

**Charles University, the First Faculty of Medicine**  
**Kateřinská 32, Praha 2**

**Dean's Order nr. 5/2020,**

on special rules for performance of oral examination and oral parts of State Examinations in  
the distance form

Compiled by: MUDr. Martin Vejražka, PhD., member of Dean's Board,  
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Responsible: guarantors of study programmes and guarantors of study subjects, examiners,  
Heads of units and the Head of the Computer Technology Centre of the Dean Office

**I.**

By this Order, I provide, in accordance with the Special Rules of Study at Charles University (hereinafter "Special Rules"), which is an internal regulation of Charles University, some conditions, under which oral controls of study progress at the First Faculty of Medicine can be implemented in the distance form, pursuant to the State of Emergency, declared by the Government of the Czech Republic on 12<sup>th</sup> March 2020 in relation to the coronavirus epidemics.

**II. Decision on distance examination**

1. At the First Faculty of Medicine, the controls of study progress that are performed in the oral form (i.e. State Examinations and controls of study progress in the form of an exam, graded credits or credits) can be implemented in the distance form in all Master and Bachelor study programmes.
2. Following an agreement with guarantors of Master and Bachelor study programmes, the Dean decided<sup>1</sup> that in a specific study programme the State Final Examinations, or their parts, or oral State Rigorous Examinations or their part (hereinafter "State Examinations") can be performed in the distance form, if stated so in the Study Information System (hereinafter "SIS"). It is the guarantor of the subject that will decide on the offer of specific examining dates of the State Examination performed in the distance form or, if more guarantors are set for the subject, the guarantor of the first subject after agreement with the other guarantors.

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<sup>1</sup> Article 3 Subsection 2 of the Special Rules of Study at Charles University

3. If the guarantor of a study programme is in agreement with a guarantor of the study subject<sup>2</sup> that controls of study progress in a particular subject can be implemented in the distance form, then the guarantor of the subject will be responsible for publishing the details according to Article IX of this Order in SIS. Such an agreement can also be made orally, on the phone or by e-mail.
4. Unless explicitly stated otherwise in the text of this Order, distance examination means all and any oral controls of study progress implemented under this Order in the distance form.
5. The distance form means performing the distance examination on-line through technologic means of remote communication.

### **III. Methodological Guidelines**

In order to implement this Order, another document will be compiled, which will include a set of recommendations as well as methodological manuals for the respective guarantors and examiners – Methodology for implementation of oral form of controls of study progress in the distance form (thereinafter “Methodological Guidelines”).

### **IV. Choice of tools for distance examination**

It is the examiner that will decide on the use of the particular tool for distance examination, doing so under the Methodological Guidelines.

### **V. Registration for examination, the time of the examination**

1. Students register for an offered time of the distance examination through SIS. The offer of the time must include information in the field “Note” that the examination will be performed in the distance form and what the chosen tool for distance examination is. By registration for the given time with the above information on the distance form of examination and use of the chosen tool, the student agrees on performing the examination in the distant form and the use of the chosen tool.
2. If a student’s oral examination in the given subject or State Examination or its part held in the distance form under Article VIII Subsection 6 second point was ended twice previously, such an examination cannot be held in the distance form again, and the student can only take it solely in the in-person form.
3. Examinations performed in the distance form are public. The address through which the public can access the examination shall be displayed in SIS at the time offer together with the data according to Subsection 1. If the capacity of the field is not sufficient, it will be displayed in the field “Information”.

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<sup>2</sup> Article 3 Subsection 1 of the Special Rules of Study at Charles University

4. Each student registered through SIS can be allotted a specific time of the start of the distance examination distance examination by the examiner. The time set by the examiner for the start of the distance examination of a particular student is meant for orientation, however, without the student's consent the distance examination must not start earlier. The order of students resulting from the times allotted is binding. If the time of the beginning of examination for particular students is not provided by the examiner, conduction of the whole examining date will be adjusted as appropriate.

#### **VI. Requirements for technological support and the setting where the examination is held**

1. Basic requirements for the student's as well as examiner's technological equipment are provided in methodological guidelines.
2. If the distance examination is held before a board, each member of the board shall take the access from his/her computer. Each member of the board must have:
  - the web camera on so that the quorum of the board can be checked at all times during the examination; and
  - the possibility to switch the microphone in.
3. During the distance examination, the student must be in a calm setting which is well-lit so that his/her face can be seen clearly. He/She must be alone in the room.
4. Unless provided otherwise in detailed instructions on performance of distance examination, no books, copybooks, papers or electronic devices can be found on the desk or within the student's reach.
5. The computer through which the distance examination is being performed can only have one screen on.
6. With the exception of software provided by the guarantor detailed instructions on performance of distance examination, or set by the examiner, the student must not use or switched in on the computer any other communication tools, word processing or spreadsheet applications, open documents or files, or use any other tools that could put at risk the fairness of the distance examination and proper evaluation of the student's knowledge and skills that should be checked on by the distance examination.

#### **VII. Procedure before beginning the distance examination**

1. First, at the moment provided by the examiner for the student to commence the distance examination, the examiner shall check on the connection to the student, assessing the quality of the sound as well as image transmission. The student's camera must be positioned in such a way so that the examiner can see the student's face and shoulders at all times.
2. The examiner shall check the student's identity by a relevant document shown on the camera and by the photo in SIS. The identity can be proved:

- by the Student Card issued under the Rector’s Order<sup>3</sup>; or
  - by a proof of identity, i.e. the common ID card or a similar document or travel passport; for the purpose of the student’s personal data the document can only be shown if merely the examiner can learn the data.
3. The examiner can ask the student:
- to scan the student’s room and immediate surroundings; the scanning is performed by slow circular motion of the camera/computer so that the examiner can inspect the whole room including the view of the desk, floor, ceiling and close vicinity of the site where the computer is placed;
  - to share the screen in order to check what applications are on in the student’s computer.
4. The examiner will decide whether the requirement for commencement of the distance examination are met as well as the requirements according to Subsection 1; and if need be, he/she can invite the student to eliminate any defects found. If the student fails to meet the requirements set in the detailed instructions on performance of distance examination displayed in SIS with the subject or failed to meet the examiner’s requirements or if there is any substantial doubt, the examination is not commenced.
5. Having completed the procedure according to Subsections 1 to 4, the examiner shall notify:
- the student that the requirements have been met and the distance examination will be commenced; and
  - all the persons present that taking any audio, video or audio-visual records of the course of the distance examination is not allowed, taking such records may constitute infringement of the present persons’ right of personal data protection, and on the student’s part can give grounds for commencement of disciplinary procedure against the student.

### **VIII. Proper distance examination**

1. Distance examination is commenced by selection of questions by lots using the tool **los.lf1.cuni.cz**.
2. The student answers the random question without any preparation time, unless a very short time to prepare the answers is provided by the detailed instructions on performance of distance examination displayed in SIS according to Article IX (thereinafter “manner of answering”). The examiner shall adjust the conduction and evaluation of the examination to the manner of answering required.

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<sup>3</sup> Order of the Rector of Charles University number 30/2019, Introduction and Use of ID Cards at Charles University

3. In the record of the examination<sup>4</sup> or record of the course of the State Examination<sup>5</sup>, also the information about the distance form, time of commencement of the examination, reasons for premature ending of the examination and the way of its solution under Subsection 6 shall be included.
4. No audio, video or audio-visual record of the course of the distance examination are allowed to be made.
5. If the on-line connection is lost during the examination, or if its quality worsens to such a degree that the distance examination cannot continue reliably, the examiner shall try to re-establish the connection without delay.
6. If the connection cannot be re-established, the examiner shall end the examination and judge whether the student's performance can be evaluated basing on that part of the examination which has already passed, considering the extent and quality of the student's answers;
  - if he/she marks the examination, he/she enter the result of the examination in SIS;
  - if he/she marks the examination, he/she shall proceed as if the student has duly excused the absence at the examination.
7. The result of the distance examination shall be entered by the examiner in SIS without delay. May any of the possibilities according to Subsection 6 of this Article, the examiner shall inform the student not later than on the day of the distance examination, using the student's e-mail address entered in SIS.
8. The examiner has the right of ending the examination on the grounds of the student's fraudulent or otherwise dishonest actions. An examination ended in such a way will be evaluated with the mark "failed".
9. If the student during the examination acts in a manner that may lead the examiner to the suspicion that the student's actions are fraudulent or otherwise dishonest, the examiner has the right of ending the examination immediately.

### **IX. Data displayed in SIS**

In SIS, the following shall be displayed with the particular subject:

- facts according to V Subsections 1 and 3; and
- details of performance of the distance examination in the section "Conditions of completion of the subject", which in particular shall include:
  - if the questions for distance examination are different from those for in-person examination, or if numbered questions are not included in SIS with the subject, a numbered list of questions for the distance form of examination will be given, which will be used for drawing lots; if a set of questions is drawn (e.g. "triple question"), these sets must be put together and numbered clearly in the list;

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<sup>4</sup> Article 17 Subsection 5 of the Rules for Organization of Studies at the First Faculty of Medicine of Charles University

<sup>5</sup> Article 9 Subsection 3 of the Code of Study and Examination of Charles University

- requirements concerning the student's equipment for the examination – pencil, paper, calculator, tables etc.;
- presumed approximate duration of the distance examination;
- length of the time given to the student to prepare the answer, if provided.

#### **X. General and closing provisions**

1. In case of any issues not regulated by this Order, the Rules for Organization of Studies at the First Faculty of Medicine of Charles University, as modified by the Special Rules of Study at Charles University, will be observed in any actions.
2. I charge all the principals of Faculty organizational units to familiarize all the employees involved who are posted to their unit to work without delay and in a manner that can be documented.
3. I charge the principal of the Computer Technology Centre of the Dean's Office to compile methodological guidelines according to Article III of this Order and enable the Faculty units to learn about its content matter.
4. This Order becomes valid and effective on the day following the date of its issue and is provided for the whole academic year of 2019-2020.

In Prague on 24 April 2020

Prof. MUDr. Aleksi Šedo, DrSc.