

ORDINANCE OF THE RECTOR No. 90/2019/2020
of 28 September 2020
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 final 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 the 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

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

§ 4 Verification of learning outcomes achieved in the distance learning mode

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 written assignments ordered by the teacher;
 - secondly:
 - b) oral examinations conducted with the use of online meeting platforms to guarantee their recording.
 - c) time-limited written examinations conducted **exclusively** on the Online WSB e-learning 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 conducted with the use of 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 on conducting tests on the OnlineWSB Platform

1. The OnlineWSB e-learning platform allows for the creation of a variety of tests to check students' knowledge and skills. We recommend using tests after each subject unit (quizzes) as an opportunity for students to self-test and to support the process of remembering the material.

2. In the case of creating final 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 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 to it is possible only for the time specified by the teacher in advance.
 - h) limiting final test attempts to one attempt;
 - i) setting the next test in the re-sit 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 on conducting oral examinations by videoconference

1. In order to organize oral examinations, online communication platforms must be used which allow visual and voice contact with the student.
2. Teams or Zoom platforms are 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 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) obtaining the student's declaration of independent work during the examination or final test under pain of interruption or a negative result;
 - c) 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. An oral examination should be recorded by the teacher and archived in an electronic version in the form of an mp4 file.
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.

§ 7

Reporting the dates of final tests and examinations

1. Examinations and final 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 final examination session, the final examination date must be set by 10 January 2021 - the teacher is obliged to report 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 final 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 final examination in the e-learning course he or she conducts.

§ 8

Diploma examination

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.

§ 9

Doctoral examinations and the organization of the defenses of doctoral dissertations

1. The principles set out in par. 6 shall apply accordingly to doctoral examinations.
2. The defense of doctoral dissertations takes place with the use of communication platforms and information technologies ensuring the control and recording of their course, and enabling 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.

§ 10

Archiving

1. All activities related to the implementation of the student learning process and providing them with feedback, including final papers and projects and test results are saved on the university distance education platform. Therefore, teachers who conduct education and

verification of learning outcomes by means of the OnlineWSB Platform are not required to submit the electronic versions of final or examination papers to the Dean's office.

2. 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)
3. Teachers who have not used the OnlineWSB platform are required to deliver the electronic versions of final 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 of submitting papers for archiving is specified in a separate instruction.
4. The electronic versions of examination or final papers should additionally contain a grading scale and, possibly, grading criteria, and lists of students with grades (an electronic transcript).
5. 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).
6. Immediately after conducting the final test or examination, the teacher enters grades in the electronic transcripts at the Virtual University.

§ 11

Final provisions

1. The ordinance comes into force on 01.10.2020 and remains in force for an indefinite period, i.e. until further notice (repealing the ordinance).
2. As of 01.10.2020, the Ordinance of the Rector No. 59/2019/2020 of 30/04/2020 expires.

RECTOR

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