

## **Recommendation for tests and examinations for the academic year 2019/2020 at the Faculty of Medicine in Hradec Králové**

This recommendation has been issued in relation to the emergency state declared by the government of the Czech Republic on March 12, 2020 after the coronavirus outbreak and with respect to extraordinary measures declared by the government of the Czech Republic, related laws of the Czech Republic and Special rules for studying at Charles University.

Based upon the above mentioned facts the dean has decided to enable tests and examinations for the year 2019/2020 in all current study programs in a distance form and at the same time has determined rules for performing tests and examinations in a contact form.

### **A. Tests and examinations performed in a distance form**

Performing distance tests and examinations is voluntary and can be carried out only with an explicit agreement of a student and under the following conditions:

- The guarantor of the study program shall notify students at least one week in advance:
- specification of the form of connection and the specific electronic tools for the examination
  - the time interval (the beginning and the end) of the examination for individual students; the students are obliged to be connected and on-line at the announced beginning of the examination
  - that a contact phone number and e-mail must be provided in case of technical problems during an examination
  - the obligation of each student to prove his/her identity with an identity card, passport, or student's ID card (ISIC)
  - the Study department assures to the examiner phone numbers and e-mail addresses of the students
  - students, prior to the beginning of the examination, confirm their agreement with performing the test or examination using this distance form and acceptance of the concrete conditions of the examination. The examiner will record the student's agreement in the student's card.
  - the examiner assigns examination questions using a generator of random numbers or by drawing lots
  - time for the student to prepare his/her answer is not determined
  - during the whole time of examination, the students will be connected on-line via camera and microphone. In the case of a disconnection lasting longer than 2 minutes the examination will be discontinued. In such a case the examiner, based on the length and content of the up-to-then performance of the student, will decide on the completion of the examination, or on assigning additional examination questions. The examiner will make a record of the discontinuation of the examination into the student's card.
  - technical proofing of these distance/on-line tests and examinations comes under OVT (Department of IT) and the vice-dean for technological development and informatics
  - the course of the examination does not have to be recorded

## **B. Tests and examinations performed in the presence of students**

Such tests and examinations have to be performed under strictly followed hygienic and epidemiologic guidelines of the Ministry of Health, which are being continuously updated:

- the maximum number of people present (the number is being continuously updated)
- participants may participate in a test or examination only if they have been free of acute health problems corresponding to a viral infectious disease (e.g. fever, cough, breathlessness, sudden loss of taste and smell, etc.) for at least 14 days prior to the test; and if they are not subject to any quarantine measures - students will provide a signed statutory declaration stating that there have been no symptoms of a viral infectious disease in the previous 14 days and that he/she has not been ordered to take quarantine measures at that time.- before entering the examination room, the participants in the test or examination shall sanitize their hands
- all participants in the test or examination are obliged to wear a mask or other protective means to cover the respiratory tract for the entire duration of the state examination and to maintain the recommended distances between them.

Hradec Králové, 4. 5. 2020