Rules and Regulations for remote entrance exams

at the Faculty of Medical Sciences in Katowice of Medical University of Silesia in Katowice

General provisions

1. The exam is administered in the form of a videoconference in real time through application Microsoft Teams available from Microsoft Office 365.
2. Remote exams are offered by the University only in justified situations (e.g. during the period of limited mobility due to current pandemic situation).
3. Candidates receive invitation for the exam via email provided in Application Form.

Obligations of examinee

Prior to attempting the exam candidate is required to:

1. read and strictly follow "*Rules and Regulations for remote entrance exams at the Medical University of Silesia in Katowice approved by the Dean of the Faculty of Medical Sciences in Katowice*",
2. ensure access to computer device equipped with web camera and microphone, as well as internet connection providing proper and undisturbed course of the exam,
3. check computer device for MS Teams software compatibility, especially the camera and microphone,
4. ensure and test performance of the own hardware used for remote examination procedures (in particular the camera, microphone, speakers/headphones).

On the exam day candidate is required to:

1. ensure a separate room where the exam will be conducted; only examinee is allowed to be present in this room,
2. prepare a blank sheet of paper and pencil or pen,
3. await at scheduled time an access to the examination provided by the Examination Board and only then connects to the Examination Board (a candidate may not start transmission on his own without explicit invitation from the Examination Board)
4. have the web camera and microphone running through the entire time of administration of the exam including the preparation period.

The examination procedure

1. The examination procedure starts with verification of identity of the candidate thorough visual examination of the ID with a photograph. Persons holding no document to prove their identity shall not be admitted to the examination procedures.

2. Examinee is obliged to show with a web camera the room in which the exam is attempted, providing a 360-degree field of view, including the view of the nearest workplace area (only a blank sheet of paper and pencil or pen are allowed).

3. The Examination Board decides on the beginning of the examination procedures, about the time granted to deliver the answers and about termination of the examination procedures.

4. A candidate draws the question set randomly by giving a question set number. The member of the Examination Board may ask the candidate additional questions within the scope of the selected questions.

5. The contents of question set shall be presented to a candidate in an explicit and clear manner.

6. After receiving the questions, candidate is provided with 15 min. period for preparing (with web camera and microphone running).

7. During the examination procedures an examinee is strictly forbidden to contact in person or through electronic devices with any outsiders and to use any supporting materials.

Recording of the procedures

1. The Examination Board may register the course of the exam through MS Teams software, after informing and obtaining the approval of an examinee.

2. In charge of recording is only the Examination Board responsible for protection of the saved record from damage or disclosure to other persons.

3. A candidate must not record the examination procedures.

Supplemental provisions

1. Should the quality of connection be too poor to ensure the reliable accomplishment of the examination procedures, Examination Board may decide to postpone the exam to another term; such situation does not require examination fee to be reintroduced.

2. Breaking internet connection during the exam does not entitle an examinee to request a refund of the examination fee.

3. In case specified in point 2 Examination Board decides if examinee is entitled to another attempt to the exam. Subsequent connection equals drawing a new set of questions.

4. Exam score will be provided in coded form (candidate number) on the rank list published after each exam term.