**Procedures for electronic examinations held on the OpenOLAT platform
at the Poznań University of Medical Sciences**

CITK 1 Procedure – Principles for using the OpenOLAT platform

1. The OpenOLAT Platform (hereinafter referred to as the "Platform") is a tool designed to support the learning process carried out by the Poznań University of Medical Sciences (hereinafter referred to as "PUMS").
2. The Platform can be used by employees, students and postgraduate students of PUMS via the WISUS system. A decision to make the Platform available to others is made by the Vice-Rector for Educational Affairs.
3. In order to use the Platform, the unit head shall submit in writing the details (name + surname + employee number) of employees for whom an account is to be created.

4. The Innovative Educational Techniques' Centre (hereinafter referred to as "CITK") and the PUMS IT Department, within the scope of their authority and competence, shall be responsible for day-to-day administration of the Platform and technical support for its users.

5. Completion of a dedicated training course run by CITK is required to use the Platform.
6. To use the Platform users are required to have access to the Internet, a computer with an installed internet browser (Firefox version 5 3 or later, Google Chrome version 5 8 or later, Apple Safari version 10 or later) and any additional software necessary to for the courses to run (Java in particular).
   Cookies also have to be enabled.
7. The platform is available on a continuous basis, subject to the right for temporary suspensions due to faults, maintenance, updates or technical requirements.
8. Access to the Platform is possible via the Internet or the University's internal network.
9. A Platform user, who is an academic teacher may create educational resources, use them in the learning process and make them available to other users. These resources may also be used by other users and/or made available to them only by the Author or by an employee of CITK subject to the Author's written permission.
10. A platform user, who is a student or postgraduate student may use the educational resources made available to them but may not by their actions enable or facilitate access by unauthorised persons.
11. Users can also use the Platform as a tool to improve teacher - student communication in the learning process.
12. Platform users shall read and comply with the regulations governing the operation of the Platform, protection of personal data as well as security and privacy.
13. Use of the Platform not in accordance with its purpose, or in a way that violates the law, the good name of PUMS or the dignity of its users is forbidden.
14. CITK may change a user's Platform access password only at the written request of the user and following personal authentication.

CITK 2 Procedure – Principles for entering for tests and multiple-choice exams administered via the OpenOLAT platform

1. Entries for exams administered on the OpenOLAT platform (hereinafter referred to as the "Platform") can be made via the Platform once exam dates have been published.
2. The Unit administering the exam shall provide a list of persons entitled to enter for the exam (first name + surname + course record number) to the Innovative Educational Techniques' Centre
   (hereinafter referred to as "CITK") at least 2 working days before the commencement of exam entries.
3. Exam entries shall be accepted for "first -sittings" from not less than 1 month before the scheduled examination and until 14 calendar days before the exam date. Exam entries shall be accepted for retakes from not less than 14 calendar days before the scheduled examination and until 7 calendar days before the exam date.
4. Where the unit administering the exam allows retakes within the framework of so-called "first-sittings", these will be opened no sooner than 14 days after the opening of the "first-sittings" and only if places are still available. The number of available places shall correspond to the number of available seats in the exam room. The order of entries is decisive. Entries will close 7 days before the exam date.
5. In justified cases the aforementioned periods may be shortened subject to consent of an appropriate Faculty Dean.
6. Only students who failed their exam on a "first-sitting" date in a given subject shall be allowed to enter for a retake.
7. A certain number of places is available for each exam date (visible to the student). Once this number is exhausted, names shall be entered onto a waiting list. If a person entered for an exam withdraws from it, their place will automatically be assigned to the first person on the waiting list.
8. Active exam dates are published on the Platform. Following entry for a specific date, the remaining dates become inactive.
9. The date for an already submitted exam entry may only be changed during the period when exam entries are accepted.
10. Once entries for a particular exam date have ended, those on the waiting list have the option to choose another date.
11. 3 days before the end of entries for a given exam date, the Examiner is obliged to verify the list of people who have entered for the exam sent by a CITK employee.
12. Course record numbers of those entered and admitted for an exam are published on the Platform after their verification by the Examiner, at least 2 days before the exam date.
13. The examination body reserves the right to cancel an exam if less than:
    a. 10% of students, or
    b. 10 persons

    entitled to enter for the given date enter their names for that date. Exceptions can be made if the total number of people who have failed the exam is less than the above-mentioned number or if there are no places available for the remaining dates.

CITK 3 Procedure – Principles for administering multiple choice exams / tests via the OpenOLAT platform

1. Unless otherwise stipulated, the principles for administering multiple-choice exams set-forth below should also be applied to multiple-choice tests

2. Administering an exam on the OpenOLAT platform (hereinafter referred to as the "Platform") is preceded by booking a room and carrying out an exam entry procedure, regulated by separate procedures.

3. For exams administered using the Platform outside rooms made available by the Innovative Educational Techniques' Centre (hereinafter referred to as "CITK"), it is necessary to ensure the right conditions for students to work individually which guarantee proper conduct of the exam.

4. The examiner shall prepare a multiple-choice paper, define its parameters in accordance with Appendix No. 1a to this procedure, check its content and upload it to the Platform containing a question database no later than 4 working days before the exam date. CITK shall not guarantee full support for changes made at a later date and shall not be responsible for the consequences thereof.

5. Once the multiple-choice paper has been uploaded to the Platform, the Examiner is obliged to inform the CITK exam coordinator.

6. Students are obliged to arrive at least 20 minutes before the start of an exam.

7. Entry to an exam room is only possible upon presentation of a document confirming the student's identity. Apart from their identity card, students may only bring water and personal hygiene products into the exam room.

8. Upon entering the exam room, students take assigned seats, indicated by the electronic system, invigilators and/or CITK staff. It is not possible to change seats during an exam, except in special circumstances (e.g., sun glare on the monitor, computer fault), in which case the decision to change seats is taken by the chief invigilator. An unauthorized change of seats shall be subject to disciplinary action.

9. During an exam, at a computer workstation, each student must have their identity card in a visible place so that they can be identified.

10. The Examiner must ensure that an adequate number of people are available to invigilate an exam. 1 invigilator is required for every 30 people taking an exam, with the proviso that 1 invigilator shall be sufficient for a small room.

11. An invigilator is obliged to proctor over the group of students assigned to them (according to the seating arrangement). Invigilators must not interfere in any way with the student's work.

12. Before sitting exams in the computer room students must read and accept its rules and regulations. Acceptance of the rules and regulations is necessary to be able to sit the exam.

13. Before each exam, students are given instructions on how to log on to the system, the technical parameters of the multiple-choice paper and the procedure for evacuating the room.

14. A student who has started an exam but, in the course of the exam, reports a medical condition to the chief invigilator, will be allowed to leave the room together with an accompanying person without the exam being interrupted. If the student is able to continue with the exam after returning to the room, they only have the remaining exam time to do so. The exam time shall not be extended.

15. Upon completion of a multiple-choice paper, the Examiner receives the results in electronic format and signs CITK exam report.

16. The unit administering the exam shall be responsible for archiving full exam results sent by CITK.

17. Recounting of points as referred to in §12 paragraph 4 of the Multiple-Choice Exam Rules and Regulations takes place subject to a fixed percentage pass rate, only after receipt of a written decision from the Examiner to accept the comment and is described in detail in the CITK Technical Regulations. The amended results will be sent no later than 2 working days after receipt of the decision.

18. For any disruptions in the conduct of an exam, or other irregularities, a CITK staff member prepares a memo and forwards it to the Examiner or an appropriate Dean.

19. Exam rooms are monitored and an exam may be recorded.

20. Decisions on matters not regulated by the CITK 3 Procedure shall be made by the Examiner.

CITK 4 Procedure – Principles for booking a computer room for a multiple choice exam administered via the OpenOLAT platform

1. The Innovative Educational Techniques' Centre (hereinafter referred to as "CITK") shall make available two rooms for multiple choice exams administered via the OpenOLAT Platform"
    a. A large room with 114 computer stations (maximum 108 exam places and 6 spare places) and

    b. A small room with 35 computer stations (maximum 32 exam places and 3 spare places).
2. The number of places in each room may change. For up-to-date information on the number of exam places see the CITK website.
3. If a change in the number of places prevents those previously entered from taking the exam, students who entered last are required to reschedule their exam dates. These students shall be informed immediately by CITK of the situation and will have priority to choose another date.
4. The Examiner shall book an exam room made by providing a booking form, which can be downloaded from www.citk2.edu.pl, in person or by e-mail sent
    to: rezerwacjecitk@ump.edu.pl, at least 7 working days before the scheduled exam. In exceptional circumstances, this period may be shortened with the agreement of the CITK Head.
5. A booking is considered valid once it has been confirmed by CITK.
6. The booking status of rooms is available in the Booking Calendar on the CITK website.
7. CITK reserves the right to combine exams/tests where the number of participants is low, after informing the Examiner in advance, provided that the deadlines referred to in § 6 paragraphs 1-3 and 6 of the Multiple-Choice Exam Rules and Regulations are observed.
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