	GUIDELINE OF EPOKA UNIVERSITY “ON THE MODALITIES CONCERNING THE CONDUCT OF THE MID-TERM EXAMS OF THE 2020-2021 SPRING SEMESTER”				
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I. PURPOSE AND APPLICATION

1.1. Purpose

The purpose of this guideline is to provide the basis for the conduct of the Mid-term Exams of the 2020-2021 spring semester in compliance with the Guideline of EPOKA University “On the conduct of teaching and other educational activities during the 2020-2021 spring semester”, in the context of the ceasing of the on-campus teaching activities – including examinations – based on the notification received through the Correspondence of the Ministry of Education, Sports and Youth No. 5838/2 Prot., dated 30.10.2020, due to the situation caused by the COVID-19 pandemic, as well as 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 Mid-term Exams of the 2020-2021 spring semester for all study programs at all cycles of studies offered by EPOKA University.

II. CONDUCT OF MID-TERM EXAMS

2.1. Schedule and Duration of Exams


The Mid-term Exams shall be held according to the **official schedule** on the conduct of Mid-term Exams adopted by the respective Decanate and published on the official website of EPOKA University.

The **duration** of the Mid-term Exam held according to the exam types stipulated at Section 2.2., point a), b) and c-1) of this guideline shall not exceed **90 minutes** and shall be held within the 120-minute time slot assigned to the Mid-term Exam of the respective course at the official schedule. The duration of the Mid-term Exam held according to the exam types stipulated at Section 2.2., point c-2) of this guideline can exceed 90 minutes, however students shall submit their Mid-term Exam by the deadline established by the course instructor within the duration of the Mid-term Exam period set out in the respective 2020-2021 Academic Calendar.

2.2. Types of Exams

For the 2020-2021 spring semester, course instructors shall conduct the Mid-term Exams **according to one of the following exam types or through a combination of them.** While determining the type of the Mid-term Exam, course instructors should consider the specific features of the respective course as well as of the study program.

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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.

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

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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.

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 Google Classroom 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 Google Classroom or replies back to the course instructor by attaching the typed exam to the e-mail.

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

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

Technical implementation: The course instructor can schedule the exam through Google Classroom 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 also 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 Google Classroom or replies back to the course instructor by attaching the typed exam to the e-mail.


2.3. Weight of the Mid-term Exam

The weight of the Mid-term Exam in the final assessment of student academic performance for the 2020-2021 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 Mid-term Exam to be conducted depending on the nature of the course and study program by selecting one of the exam types listed in **Section 2.2.** of this guideline or a combination of them.
- 2.4.2. Each course instructor shall officially notify her/his respective Department **by April 23, 2021** on the exam type to be applied.
- 2.4.3. Each course instructor shall also officially notify students **by April 23, 2021** on the exam type to be applied as well as on the respective academic requirements students will need to fulfill concerning the Mid-term Exam.

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2.5. Submission of the Mid-term Exam

Students shall upload the typed exam at the online platform indicated by the course instructor or shall reply back to the course instructor by attaching the typed exam to the e-mail by the deadline established by the course instructor.

2.6. Compliance with Rules of Academic Integrity

By submitting the said exams, Students confirm that they autonomously developed the said work using only authorized 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”.

2.7. Entering of Mid-term Exam grades into the EIS system

Each course instructor shall enter the Mid-term Exam grades into the EIS system according to the deadlines set out in the respective 2020-2021 Academic Calendar.

III. MANAGEMENT OF EXAM DOCUMENTATION

The course instructor has the obligation to properly document the evidences on the conduct of the Mid-term Exam and submit them to the Department Coordinator **within five working days** upon the entering of the Mid-term Exam grades into the EIS system.

The Department Coordinator shall ensure that **within five working days** upon the entering of the Mid-term Exam grades into the EIS system, 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 of the conduct of the Mid-term Exam in the specific section of the attendance list, evidences on the conduct of the Mid-term 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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