

## **Addendum to the Dean's provision and recommendations**

Technical means for checking the knowledge and skills of students using distance format at the Faculty of Medicine in Hradec Králové.

1) Written form (test) – is the preferred way with the use of local LMS Moodle (<http://moodle.lfhk.cuni.cz>)

How to proceed:

i. Prepare a set of questions in an electronic form and requirements concerning the form of the test (number of questions, way of generating them, test time-period, date of writing, way of assessing, ...)

ii. Contact RNDr. Kordek from CPMV ([KordekD@lfhk.cuni.cz](mailto:KordekD@lfhk.cuni.cz)), who will provide preparation of the test or instruct all who would like to prepare the test on their own.

iii. Inform all participating students reasonably ahead of the date when the test is to be held, its form, rules, the way of assessing it and the way of securing the participants' access (recommended form is an "access key")

2) Oral form (videoconference) – preferred form is MS Teams (all staff and students have a faculty multi licence), or alternatively Adobe Connect (CU licence, it is necessary to book in good time beforehand a "room"). Detailed instructions how to work with the applications is available in LMS Moodle LFHK <https://moodle.lfhk.cuni.cz/moodle2/> or on the web pages of the Center for e-learning support at CU <https://dl.cuni.cz/> .

How to proceed

i. Launch well ahead of time a videoconference or book a "conference room" (in the case of Adobe Connect – see the instructions) and invite participants.

ii. Prepare a detailed scenario of the whole session and necessary materials.

iii. Test in good time beforehand access to the videoconference and its possibilities, ask the participants to do the same. Running the application is intuitive but still it is a very good idea for all those participating to try everything beforehand.

iv. In the case of state final examinations, follow strictly the set-up rules (namely the statutory declaration and the agreement of the student with the form of the State final examination, proving the identity of the student, recording and archiving of the videoconference recording, ....)

v. In the case of technical problems contact either Dpt of IT (ing. Špulák - [SpulakJ@lfhk.cuni.cz](mailto:SpulakJ@lfhk.cuni.cz) ) or CPMV (RNDr. Kordek - [KordekD@lfhk.cuni.cz](mailto:KordekD@lfhk.cuni.cz) ) or in the case of using the technical means of Charles University contact a responsible operative of the Center for support of e-learning at CU <https://dl.cuni.cz/> .