staff member shall, within 2 working days following the analysis of all objections in a given subject, verify the scores of all the examinees whose test contained the question to which the objection has been made.
7. Justification of the subject coordinator’s decision concerning the made objection will be visible in the examination system in the profile) of the student raising the objection.
8. The examinee who claims that there are formal objections regarding the form, conduct and assessment of the credit/examination has a right to appeal and request an exam before the Examination Board in accordance with the Rules and Regulations.

Protocol on the credit/examination

§ 12

A protocol is made on the credit/examination. It includes:

- 1) the date of the credit/examination;
- 2) the name of the subject for which the credit/examination has been conducted;
- 3) the field of study and semester/year of study;
- 4) the composition of the supervisory team;
- 5) the place and time of the credit/examination;
- 6) a presentation of correctness/incorrectness of the credit/examination;
- 7) a note indicating whether metal detectors were used during the credit/examination;
- 8) a note indicating whether the duration of the credit/examination has been extended;
- 9) signatures of the members of the supervisory team.

Results of a credit/examination

§ 13

1. Examination/credit results are not automatically uploaded to EI. Course coordinators or their authorised persons are responsible for entering grades into EI. COE shall not be responsible for entering grades into EI prior to verification of the score, referred to in § 11, Item 6.
2. An examination or a credit may be a component of a multi-level examination. In such a case, the final grade is awarded in compliance with the course card.
3. In the case of single-stage examinations, the final grades shall be grades obtained from of all the attempts the student has taken.
4. In case of a fortuitous event, including a technical failure, preventing the commencement or completion of an ongoing credit/examination, the head of COE has a right to cancel the credit/examination date without awarding grades. A new date for the credit/examination will be arranged after consultation with the subject coordinator and the representative of the examinees, within the realms of organisational capabilities of COE.

Absence of the examinee

§ 14

1. Justification for absence from a credit/examination and the form of medical certificate are specified in § 10 of the Rules and Regulations.
2. The examinee is required to notify COE via its contact address on recording the justification in the Dean's Office and the dates of its validity.
3. Absence resulting from the failure to fulfil the obligation specified in § 5, Item 3 may be justified only if the medical certificate or other written justification covers the entire period of registration for a given credit/examination date.

Final provisions

§ 15

For matters concerning the way the IT examination system works, examinees can contact COE via the contact address. Each message sent to COE should include: the examinee's first and last name, year and field of study, and the full name of the subject referred to in the message.