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Methodological Instruction

No. 3/2020

**for distance verification of knowledge in bachelor's and master's degree
courses**

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1 Basic provisions

This instruction is issued in connection with the **Rector's Order No. 9/2020** to ensure the study and implementation of tests at the CTU in connection with measures to reduce the risk of coronavirus infection.

If personal presence at the university is prohibited or severely restricted by government or hygiene regulations and the conditions pursuant to Act No. 111/1998 Coll., On Higher Education Institutions, as amended, are met, it is possible to verify the fulfilment of study obligations by distance learning.

The methodological instruction is intended to assist academic staff of the Czech Technical University in Prague in setting up and preparing remote verification of study results. The Study and Examination Regulations of the Czech Technical University in Prague remain in force, the following measures concern the forms and use of information resources.

This instruction only applies to the remote check of knowledge of individual subjects. The form and implementation of state final examinations are summarized in the Methodical Instruction of the Vice-Rector for Bachelor's and Master's Studies No. 2/2020.

2 Responsibility

In connection with the Act No. 111/1998 Coll., On Higher Education Institutions, as amended, with a full ban on personal presence at the university, the Dean decides on the introduction of distance checks at studies, at higher education institutions the director. In case of limited personal presence of students at university, the subject guarantor decides on the introduction of remote check in cooperation with the head of the institute / department and the guarantor of the study program.

Before the beginning of the examination period, the head of the institute / department is obliged to inform the pedagogical vice-dean about the subjects in which the distance examination has been introduced, as well as about any changes that occurred during the examination period.

The examiner must properly, demonstrably and in a timely manner inform students about the change in the form of examination - from contact to distance. For subject exams, a contact or distance exam is possible.

If the CTU component uses a platform other than the recommended one (MS Teams and Moodle) for remote testing, the Dean / Director guarantees the safety and compliance with the GDPR.

If the Dean / Director decides to record during the exams, he / she will appoint one „authorized IT officer“, who will be responsible for the secure storage of recordings, and whom faculty teachers will be able to contact in case of non-standard events.

3 Principles of holding distance subject checks of knowledge at the CTU

All principles stated in the **Rector's Order No. 9/2020** apply to the performance of remote subject checks of knowledge and further applies:

1. Before the start of the examination period, there will be online training for students and teachers for all tools used or recommended at each part, or a link to the instructional video / presentation will be made available on the part's or VIC's website. For written exams, it is recommended to get acquainted with the function of the platform using a short easy test.
2. If the student enrolls in the IS KOS for knowledge checks, but does not participate in the exams, the procedure is in accordance with paragraph 8 of Article 10 of the SZŘ.
3. The CTU in Prague has a legitimate interest in making an official record of the course of oral or written check of knowledge in order to objectively investigate a possible application for review of evaluation according to paragraph 4 of Article 9 of the SZŘ. In the event that the dean or director of the institute decides to keep records on the course of remote knowledge check, he/she stipulates the method or tool for obtaining records, the group of persons authorized to handle them, the repository and the storage period. With regard to paragraph 6 of Article 8 of the SZŘ, it is recommended to maintain the deadline until the end of the academic year in which the knowledge test took place. The consent of the student or examiner to the recording is not required, but the student must be informed of the recording.
4. The CTU in Prague is a university that acts according to the values of ethical approach to scientific work, respects the freedom of research and thoughts. As an internationally recognized university, it respects the principles of humanity, human's dignity and individuality, does not create a discriminatory environment and generally perceives its social responsibility. The CTU also perceives as an image of its position that it should first and foremost trust its students and respect their privacy. Use of proctoring systems (systems that monitor the student's eyes, block the computer and cell phone, monitor noise in the microphone) is not recommended or centrally supported at the CTU.
5. The student should be alone in the room during the remote knowledge check (especially without other classmates). If this cannot be arranged for objective reasons, he/she shall inform the examiner at least 24 hours before the start of the test. During the remote knowledge check, the student must not interact with other people in the room.
6. If a platform will be used for the examination, where the identification of the student by means of the CTU login name and password is not ensured, it is necessary to verify the student's identity before the exam using a student ID card, ID card or passport (in the case of ID card, ask to cover personal data, especially birth number).

4 Resolving connection failure during knowledge check

1. If there is a connection failure on the part of the student, the student immediately contacts the examiner by phone to explain the reason for the failure. Before checking the knowledge, the examiner will provide students with a telephone number (his or his authorized representative) at which he can be contacted during the knowledge check.
2. If it is not possible to re-establish the connection with the student, the examiner decides whether the current course of knowledge check has led to sufficient verification of knowledge (a substantial part of the examination has taken place and the teacher is able to evaluate the student).
3. If it is not possible to evaluate the student, the deadline should be cancelled and the exam repeated, otherwise it could affect the equality of conditions of the students in the exam, it may also be an attempt by the student to cheat.
4. If the failure occurs on the side of the examiner, he contacts his authorized representative by telephone, who explains the situation to the students and, based on the examiner's instructions, completes the knowledge check with the students (for example, in a collective test, he completes the test), or interrupts the test.
5. Any further specifying procedure for solving technical problems during distance testing is determined by a decision of the Dean or the Director and informs the students about it.

5 Distance testing of students with special needs

1. The ELSA Center submits modified documents in the same way as for full-time teaching and contact examinations. In the event, that the proposed modification cannot be implemented in the distance form of knowledge verification, the examiner concerned contacts the ELSA Center and consults on possible solutions.
2. The student contacts the examiner at least 5 working days before the exam date and together they specify the course and form of the examination modification.
3. If a student with special needs is unable to take the exam in the declared form, he / she contacts the ELSA Center, which checks that the test conditions correspond to his / her specific needs, and, if necessary, in agreement with the guarantor of the subject, ensure the necessary technical and organizational adjustments.

6 Recommendations for teachers

In the beginning, it is always necessary:

- identify students (for written tests, identification using the CTU login name and password is expected; for the oral exam using a student ID card, ISIC card, ID card, passport – in the case of ID card, ask to cover personal data, especially birth number),
- alert students to any recording of the exam,
- if it has not been done before, inform them of the procedure in case of loss of connection (mutual exchange of telephone numbers, etc.)

6.1 Oral examination of knowledge

1. It is recommended that examiners carefully test the operation of the technology before commencing their own testing.
2. During the examination, both the student and the examiner must have the camera turned on.
3. Where questions are drawn, it is necessary to ensure that such a draw is unquestionable (for example, draw in front of the camera, draw with an electronic tool guaranteed by the CTU or the faculty - for example Microsoft Forms).

6.2 Written knowledge check

1. Questions should be formulated to verify the understanding of the substance, not the specific knowledge.
2. Limit the test time. The student must be informed about the test time limit in time.
3. Want the student to submit to the system (send by e-mail) a scan / photograph of all his calculations and deductions that led him to the solution. These documents must be written by hand. On the first page of background materials should be a copy of the card by which the student is identified, most preferably ISIC, or CTU card (in case of using the ID card, ask to cover personal data, especially the birth number), each of the sheets must be signed by the student with the specified date. Set a time limit for the submission of these background materials (recommended 10 minutes after closing the online exam).
4. Limit the number of exam dates (it is not technically possible to prevent the test questions from being raised). Faculty coordination is recommended so that students are offered exactly one regular and exactly two corrective exam dates.
5. Use the available tasks to randomly generate a test of the same difficulty.
6. Do not show students the right solution. However, tell them which questions they were wrong about, possibly with further clarification.
7. In a written exam with a large number of students, it is possible to eliminate unwanted cooperation between students by setting more questions than can be answered in the time frame of the exam. However, the student must be informed in advance about the minimum number of correctly answered questions for successful passing the exam and also about the fact that even for classification "A" may not answer all questions. The final evaluation of

students who exceeded the minimum and successfully passed the exam can be performed only according to the results of the exam. Due to the lack of time and competition of students, their undesirable cooperation is naturally eliminated. The use of such a principle must be designed in such a way that there is no different marking of the proven knowledge in different examination terms.

8. Most test systems allow that it will not be possible to return to the question after answering it, and a new question will only appear after answering the previous one. The student must be informed about this type of test in advance.
9. As a support for the use of the MS Teams system, it is recommended to use links to tutorials available at <https://ist.cvut.cz/nase-sluzby/microsoft-teams/>
10. As a support for using the Moodle system to prepare a knowledge test it is recommended to use the following links, for example:
<https://ist.cvut.cz/nase-sluzby/e-learning/>
<http://download.petrvobornik.cz/docs/knihy/moodle.pdf>
<https://www.youtube.com/playlist?list=PLQL6z4JeTTQIPaq30BdW6EQ>

This Instruction shall enter into force on 26 November 2020.

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