**Methodological Guidelines for Implementation of Oral Form of Control of Study Progress in the Distance Form**

These Methodological Guidelines were issued under the Dean’s Order number 5/2020, on special rules for performance of oral examination and oral parts of State Examinations in the distance form.

**Preparation before the examination**

**Technological requisites**

The student examined as well as the examiner have to have a communication device (actualized desktop computer, laptop, palmtop, smartphone etc.) equipped with a microphone, speakers and camera, with a sufficient connection to the internet.

In order to check the technological equipment, a subject shall check on the two-way communication in advance with his/her colleagues or make use of a testing instance.

**Test of videoconference Adobe Connect**

Testing “room”: https://el.lf1.cuni.cz/test/

Diagnostic test: https://el.lf1.cuni.cz/common/help/en/support/meeting\_test.htm

**Test of videoconference ZOOM**

<https://zoom.us/test>

**Test of the video-call Skype**

https://support.skype.com/en/faq/FA265/how-do-i-test-my-sound-is-working-in-skypemake-an-echo-test-call

**Instructions for the test of videoconference in MS Teams**

https://www.lf1.cuni.cz/file/88260/nastaveni-mikrofonu-a-kamery-v-microsoft-teams.pdf

**Test of the web camera in Windows 10**

https://support.microsoft.com/cs-cz/help/4028647/windows-open-the-camera-inwindows-10

**Test of the transmission speed**

https://speedtest.cesnet.cz/

What to do if the microphone or camera do not work:

1. Check if the right input and output devices have been chosen in adjustment of the application used.
2. If the setting of the application is alright, check in the adjustment of your computer or other communication device if the application is allowed to use the microphone and camera in your device.
3. If the problem persists, check if the drivers are up-dated in the device you are using. (Note: in Windows 10 the drivers are always updated with the update of the whole system. Therefore, check that no update is waiting for its implementation. In the lower versions of the Windows, look for the “drivers” in the adjustment of the computer. It is where you can directly update the driver for the microphone and camera.)
4. In case of persistent problems, contact the IT support at ovt@lf1.cuni.cz .

**Choice of communication tool**

A suitable tool of two-way communication will be provided by the examiner, basing on the set practice of the given unit. The information on the choice of the communication tool (or possibly the address of the examining room as well) will be displayed by the examiner together with the information about the examination.

The recommended tools include, in particular:

* **Faculty videotalks** – Videohovory (https://meet.lf1.cuni.cz) – a simple and safe tool of the Faculty for conference talks+
* **Microsoft Teams** (https://teams.microsoft.com/) – a complex tool with authentication in CAS
* **Adobe Connect** (https://el.lf1.cuni.cz/) – a complex LMS system with authentication in CAS, including a videoconference module. The participants will be invited to installation of application Adobe Connect Meeting App. To secure a “room” for videoconference examination in Adobe Connect it is advisable to make an appointment in advance: https://knihovna.cuni.cz/rezervaceACUK
* **Videoconference ZOOM** – (https://lfp-cuni.zoom.us/) an efficient videoconference tool with many options for demanding purposes. For the full use, apply for an EDU licence.

Videoconferences with authentication of the participants in CAS (Central authentication system) are particularly expedient when the examiners do not know the students in person. Authentication under CAS can contribute in checking the examined students’ identity but not substitute it.

If some units use other systems of two-way communication (Skype, Google Hangouts, etc.), there is no problem in using them if they can serve the purpose in the given situation.

**Preparation on the teacher’s part**

1. The examiner shall set the dates of examination in SIS. (It is necessary to observe the times and deadlines provided by the special rules of studies at Charles University as well as any possible modifications of the rules for the course of controls of study progress that the Dean provided under these special rules.) In the field Note, it shall be stated that the examination will be performed as a distance one, as well as the tool chosen.
2. The examiner shall set up a meeting under the tool chosen (Microsoft Teams etc.). then he/she will send the log-in link to the student by e-mail that is given in SIS. Besides, it will be displayed in SIS within the date announcement in the field Note, or in the field Information if there is too little space.
3. The examiner must be ready with a PC/laptop with a functional audio-video system (testing the function of the system first is advisable before the examination).

Before commencing the examination, the examiner must take the following steps:

* To launch or install the videoconference software. It is advisable to have a spare device (laptop, telephone) ready as well.
* To check that the chosen software is up to date and update the computer (in case an update starts at the moment the videoconference begins).
* To check the web camera or microphone, headphones and speakers (whether the speakers do not cause reverberation), or possibly check the Bluetooth connection of the headphones etc.
* To check the setting of the software, in particular the mute of the microphone, switching over between windows etc.
* To open the chat window for solution of problems, balloting, feedback etc.
* To prepare the e-mail (or phone) connection with the participants for the case that anything stops working.

**Securing the public access during the distance control of study progress**

During the distance control of study progress, we recommend examination at another student’s or teacher’s presence, like in a common in-person examination to prevent situations when the student is alone with the teacher in the virtual room.

Making records is not allowed. Before the examination commences, the examiner must notify the student examined as well as the other persons present. If any recording took place, it could constitute an act of violence of regulations for personal data protection, Civic Code and internal regulations of Charles University and the Faculty. Such an act can be considered as a disciplinary offence, or violation of the Ethic Code of Charles University.

**Offer of examining dates, registration for examination**

The student registers for an examination in SIS under the dates offered by the examiner. Then he/she should receive, in reasonable advance before the examination, invitation for a meeting in one of the videoconference tools.

If the date offered is meant for more than one student, the examiner can allot a time slot for each examined student to be connected in the examining room. The information about the slot allotted will be sent to the students by e-mail together with the link to the videoconference room. If the examiner does not allot time slots to the students examined, he/she should at least divide them into smaller groups, which will be informed about more detailed preliminary schedule of the examining. Examiners should always act so that they will save the examined students’ time of connection to the videoconference call.

Before the examination, the student shall perform a check according to the technological requisites for the given examination (microphone, camera, connection to the internet, necessary software installed etc.).

**Examination**

**Preliminary check-up**

1. The examiner shall check the connection to the student, assessing the quality of transmission of the image and sound. The student’s camera must be placed in such a manner so that the examiner can see the student’s face and shoulders at all times.
2. In order to check the student’s identity, the student shall show his/her Student Card or common ID Card or an equivalent document. The examiner will check the student’s identity by comparison with the photograph in SIS.
3. The examiner can as the student to scan the room and the student’s immediate surroundings.
4. The examiner can as the student to share the screen to check which applications are on in the student’s computer.
5. When the examiner is not talking to the student examined, the examiner’s microphone. The examined student’s microphone is on at all times. The public, including the students waiting for their examination, have their microphones off.
6. The examiner shall decide whether all requirements for commencement of the examination have been met as displayed with the subject; possibly, he/she can invite the student to eliminate the defects found. If the student fails to meet the requirements given in the terms and conditions of distance examination as displayed in SIS with the subject or the examiner’s requirements, or if there is substantiated doubt as to whether the requirements have been met, the examination shall not be commenced and the examiner shall mark the examination slot as “Apologized”.
7. At the beginning of the examination, the examiner shall notify the student of the rules and conditions in case of interruption of the connection, agree upon the spare phone connection etc.
8. The examiner shall warn the student as well as all the persons present that they must not make any records of the examination.

**Drawing the questions**

For a public and transparent random draw of questions, use the application LOS at the Faculty’s web pages. Observe the instructions provided at the page of the application:

* https://los.lf1.cuni.cz/

**Course of examination**

The teacher examines a student:

* the teacher asks the student questions orally, the student answers immediately (if stated so in the details of performance of the distance examination in SIS, the student will be provided a very short time, e.g. 2 minutes);
* the teacher observes the student doing something, e.g. he/she observes the student’s dialogue with a patient, or performance of a procedure (on a simulator, on the screen), or autonomous solution of a problem, case study etc.

At all times, the teacher is checking the screen, as well as the student’s video and audio.

**Written record and protocol of the examination**

On each examination, a written record must be created, and a protocol on a State Examination. These must be created in case of a distance examination as well. If it is made in an electronic form, it shall be in a non-editable format (such as pdf) which is approved by the Board (e.g. per rollam). It is recommended that the procedure is observed according to standard rules of making records or protocols as in case of in-person examination.

Like in in-person examination, a written record is made of the course of the distance examination. In addition, the following facts shall be included:

1. information that the examination was performed in the distance form;
2. time of commencement of the examination;
3. if the examination is ended prematurely, information about this fact plus the reason why the examination was ended so and the manner of solution (i.e. whether the student examined was graded or apologized from the examination date).

**Loss of connection during examination**

If the quality of the connection is insufficient, the examiner may decide that he/she will not commence the examination or that he/she will end it prematurely. If problems with the connection occur during the examination, the examiner must try to re-establish the connection first. He/she can also use a telephone contact, if available. If the connection is interrupted for good, it is within the examiner’s competence to judge whether the previous course of the examination allowed to sufficiently evaluate the student’s knowledge.

If the examiner decided that he/she can evaluate the student’s performance basing on the previous course of the examination, he/she will make a written record of the course of the examination and enters the grading in SIS in the usual way. The student examined shall be informed as well, by e-mail on the address entered in SIS.

If the student’s performance cannot be evaluated following the loss of connection, the examiner shall state so in the written record of the course of the examination and apologize the student’s absence at the date of the examination in SIS. Also in this case the student examined will be informed concurrently by an e-mail.

A student can be apologized for an examining date in the distance form due to failure of connection or failure to meet the requisites not more than twice; any further attempts of examination can only be taken in the in-person form.

**Relevant reference**

* Oral examination online (individual)
* Scope of checking on progress of study and competences by the distance form (Ministry of Education, Youth and Sport)
* Methodology for implementation of distance controls of study (Charles University)
* Methodology for implementation of distance controls of study (natur)
* Distance education (Charles University)
* News of distance education (Charles University)
* Frequently asked questions on the videoconference ZOOM
* Concise video instruction for the Faculty’s Videotalks (Jitsi Meet)