

INSTRUCTIONS FOR WORKING WITH EXAM.NET

Dear Colleagues,

"Exam.net" is a specialized web-based platform for conducting and controlling exams, currently provided with a free license for the calendar year 2020.

The advantages that are noticed :

- High level of real-time control of the student's behavior
- Information provided when the student attempts to exit the exam or to access another program or window. The Assistant prof. is immediately informed that the student has gone out of Full-screen mode, in which the test is carried out, which is followed by a lock of the student's quiz. The student should write down an explanation of why the test was stopped and the assistant prof. decides to unlock the test for the student.
- Timer for the student
- The possibility of automatic collection of all of the tests works in their momentary state at the end of the specified time.
- Video and audio control during the exam will be carried out by MS-Teams. Most likely, the channels for the examinations themselves will be the same, in which the students will take the practice test (trial exams will take place in the general group of the course "FM2016C4" in MS-Teams, where will be created a channel named: Cardiac and Vascular SURGERY-PRACTICE EXAM).
- Ability to continue to complete the test even if an Internet connection is compromised (offline) with subsequent synchronization of information when restoring the Internet connection

Sample plan for the distance examination :

1. On the exam day, all students should join the respective channel in MS-Teams at least 10 minutes before the indicated time for the commencement of the examination session.
2. All students must have working and included cameras and microphones
3. Once all students have joined the channel to conduct the exam they should be instructed by the assistant's prof.
4. The students then receive " Exam- Key"- the password required to include the test in Exam.net
5. To solve the test students can only use computers, the use of phones or tablets is not allowed by the platform.
6. Assistants wait for all students to join the test in the platform, which is still locked and students do not have access.
7. Unlock the test and drop the timer, visible to the students.
8. After the time has elapsed all tests are collected by the assistants.
9. During the resolution of the test, the student is not allowed to exit the test mode, otherwise the test is locked.
10. For video control all of the students must have MS-TEAMS Meeting, working in the background, otherwise, the test for the student will be ended!
11. During the test, students can ask the assistant prof. in the teacher chat-field in the platform itself, so as not to disturb the examination process.
12. After submitting the tests a date will be announced when the students will receive in tabular form the results of their exam, as the necessary information will be uploaded to the same channel where the exam took place.

13. Any student who is dissatisfied with his grading has the right to request to see his work, which will be available on paper and on-line in the department.

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