	<b>GUIDELINE OF EPOKA UNIVERSITY “ON THE MODALITIES CONCERNING THE CONDUCT OF THE ONLINE FINAL EXAMS AND RESIT EXAMS OF THE 2019-2020 SPRING SEMESTER AS OF JULY 09, 2020”</b>				
	Document Code	Entrance into force	Amendment No.	Amendment Date	Page/Total Page
	EU-GDL-008-EN	07.07.2020	-	-	1 / 6

## I. PURPOSE AND APPLICATION

### 1.1. Purpose

The purpose of this guideline is to provide the basis for the conduct of the online Final Exams and Resit Exams of the 2019-2020 spring semester as of July 09, 2020, based on the Decision of the Rectorate No. 01, dated 06.07.2020, due to the rising number of reported daily cases of COVID-19 infections in the country based on the official data provided by the Ministry of Health and Social Protection of the Republic of Albania and aiming at ensuring the protection of the health of students, staff members and other stakeholders in compliance with the legislation in force as well as the Guideline of EPOKA University “On the Measures to Protect the Health of Students, Staff Members and Other Stakeholders from COVID-19”.

### 1.2. Scope

This Guideline regulates the modalities on the conduct of the online Final Exams and Resit Exams of the 2019-2020 spring semester as of July 09, 2020, for all study programs offered by EPOKA University.

## II. CONDUCT OF ONLINE FINAL EXAMS AND RESIT EXAMS

### 2.1. Types of Exams


For the 2019-2020 spring semester, as of July 09, 2020, course instructors shall conduct the online Final Exams and Resit Exams **according to one of the following exam types or through a combination of them.** While determining the type of the online Final Exam and Resit Exam, course instructors should consider the specific features of the respective course as well as of the study program.

**a) conduct of the written test remotely using pen and paper** (*particularly suitable for exams that involve the creation of formulas, schemes, graphics or drawings*).

**Technical implementation:** In this case, the course instructor should activate a virtual exam room with limited numbers of students (indicatively not above 30), through the use of a platform (*Microsoft Teams or Google Meet*) that allows the simultaneous visualization of all students who are taking the test, in such a way as to make it work visually, through the screen, by the course instructor. The student should keep the camera and microphone active and suitably positioned throughout the examination, subject to the penalty of the suspension or cancellation of the exam if the student does not comply with this rule.

For classes or groups with more than 30 students, multiple video online sessions can be initiated by the course instructor.

Drafting Unit	Controlling Unit	Approving Unit
Institutional and Legal Affairs Office	Rector's Office	Rectorate

	<b>GUIDELINE OF EPOKA UNIVERSITY “ON THE MODALITIES CONCERNING THE CONDUCT OF THE ONLINE FINAL EXAMS AND RESIT EXAMS OF THE 2019-2020 SPRING SEMESTER AS OF JULY 09, 2020”</b>				
	Document Code	Entrance into force	Amendment No.	Amendment Date	Page/Total Page
	EU-GDL-008-EN	07.07.2020	-	-	2 / 6

The written examination conducted through videoconference must be recorded. The recordings will be used for the sole purpose of verifying the correct conduct of the examination and will be accessible only by the course instructor and respective Head of Department and Department Coordinator.

Technical requirements: The conduct of this type of remote written exams involves the use by students of the following devices and internet connection:

- ☐ a good quality internet connection;
- ☐ a fixed or mobile PC equipped with a webcam and microphone (integrated or external) compatible with video conferencing software.

Submission of the exam: At the established time, students remove the pens and show all the written papers to the camera, page by page.

Students photograph their sheets and draw up a single file of their test.

Students upload the file to the cloud folder indicated by the course instructor or they send it by e-mail to the address indicated by the course instructor. This method will be communicated directly by the course instructor.

The course instructor verifies the correct receipt of the written document and dismisses the student.


**b) conduct of the written test remotely using the computer** (*online questionnaires, tests with simulation environments, other*);

Technical implementation: In this case, the course instructor should activate a virtual exam room with limited numbers of students (indicatively not above 30), through the use of a platform (*Microsoft Teams or Google Meet*) that allows the simultaneous visualization of all students who are taking the test, in such a way as to make it work visually, through the screen, by the course instructor. The student should keep the camera and microphone active and suitably positioned throughout the examination, subject to the penalty of the suspension or cancellation of the exam if the student does not comply with this rule.

For classes or groups with more than 30 students, multiple video online sessions can be initiated by the course instructor.

The written examination conducted through videoconference must be recorded. The recordings will be used for the sole purpose of verifying the correct conduct of the examination and will be accessible only by the course instructor and respective Head of Department and Department Coordinator.

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	<b>GUIDELINE OF EPOKA UNIVERSITY “ON THE MODALITIES CONCERNING THE CONDUCT OF THE ONLINE FINAL EXAMS AND RESIT EXAMS OF THE 2019-2020 SPRING SEMESTER AS OF JULY 09, 2020”</b>				
	Document Code	Entrance into force	Amendment No.	Amendment Date	Page/Total Page
	EU-GDL-008-EN	07.07.2020	-	-	3 / 6

**Technical requirements:** The conduct of this type of remote written exams involves the use by students of the following devices and internet connection:

- ☐ a good quality internet connection;
- ☐ a fixed or mobile PC equipped with a webcam and microphone (integrated or external) compatible with video conferencing software.

**Submission of exam:** In the case of an examination carried out as an exercise on the PC, students will immediately (if required) upload the file as previously indicated by the course instructor.

The course instructor verifies the correct closure of the procedure and dismisses the students.

**c) conduct of the written test remotely with other online methods.** Concerning this category, the following exam types can be used.

### 1) *Open book-, open source-exam*

This type of exam can be conducted depending on the nature of the course.

**Technical implementation:** The course instructor can schedule the exam through the relevant platform and ask students to answer within the determined exam duration. Alternatively, the course instructor can send an e-mail to all students and ask them to reply within the determined exam duration.

**Exam duration:** The course instructor should determine an appropriate duration of the exam by taking into account that students will need to type their answers.

**Technical requirements:** The conduct of this type of exam involves the use by students of the following devices and internet connection:


- ☐ a good quality internet connection;
- ☐ a fixed or mobile PC.

**Submission of exam:** At the determined time, the student uploads the typed exam at the relevant platform or replies back to the course instructor by attaching the typed exam to the e-mail.

### 2) *Project/Essay/Assignment/Case Study Analysis*

This type of exam can be conducted depending on the nature of the course.

Drafting Unit	Controlling Unit	Approving Unit
Institutional and Legal Affairs Office	Rector's Office	Rectorate

	<b>GUIDELINE OF EPOKA UNIVERSITY “ON THE MODALITIES CONCERNING THE CONDUCT OF THE ONLINE FINAL EXAMS AND RESIT EXAMS OF THE 2019-2020 SPRING SEMESTER AS OF JULY 09, 2020”</b>				
	Document Code	Entrance into force	Amendment No.	Amendment Date	Page/Total Page
	EU-GDL-008-EN	07.07.2020	-	-	4 / 6

**Technical implementation:** The course instructor can schedule the exam through the relevant platform and ask students to answer within the determined exam duration. Alternatively, the course instructor can send an e-mail to all students and ask them to reply within the determined exam duration.

**Exam duration:** The course instructor should determine an appropriate duration of the exam by taking into account that students will need to type their answers.

**Technical requirements:** The conduct of this type of exam involves the use by students of the following devices and internet connection:

- ☐ a good quality internet connection;
- ☐ a fixed or mobile PC.

**Submission of exam:** At the determined time, the student uploads the typed exam at the relevant platform or replies back to the course instructor by attaching the typed exam to the e-mail.

**d) Oral Exam:** This type of exam can be conducted depending on the nature of the course. It is particularly convenient for small classes/groups.

Course instructors can decide to fully conduct the Final Exam and Resit Exam as an oral exam or can combine the oral exam with one of the exam types mentioned in sections a), b) and c).


**Technical implementation:** The course instructor organizes the oral exam separately for each student through a video online session through Microsoft Teams or Google Meet. The student should keep the camera and microphone active and suitably positioned throughout the test, subject to the penalty of the suspension or cancellation of the exam if the student does not comply with this rule. The oral exam carried out by videoconference must be recorded. The recordings will be used for the sole purpose of verifying the correct conduct of the examination and will be accessible only to the course instructor and respective Head of Department and Department Coordinator.

**Technical requirements:** The conduct of this type of remote written exams involves the use by students of the following devices and internet connection:

- ☐ a good quality internet connection;
- ☐ a fixed or mobile PC equipped with a webcam and microphone (integrated or external) compatible with video conferencing software.

**Submission of the exam:** The exam is considered as automatically submitted after the end of the video online session.

Drafting Unit	Controlling Unit	Approving Unit
Institutional and Legal Affairs Office	Rector's Office	Rectorate

	<b>GUIDELINE OF EPOKA UNIVERSITY “ON THE MODALITIES CONCERNING THE CONDUCT OF THE ONLINE FINAL EXAMS AND RESIT EXAMS OF THE 2019-2020 SPRING SEMESTER AS OF JULY 09, 2020”</b>				
	Document Code	Entrance into force	Amendment No.	Amendment Date	Page/Total Page
	EU-GDL-008-EN	07.07.2020	-	-	5 / 6

## 2.2. Technical support

The staff of the ICT Coordinating Office will offer continuous technical support to all course instructors and other concerned staff members throughout the respective Final Exam and Resit Exam periods.

## 2.3. Weight of the Final Exam

The weight of the Final Exam in the final assessment of student academic performance for the 2019-2020 spring semester shall be the one assigned by the course instructor in the course syllabus.

## 2.4. Responsibilities of course instructors

- 2.4.1. Each course instructor shall decide about the type of the Final Exam and Resit Exam to be conducted depending on the nature of the course and study program by selecting one or a combination of the exam types listed in Section 2.1.
- 2.4.2. Course instructors shall officially notify their respective Departments within July 08, 2020, on the exam type to be applied concerning Final Exams.
- 2.4.3. Course instructors shall also officially notify students within July 08, 2020, on the exam type to be applied as well as on the respective academic requirements students will need to fulfill concerning the Final Exam.
- 2.4.4. For Resit Exams, course instructors shall apply the same exam type applied to the Final Exam of the respective course.

## 2.5. Compliance with Rules of Academic Integrity


By submitting the said exams, Students confirm that they autonomously developed the said work using only authorised resources and without exchanging any information, by any means, with any person or information repository, whether physical or virtual.

Any violations of the Rules of Academic Integrity are subject to disciplinary sanctions as provided in the Regulation of EPOKA University “On Student Discipline”.

## 2.6. Entering of Final Exam and Resit Exam grades into the EIS system

Each course instructor shall enter the Final Exam and Resit Exam grades into the EIS system according to the deadlines set in the respective 2019-2020 Academic Calendar.

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	<b>GUIDELINE OF EPOKA UNIVERSITY “ON THE MODALITIES CONCERNING THE CONDUCT OF THE ONLINE FINAL EXAMS AND RESIT EXAMS OF THE 2019-2020 SPRING SEMESTER AS OF JULY 09, 2020”</b>				
	Document Code	Entrance into force	Amendment No.	Amendment Date	Page/Total Page
	EU-GDL-008-EN	07.07.2020	-	-	6 / 6

### III. MANAGEMENT OF EXAM DOCUMENTATION

The course instructor has the obligation to properly document the evidences on the conduct of the Final Exam and Resit Exam and submit them to the Department Coordinator within the timeline determined by the Department in compliance with the rules and procedures in force.

The Department Coordinator shall ensure that the course instructor submits all the necessary documents to be included in the exam envelope (*Answer key, signed official Grades List, Attendance List signed by the course instructor clearly writing down the modality on the conduct of the Final Exam and Resit Exam in the specific section of the attendance list, evidences on the conduct of the Final Exam and Resit Exam such as a CD containing the respective materials, printed e-mail communication, printed online platform screenshot etc*).

### IV. CONCLUDING PROVISIONS

#### 4.1. Entrance into Force

This guideline enters into force on the day of approval by the Rectorate of EPOKA University.

#### 4.2. Enforcement

The enforcement of this guideline is ensured by the Rector of EPOKA University.

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Institutional and Legal Affairs Office	Rector's Office	Rectorate