



MEDICAL UNIVERSITY – PLOVDIV
Second Department of Internal Diseases
Section of Occupational Diseases and Toxicology

Education

Instructions for conducting the online exam in Occupational Diseases and Toxicology

The exam in Occupational diseases and toxicology for students-3rd course, English language training, specialty “Medicine”, Faculty of Medicine, Medical University of Plovdiv, academic year 2019/2020 will be conducted distantly online.

Technical requirements for students taking the online exam in Occupational Diseases and Toxicology

For the exam, students should be provided with sufficient assistive technologies, taking into account the following requirements:

- **a computer** (smartphones and tablets are not allowed!) with installed **camera** and **microphone**, and network connectivity providing not lower than 5 Mbps download speed and 5 Mbps upload speed;
- **installed MS Teams application** or an access to the MS Teams browser version. When using the latter, the latest versions of Microsoft Edge or Google Chrome are recommended.
- Video-audio-conferencing monitoring is carried out through Cisco Webex Meetings (<https://globalpage-prod.webex.com/signin>).
- At the beginning of the exam video identification/registration of the students by the list is mandatory using camera and microphone and assistant-questors monitor the students in real time during the examination.

- Mobile phones and tablets must be turned off throughout the exam.

When conducting the exam:

- At least 15 minutes before the announced time, students must check that they have access to the system to eliminate possible connectivity problems, but without the right to access the materials.
- Students' cameras remain **ON** throughout the exam.
- Students are not allowed to use the keyboard unless they are to answer a question that requires entering of some information.
- Students can navigate the entire test and change, add and complete answers until they click the "Submit" button. There is no trace of what and how it was changed and added, the test remains as it is at the time of sending.

The results of the exam are documented and stored by electronic records of the tests performed (in tabular form through the Forms application).

The exam should be held in a **quiet room** without background noise, which may distract the other participants in the meeting. If you need to contact your exam's supervisor, please, use the meeting chat.

Additional instructions for working with applications and training materials for preparation will be distributed through section officers responsible for distance learning and at <https://muplovdivbg.sharepoint.com/teams/dlcinfo>. Additional information can be found also on the internal information web page of the Distance Learning Center at <https://muplovdivbg.sharepoint.com/teams/dlcinfo>.

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The exam will take place on **June 12, 2020** at the specified time (**UTC + 02:00: Helsinki, Kyiv, Riga, Sofia, Tallinn, Vilnius**) and Teams meeting, for which you will receive an invitation one day before the exam. The meeting will be active

30 min before the start of the exam. You are required to sign in to your University account before the starting time of the exam, so that you can proceed with it immediately after receiving the link to the test. When you sign in to your account, make sure that you click on “Yes” in the “Stay signed in?” question box. This will prevent you from being accidentally disconnected from your profile during the exam. If you accidentally sign out from your account or reload the exam form before submitting it, you will lose all information you had previously filled in.

Students must join the meeting **no later than 15 min before the beginning of the exam**. During the exam it is obligatory that students keep their **cameras and microphones switched on!**

The meeting will be recorded by the exam’s supervisor and every student who breaks the silence in the “classroom” or attempts cheating, will be dismissed from the exam.

Students will be required to fill in their **faculty numbers**, but not their names. Please, make sure you have checked your faculty number carefully prior to the exam.

The exam is a combined test on all course modules of the study in the discipline Occupational Diseases and Toxicology.

The test consists of a total of 60 questions, of which 50 in Occupational Diseases and 10 in Clinical Toxicology. The test duration is 1 hour.

The test includes questions with:

- multiple choices with single or multiple choice answer options, ie. students are expected to choose one or more options from multiple answer options;
- a positive or negative answer - yes/no.

The test questions are on the study material indicated in the provided syllabus in Occupational Diseases and Toxicology.

All questions are compulsory and must be attempted. All questions have a correct answer. It is possible for some questions to have more than one correct answer or that all answers are correct. The answers must be indicated or

recorded in the designated places. In case you have not answered some questions, you will be awarded zero marks for the unanswered ones.

The duration of the exam is 60 minutes.

The maximum number of points from 100% correct answers is 60.

The evaluation criteria of the exam are as follows:

- below 60% correct answers (≤ 35 points) the student receives a poor mark 2 and does not pass the exam;
- at 60-69% correct answers (36-41 points) the student receives an average of 3;
- 70-79% correct answers (42-48 points) - good 4;
- 80-89% correct answers (48-53 points) - very good 5;
- 90-100% correct answers (54-60 points) - excellent 6.

Instructions:

You can access the exam by opening the link in Forms.

When you complete the test by filling in the answers to all questions, press SUBMIT to send your test.

Keep in mind that the exam window closes automatically 60 minutes after the specified starting time. Once the system is closed, you will not be able to submit your answers. Please, try to work with maximal concentration and follow the timing strictly.

The syllabus on Occupational Diseases and Toxicology and the recommended teaching aids for exam preparation are uploaded in the programme.