



# **RULES FOR THE DISTANCE TESTING OF KNOWLEDGE AT THE UNIVERSITY OF NOVA GORICA**

Reference no: 47-2/2020

Nova Gorica, May 2020

cc:

- Deans of UNG Schools
- Rector
- Vice-Rector for Education
- Student Office
- Student Council

	Name/body	Date
<i>Drafted by</i>	Professor Tanja Urbančič	4 May 2020
<i>Approved by</i>	University Senate	13 May 2020
<i>Adopted by</i>	Professor Danilo Zavrtanik	14 May 2020

Article 48 of the Act Determining Emergency Measures to Contain the Covid-19 Epidemic and Mitigate its Consequences for Citizens and the Economy allows the way study is assessed and conducted to be changed in response to current conditions. Accordingly, the University of Nova Gorica is making adjustments to the study process and to the testing and examination of knowledge.

The methods by which the University of Nova Gorica is to test knowledge under the conditions referred to in the above law are set out below. These arrangements are temporary and, under the provisions currently in force, will automatically cease on 30 September 2020. Regardless of any relaxation of the conditions, the arrangements will remain in force until the end of the 2019/20 academic year and will apply to the spring and autumn examination periods in their entirety.

The starting points for the distance assessment of knowledge are the objectives, skills and envisaged study results as laid out in the applicable syllabuses. While the method of assessing knowledge can be adjusted, the content (i.e. what is assessed) and the level of knowledge required remain the same.

The rules set out below define the procedure applying to the distance testing of knowledge. In all cases, a person whose knowledge is being tested is referred to as a “student”, while the person testing the knowledge is referred to as the “examiner”. The procedure applying to the testing of knowledge is valid if the following requirements are met:

### **Method of testing knowledge**

All skills required under a subject’s syllabus must be tested and tested credibly. If this cannot be done at distance in the manner set out in the syllabus, the Senate of the School in question shall approve an adjusted method of holding the examination at the course coordinator’s proposal, with the changes also being approved by the UNG Senate. If possible, the final testing of knowledge should be conducted entirely in the form of an oral examination via a video-conferencing system. As part of a written examination, an examiner may, at their discretion, also require that an additional oral defence be provided of the written work immediately after the written examination is completed and, of written work completed by the student individually, within the time frame specified for this.

### **Validity of a written examination**

For subjects that have written and oral components, a written examination taken in any examination period in the 2019/20 academic year shall, under the exceptional

circumstances currently in place, be deemed to have been taken for the entire 2019/20 academic year. If a student does not pass the oral part of the examination in the same period, they shall take that oral part in the course of the next period of the 2019/20 academic year.

### **Minimum technical requirements**

So that a student's identity can be confirmed and the key examination-related events monitored continuously during the examination, a video-conferencing link that enables the transmission of pictures and sound is a precondition for the holding of a distance oral or written examination. The student is obliged to take part in a preliminary verification of the video-conferencing link using a method determined by the School. During a written test of knowledge in which a student completes a written task while the video-conferencing link is live, a simple and reliable system for capturing (photographing) a student's completed written work must be in place. Owing to technical restrictions and the requirement to visually monitor individual students, the size of the group simultaneously undertaking an examination in this way is limited to 15 students. If there are more students, they must be divided into several groups.

### **Ensuring the credibility of the testing process**

A student must have with them a personal identification document, bearing a photograph, during the knowledge test and must, at the examiner's request, show it to the camera so that the examiner is able to verify the student's identity. The examiner may view the personal identification document but may not photograph it or store a copy of it in any other way.

It must be possible to visually monitor a student "live" while they are taking a written examination in order to verify that they are working independently to complete the tasks required. During the examination, neither the student nor the written task on which they are working may leave the camera's field of vision.

After the written examination, the examiner may conduct a short oral test (either with all students or, at their discretion and in the event of suspicion or doubt, with a specific student) to additionally verify that the student completed the task independently.

### **Content unsuitable for distance testing**

If there is content that cannot be tested at distance (e.g. practical exercises), the course coordinator submits a proposal to the Senate of the School in question suggesting alternate content or suggesting that the test be delayed. Based on the proposal received, the School's

Senate formulates a resolution that also includes a definition of the effect of the change on the preconditions for advancing through the study programme. Changes are then further approved by the UNG Senate.

### **Measures in case of technical problems**

An on-call telephone number will be available for providing urgent technical support as problems arise. If the link is terminated prior to the end of the test, the examiner shall decide whether it has been terminated in a valid manner, is currently unavailable or has been terminated in an invalid manner.

If for reasons of *force majeure* an examination is terminated early or is disrupted to such an extent that the examiner decides to deem the examination null and void, they shall report this to the secretary's office and set a new examination date in the first available period. However, the number of examination periods per subject shall remain unchanged even if changes are made to the dates. In the event of technical problems that render an examination null and void, the examiner must contact the IT Service to verify and register the situation.

Sanctions shall be imposed for deliberate actions to prevent an examination from taking place.

Rector

Professor Danilo Zavrtnik