

Regulations of the Medical University of Warsaw electronic examinations

§1 General Provisions

1. Electronic examination may be taken only by a person with the status of a student of the Medical University of Warsaw who is included in the list of students admitted to the examination.

§2 Examination Portal

1. The Examination Portal is a website for students of the Medical University of Warsaw, allowing, among others, signing up for electronic examination and looking over information on the results and on the status of the submitted objections.
2. The Portal can be found at: <http://ask.wum.edu.pl/portal/>
3. Instructions for Portal users can be found at: <http://egzaminy.wum.edu.pl/content/pliki-do-pobrania>

§3 Registration

1. Students taking an electronic examination are required to register in the Examination Portal.
2. The identity of a student is confirmed during the registration on the basis of a number of the student course record. It is also necessary to enter a valid e-mail address to which the student's access data to the Portal shall be sent.
3. The access data are used for first logging in the Examination Portal. After the first log-in, the system shall ask the user for a new password.

§4 Dates and sign-up

1. Proposals for dates of electronic exams are published in the Examination Portal.
2. The date of the exam should be understood as the date together with the start time of the exam.
3. In the event of a possibility to take an examination in more than one course on the published date, the student has the right to choose which one will he/she take.
4. The user may only sign up for one date of an examination in a given course.
5. On the day before the examination, the student shall receive an e-mail confirming the start time of the examination.
6. The user may sign up for an examination at least one hour before the start of the first examination date on this day.

§5 Examinations

1. Test examinations are held in the building of Main Library (ul. Żwirki i Wigury 63) in the seminar and computer room no. 6.
2. The duration of electronic examination, the number of examination questions, the passing grade, and other parameters are determined by a teaching unit or a Course Coordinator competent for the course.
3. The student should attend the examination at least 10 minutes before its beginning in order to confirm his/her identity by showing his/her student ID, student course record, ID card or passport.
4. Outerwear should be left in the changing room, and the bags or backpacks in cabinets, located outside the examination room.
5. Examination may be taken only by students who are in good health, which shall be confirmed with an appropriate statement before the examination.
6. The use of electronic equipment for copying or transmitting information (in particular, mobile phones) is strictly forbidden during examination. Violation of this ban shall be equivalent to getting a failing grade for the examination.

7. Any use of assistance of other persons or teaching materials during the exam, as well as conversations between students is equivalent to getting a failing grade for the examination.
8. After the time allotted for the exam, the test is being closed and verified automatically.
9. The examined person gets 1 point for each correct answer.
10. Immediately after completion of the examination, its result is displayed on a computer screen in the form of information about the number of points gained and the resulting grade.
11. In addition, after completion of the examination, the student gets the opportunity to review the questions for which he/she gave a wrong answer. The time allowed for reviewing these questions shall be 10% of the time dedicated for the exam.
12. The results of test examinations are recorded in the Examination Portal and transmitted electronically to the teaching unit or the Course coordinator competent for the course.
13. At the time of publication of the results in the Examination Portal, a possibility of printing an Examination Card is becoming available, which constitutes the confirmation of the result.

§6 Objections

1. The examination system allows the student to raise objections regarding the examination questions which, as he/she thinks, contain errors that prevent from giving a correct or a clear answer.
2. Objections may be reported during the test examination, as well as in time allotted for reviewing the questions after its completion (see § 5 item 11). It is required to provide specific justification and to select one of the available variants of answers.
3. Course Coordinator, after acknowledging the content of the questions and the justification, decides whether to recognize or to reject the objection.
4. Recognition of the objection concerning the given question results in granting the student who has raised it of 1 point for this question.
5. The rejection of objection does not affect the final result obtained by the student.
6. The submitted objections will be reviewed by the Course Coordinator within no more than 2 days after the completion of the examination.
7. The student who has raised the objection can check its status after logging into his/her account in the Examination Portal (the Objections tab).
8. In the event of raising an objection, the Examination Card shall be available to printing only after the Coordinator verifies the questions.
9. Detailed information on the processing of objections are referred to in the instructions for users (see § 7 item 5).

§7 Additional Information

1. In the case of formal objections concerning the form or manner of conducting the examination, the student shall have the right to appeal to the Head of the teaching unit competent for the course.
2. The conduct of each examination is recorded by monitoring in order to eliminate doubts as to the compatibility of the examination with the Regulations.
3. In cases not covered by these Regulations, the provisions of the Study Regulations in force in a given academic year shall apply.
4. University Examinations Office reserves the right to make changes to these Regulations. Any changes will be published in the Examination Portal after having obtained approval of the University authorities.
5. The instructions for users of the examination system can be found at:
<http://egzaminy.wum.edu.pl/content/pliki-do-pobrania>
6. A test version of electronic examination that allows getting to know the operation of the examination application can be found at: <http://ask.wum.edu.pl/task/>
7. For any questions or problems with the operation of the examination system, please contact the University Examinations Office: <http://egzaminy.wum.edu.pl/content/kontakt>