## Contents

<table>
<thead>
<tr>
<th>Chapter</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Making your photo available at the USOSweb platform</td>
<td>5</td>
</tr>
<tr>
<td>2</td>
<td>Confirming your invitation to an exam event</td>
<td>6</td>
</tr>
<tr>
<td>3</td>
<td>How to join an exam event on MS Teams</td>
<td>10</td>
</tr>
<tr>
<td>4</td>
<td>Rules of participation in an exam via MS Teams app</td>
<td>11</td>
</tr>
<tr>
<td>5</td>
<td>How to fill out a test on the Moodle platform</td>
<td>16</td>
</tr>
<tr>
<td>6</td>
<td>Finishing your exam or credit assignment – reporting at MS Teams chat panel</td>
<td>20</td>
</tr>
</tbody>
</table>
Guide to taking online examinations

Pursuant to UL Rector’s Regulation No. 113 of 23 April 2020, while being admitted to a remote exam or credit assignment, you need to ensure the following:

1. **video camera (webcam), computer and internet connection that allows two-way audio/video transmission.** The camera can be installed on a device (e.g. telephone or tablet) other than the computer with which you take the test.

2. **making your up-to-date photo available in USOSweb** for the examiner and co-participants,

3. **logging in to the Moodle platform and Microsoft Teams** application using a student account in the unilodz.eu domain,

4. **submitting a declaration of independent work during the exam or assignment,** whose breach will be punished by discontinuation or failing.

---

**Note**

during the exam or assignment, you are required to have a camera permanently activated and focused on your face. The image from the camera should be unprocessed – you must not use additional modification software, e.g. added background or effects. **If the examiner requests so, you have to move the camera to catch the inside of the room where you are located.** Failure to keep these duties may be the reason for discontinuation or cancelling the result of your exam or final assessment task.
If technical limitations prevent conducting the exam or assignment with all the cameras on, the examiner may decide to turn the cameras off, while informing students that he retains the right to ask a randomly selected student to turn his or her camera on. In the event of interruption of the audio and video connection on the part of the student during the examination or assignment, the examiner decides either to set a different date and time for that particular student, or to give the student a negative mark for the examination.

**Exam participation manual:**

Remote exams are conducted with the simultaneous use of:

- **Moodle platform** – where you take the exam at the date and time set by the examiner (by filling out an examination test included in the course page)

- **MS Teams app** – where the examiner will see the students during the exam and record its procedure.
Chapter 1: Making your photo available at the USOSweb platform

Before taking online exams or assignments, you are obliged to share your up-to-date picture at the USOSWeb platform, which will enable the examiner to confirm your identity during the exam event. For this purpose:

1. **Log in to USOSWeb**
2. Open the MY USOSWEB tab and choose PRIVACY PREFERENCES from the menu on the left. Then, under the heading “**Who can see my photo?**”, choose the “**Only classmates and lecturers**” option.
Chapter 2: Confirming your invitation to an exam event

You will receive an invitation to an online exam (or test) via e-mail to your UL inbox and directly to the calendar in the MS Teams application. In this manual you will find a description of how to download MS Teams and confirm an invitation directly in the app.

Step 1:
Sign in to Microsoft Office 365 (click) with your UL student credentials: name.surname@unilodz.eu.
Chapter 2: Confirming your invitation to an exam event

Step 2:
After signing in, choose Teams and then search the lower left corner of the screen and click on the “Download desktop app” button, which starts downloading the app to your device (desktop computer/tablet/telephone).
Chapter 2: Confirming your invitation to an exam event

Step 3:
Once you have downloaded the app, log in to it.

Step 4:
Then, in the Calendar menu, search for invitation to the exam event (with diagonal stripes on left edge).
Chapter 2: Confirming your invitation to an exam event

Step 5:
Once you choose the exam entry in Calendar, click on “RSVP” (confirm attendance) and then “Accept”. This will change the status to “Accepted”.

Note
With online exams, you have to confirm your attendance (accept RSVP) each time.
Chapter 3: How to join an exam event on MS Teams

Note: before the exam, it is obligatory that you download and install MS Teams app to your device. Using MS Teams in the browser window during the exam is unacceptable as it prevents the examiner from verifying the identity of the student. When the exam time is approaching (preferably 15 minutes before it starts), **log in to the MS Teams application using your University of Lodz student credentials: name.surname@unilodz.eu.**

Then choose „**Calendar**” from the menu on the left:

- After right-clicking on the event box, select „**Join online**”.

- Or, after left-clicking, open the event box and select „**Join**”.
Chapter 4: Rules of participation in an exam via MS Teams app

Step 1: Recording of the event by the examiner
At the beginning of the exam, the examiner informs you that the recording has started and the exam is being recorded. The recording information will appear at the top of the meeting screen, and the recording icon (red circle) will appear next to the meeting time in the bottom menu.

Remember!
By joining the event, you agree to recording the meeting.
Chapter 4: Rules of participation in an exam via MS Teams app

Step 2: Turning off incoming video
To relieve an overloaded internet connection, it is recommended to disable the incoming video stream. In the bottom menu, find “ellipsis sign” ("...") , then choose the “Turn off incoming video” function.
Chapter 4: Rules of participation in an exam via MS Teams app

Step 3: On the camera – off the voice

**Note**

You must keep your camera turned on during all stages of examination meeting.

Before joining the exam, make a test connection with another student of the UL, and make sure that your camera (webcam) works properly under the MS Teams application and that you can turn it on easily. Avoid a crossed out status of the camera icon in the bottom menu of the meeting.

Avoid a crossed-out status of the camera icon in the bottom menu of the meeting screen.

Turn off your voice at the exam. In the bottom menu of the meeting screen, click on the microphone icon so that it gets crossed out.
Chapter 4: Rules of participation in an exam via MS Teams app

Step 4: Meeting chat
To open the meeting chat panel, search the bottom menu for a dialogue bubble symbol which stands for „Show conversation“ button and click on it (the „Meeting chat“ window will appear on the right side of the MS Teams screen).
Chapter 4: Rules of participation in an exam via MS Teams app

The content of the meeting chat is visible to all participants of the exam meeting and it is recorded.

You should use the meeting chat function for the following:

1. At the beginning of the exam meeting, you may be asked by the examiner to confirm your attendance at the exam. If so, enter the following in the chat panel: “I confirm my presence at the exam [NAME and SURNAME].”
2. After verifying the attendance and identity of the students joining the chat, the examiner will post a link to the examination test on the Moodle platform and its activation code.
3. If technical problems happen during the exam, you may report this to the examiner.
4. You are obliged to notify the examiner when you finish filling out the examination test.
Chapter 5: How to fill out a test on the Moodle platform

After receiving the link to the test and its activation code from the examiner, follow the instructions below.

Step 1
Below the test link, on the course page, you will find notes about the conditions you should meet to make the test available.

Step 2
This message means that you should first open the “Declaration” relating to the test and confirm its content.
Chapter 5: How to fill out a test on the Moodle platform

Step 3
Having opened the “Declaration” questionnaire proceed to answering.

Step 4
Submitting the “Declaration” is obligatory.

Step 5
If you try to send a questionnaire without marking your answer, the appropriate message will appear.
**Chapter 5: How to fill out a test on the Moodle platform**

**Step 6**
Read the declaration thoroughly. Mark the required box and confirm the questionnaire by clicking the “Submit” button. If you do not accept the clause, you cannot take the exam.

**Step 7**
Go back to the start site of the course. Having submitted the declaration, you can take the available test.

**Step 8**
You can only submit the declaration once per test. You can view it any time you wish.
Chapter 5: How to fill out a test on the Moodle platform

Step 9
On the start site of the test, you can find introduction notes such as the ones shown below:

Step 10
If password is required, you will be asked for it when attempting the test.
Chapter 6: Finishing your exam or credit assignment – reporting at MS Teams chat panels

After completing your test at the Moodle platform, you are obliged to report this fact to the examiner. Use the “Meeting chat” at MS Teams for this purpose.

At the end of the online exam, the examiner will inform the remaining students that the exam event has ended.