ORDINANCE OF THE RECTOR No. 18/2020/2021
of 04 January 2021
on the principles of the remote verification of learning outcomes in the form of written and oral tests and examinations

Acting pursuant to Art. 76a of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws 2018, item 1668, as amended), it is hereby ordered as follows:

§ 1
Introduction

1. In the face of the prolonged state of the epidemic and the limitations of in-person learning, the possibility of conducting examinations and end-of-term tests with the use of distance learning methods and techniques, which guarantee the possibility of controlling the course and recording of a test or examination, is introduced for the period of suspension of in-person learning.
2. The verification of learning outcomes in the classroom (at the University), observing all sanitary requirements, is permitted.
3. The general principles of verifying learning outcomes are specified in the procedure of the Learning Outcomes Verification System, which is part of The University Internal Quality Assurance System at WSB University.
4. Principles for student assessment are regulated by the Framework Student Assessment System, which describes the detailed requirements for subjects which end with an exam, obtaining credit for classes in subjects which end with an examination, obtaining credit for subjects which do not end with an examination, as well as quantitative and qualitative criteria for assessing examinations and papers and the grading scale used.
5. The ordinance applies to all university teachers who conduct classes, regardless of the type of employment and form of classes, and to all students, postgraduate students and PhD students of WSB University.
6. Learning outcomes are defined in the area of knowledge, skills and social competences.

§ 2
Description of learning outcomes

1. A syllabus specifies the methods of verifying the achievement of the assumed learning outcomes.
2. For each learning outcome written for a subject conducted in remote form, a university teacher is obliged to define verification methods and criteria.
3. The teacher is obliged to develop and make available to all students an accurate description of the assumed learning outcomes and methods of their verification, if, as a result of the use of distance learning methods and techniques, there have been any changes in the syllabus in this respect.

4. A syllabus should be made available by the teacher as part of the materials uploaded on the OnlineWSB e-learning platform.

§ 3
Feedback

A university teacher provides students with regular feedback on their learning progress via the OnlineWSB e-learning platform, the Inspera Assessment electronic examination platform, e-mail or dedicated distance learning and communication platforms.

§ 4
Verification of learning outcomes achieved in remote learning

1. Learning outcomes achieved in the distance learning mode are verified online by means of IT tools appropriate for the verification of a given type of learning outcomes.
2. The recommended methods of the verification of learning outcomes achieved in the distance learning mode include
   firstly:
   a) papers prepared by the student himself or herself, including:
      - individual or group reports on research conducted by students or PhD students;
      - reports on the implementation of project tasks performed individually or in a team;
      - multimedia presentations delivered and prepared individually or in groups;
      - case study analysis;
      - other writing assignments ordered by the teacher;
   secondly:
   b) oral examinations conducted by means of online meeting platforms to guarantee their recording.
   c) time-limited written examinations conducted on the Online WSB e-learning platform or on the Inspera Assessment electronic examination platform and in the case of postgraduate students, on a dedicated online platform for testing knowledge;
   and additionally:
   d) oral statements, active participation in discussions via online meeting platforms (MS Teams),
   e) tasks performed in a group, both during classes with the university teacher and during the student's own work time,
   f) tasks performed independently by the student and provided to the teacher in the form of video material,
   g) observation and evaluation of the students' skills and attitudes by analyzing students' statements in the forum, chat, the manner of performing tasks, etc.
3. When assigning tasks to students to be performed as part of their own work, it is absolutely necessary to take into account the requirements specified in this regard in the course syllabus. The total amount of student's own workload necessary to obtain a certain number of ECTS points must be maintained. Therefore, when assigning tasks to students within a

given class to be performed as part of their own work, the actual potential time necessary to complete the task should be analyzed.

§ 5
Guidelines for testing on the OnlineWSB Platform

1. The OnlineWSB e-learning platform allows for the creation of a variety of tests to test students' knowledge and skills. We recommend using quizzes after each subject unit as an opportunity for students to self-test and to support the process of remembering the material.
2. In the case of creating end-of-term tests and examinations, which are the basis for the final grade, the following should be used:
   a) **tests consisting of essay-type questions,** which allow a participant to freely express themselves on a given topic with limited access to the examination for the minimum time needed for each student to complete the task;
   b) **tests consisting of different types of questions**, in which the core of the test question should be completed with the selection of at least one correct answer (verstractor) and one, two, three or more incorrect answers (distractors). The number of answers to choose from single-choice questions should be the same for each test question;
   c) an objective grading system by specifying the number of points for each answer, the maximum number of points and the percentage of correct answers required to pass the test;
   d) a set of questions individualized for each student by means of random selection from a larger pool of questions and a randomly changed order of answers in the question;
   e) doubling the questions which will be used in the test in which the questions are randomly assigned to the student. The larger the number of questions, the greater the chance of differentiating the questions for each student;
   f) setting a minimum time limit for each student to take the test;
   g) setting access to the examination (time window) with the minimum time required to start and finish the examination within the prescribed test time limit. For technical reasons, a longer period of access to the examination is recommended, allowing students to start and finish the test at different times. The student will be able to start the examination within the specified time window. At the start of the examination, access is possible only for the time specified by the teacher in advance.
   h) limiting final test attempts to one attempt;
   i) setting the subsequent test in the re-sit examination session on the same principles.
3. Detailed recommendations on conducting tests on the OnlineWSB platform are included in the document "The learning progress measurement system by means of the OnlineWSB platform" available on the Moodle platform.

§ 6
Guidelines for testing on the Inspera Assessment Electronic Examination Platform

1. The Inspera Assessment electronic examination platform allows for the creation of a variety of tests to test students' knowledge and skills, enabling university teachers to verify the practical learning outcomes through an extensive range of questions, including mathematical, chemical, statistical, and programming questions. In the case of creating end-of-term tests and examinations, which are the basis for the final grade, the following should be used:

    a) tests consisting of open-ended questions – questions such as an essay, text area, programming, math working, and the audio record of the student's answer to a question asked. The above types of open-ended questions allow the participants to freely express themselves on the topic(s);

    b) tests consisting of different types of closed-ended questions;

    c) mixed tests consisting of closed- and open-ended questions;

    d) an objective grading system by specifying the number of points for each answer, the maximum number of points to be obtained and the percentage of correct answers required to pass the test with a given grade;

    e) in the case of the evaluation of open-ended questions, using the feature of attaching a mark scheme or bands and criteria to standardize the evaluation of open tasks is recommended;

    f) a set of questions individualized for each student by means of random selection from a larger pool of questions and a randomly changed order of answers in the question;

    g) appropriate time limit within which each student should complete the test. The estimated time that the teacher will set for taking the exam should be extended by 5 minutes, which the student will use for the verification of his or her identity after logging into the exam;

    h) setting access to the examination (time window) with the minimum time required to start and finish the examination within the prescribed test time limit. For technical reasons, a longer period of access to the examination is recommended, allowing students to start and finish the test at different times. The student will be able to start the examination within the specified time window. At the start of the examination, access is possible only for the time specified by the teacher in advance.

    i) a secure Inspera SEB browser, which prevents the student from accessing Internet resources and the possibility of using resources on their computer or external drives when taking the exam.

    In addition, the following are recommended:

    a) using the possibility of defining external sources and materials that students will be able to use while completing examination tasks, despite using a secure browser as reference materials. After familiarizing themselves with the reference materials, students will answer questions in the test;

    b) enabling students to benefit from the text to speech reading aid for visually impaired students;

    c) familiarizing themselves with the summary of the course of the exam, a so-called "confidence level", which consists of a written and audio-video record of events that took place while the student was taking an examination and which could have an impact on the teacher's decision and the examination or end-of-term test grades;

d) defining the date when students will have an insight into the grades obtained and any comments on their examinations or end-term papers;

e) limiting attempts to complete an end-term test to one;

f) setting the subsequent test on the same principles in the re-sit examination session.

§ 7
Guidelines for conducting oral examinations in videoconferencing formula

1. In order to organize oral examinations, online communication platforms must be used which allow visual and voice contact with the student.

2. The Teams platform is recommended. In exceptional circumstances, it is possible for the teacher to use another tool to conduct examinations and oral tests after obtaining the consent of the deputy dean responsible for a given field of study. For oral examinations, communication platforms that ensure end-to-end encryption are preferred.

3. During the oral exam or end-of-term test, it is necessary to guarantee the conditions which allow for its reliable and safe completion by:

    a) informing the student about examination recording and archiving as well as obtaining the student's consent to examination recording as a condition necessary to take the examination;

    b) checking the student's identity and making sure that the student does not have the possibility of communicating with third parties or does not possess forbidden materials which limit his or her independence during the examination. In the case of doubt, the student is required to use his or her camera to share the image of the room in which he or she is and his or her computer screen. Failure to comply with the examiner's instruction may constitute grounds for interrupting and setting a new date for the examination or a negative examination result.

4. In the event that an oral examination has been recorded by the teacher, it should be archived electronically in the form of an mp4 file. In the event that the examination has not been recorded, a list of examination questions, together with an indication of questions a particular student has been asked, shall be archived.

5. In the event that during the examination the connection is broken due to technical reasons, if the connection is resumed at the current time, the examination will be continued. If the connection cannot be resumed, the examination should be repeated as soon as possible, then the entire examination will be repeated.

§ 8
Reporting deadlines for end-of-term tests and examinations

1. Examinations and end-of-term tests are held in the examination session in accordance with the schedule of the academic year.

2. In order to properly control the course of the examination session, the final examination date must be set by 10 January 2021 - the teacher is obliged to submit the initial date and method of granting credit for the completion of the course to the Dean's office by 6 January

2021 at the latest. The final date is confirmed by an employee of the Dean's office after confirming the compliance of the planned date with the Study Regulations and announced to the teacher and students.

3. The dates of end-of-term tests and examination, after consultation with the teacher, will be made public to students through the Virtual University no later than 7 days before the indicated date.

4. It is recommended that the teacher who conducts classes on the OnlineWSB platform additionally puts the date and detailed rules of obtaining credit or examination in the e-learning course he or she conducts.

§ 9
Diploma exam

The principles of organizing and conducting diploma examinations in the online form are set out in the Ordinance of the Rector No. 91/2019/2020 of 28 September 2020.

§ 10
Doctoral examinations and organization of defence of doctoral thesis

1. The principles set out in par. 6 shall apply accordingly to doctoral examinations.

2. The defense of doctoral dissertations takes place by means of communication platforms and information technologies which ensure the control and recording of their course, and enable both open and secret voting. The system used must enable the simultaneous direct transmission of image and sound as well as offering each participant the opportunity to take the floor in the doctoral defense.

§ 11
Archiving

1. All activities related to the implementation of the student learning process and providing them with feedback, including end-of-term papers and projects and test results are saved on the university distance education platform. Therefore, teachers who conduct education and verify learning outcomes by means of the OnlineWSB Platform are not required to submit the electronic versions of end-of-term or examination papers to the Dean's office.

2. Teachers who verify learning outcomes by means of the Inspera Assessment electronic examination platform are not required to submit the electronic versions of end-of-term or examination papers to the Dean's office. Written end-of-term and examination papers shall be archived in an electronically submitted archive of papers intended for this purpose.

3. In the event that oral examinations are conducted by means of online meeting platforms, it is necessary to record and deliver the electronic copies of the recordings in mp4 format to the Dean's office. Recordings are transferred on media (CD, USB flash drive) or by uploading a video file to a virtual disk provided by WSB University - Microsoft Office 365 (the relevant file upload instructions will be available at www.wsb.edu.pl/helpdesk)

4. Teachers who have not used the OnlineWSB platform are required to deliver the electronic versions of end-of-term and exam papers as well as the recordings of oral examinations and tests to the Dean's office (a dedicated folder on the OneDrive disk) immediately after completing the test or exam. The detailed procedure for submitting papers for archiving is specified in a separate instruction.

5. The electronic versions of examination or end-of-term papers should additionally contain a grading scale and, possibly, grading criteria, and lists of students with grades (an electronic transcript).

6. In the case of an oral examination, the teacher is obliged to provide a list of exam questions and a list of students along with their grades (the electronic versions of academic transcripts).

7. Immediately after conducting the end-of-term test or examination, the teacher enters grades in the electronic transcripts at the Virtual University.

§ 12
Final provisions

1. The Ordinance shall come into force on 04.01.2021 and shall remain in force for an indefinite period, i.e. until further notice (repealing the ordinance).

2. As of 03.01.2021, the Ordinance of the Rector No. No 90/2019/2020 of 28.09.2020 shall expire.

RECTOR
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