

MEDICAL UNIVERSITY – PLOVDIV
MEDICAL FACULTY
DEPARTMENT OF PEDIATRICS AND MEDICAL GENETICS

Information and Instructions on Semester Exam in Pediatrics
June 2020

Dear students,

The dates for the semester exam in pediatrics of each group is as follows:

Date	Groups	Other students with the following faculty numbers:
15.6.2020	19, 20, 21,22	4076, 4396
16.6.2020	23, 24, 25, 26	4117, 4374
17.6.2020	27, 28, 29, 30	4125
18.6.2020	31, 32, 33, 34, 35	4542, 4325
19.6.2020	36, 36, 37, 38, 39, 41	4584, 4605, 4606, 4650

The exams will be held remotely by the MS Office 365 platform. Video surveillance will be performed simultaneously by Cisco Webex Meetings.

1. Technical provision for the exam:

- 1.1. You need a computer device with a camera and a microphone, and a network access with download speed not less than 5Mbps and upload speed not less than 5Mbps.
- 1.2. Installed MS Teams or browser access to it. When using a browser, we recommend the latest versions of Microsoft Edge or Google Chrome.
- 1.3. Installed or browser access to Cisco Webex Meetings.
- 1.4. The technical provision for the exam is a student's responsibility.
- 1.5. We strongly advise you to prepare a back-up device (another computer, laptop, smartphone, tablet, etc.) in case of a problem with your computer during the test. It should also be with installed MS Teams and Cisco Webex Meetings.

2. Information for the exam:

- 1.1. The Webex meeting will open at 9:00am Bulgarian time (7:00am GMT) on the date of the exam.
- 1.2. The students that will be examined in each day will be distributed in two or more virtual rooms in Cisco Webex. The rooms distribution will be given in the team FM2015c5-engl.
 - 2.1. The test will be assigned in 9:30am (7:30am GMT) on the date of the exam in a private channel in „FM2015c5-engl.“
 - 2.2. The private channels are named:
 - 2.2.1. Exam 15.6.2020
 - 2.2.2. Exam 16.6.2020
 - 2.2.3. Exam 17.6.2020
 - 2.2.4. Exam 18.6.2020
 - 2.2.5. Exam 19.6.2020
 - 2.3. You will receive the test as a link in this private channel of the team.
 - 2.4. The test will consist of about 65 questions on all topics of the syllabus, as follows:

Types of questions:	Number of questions	Schemes of correct answers	Scoring of answers
50% first level questions – theoretical knowledge	33	1 out of 4	1 points for a correct answer
25% second level questions - short clinical cases	17	1 out of 4	2 points for a correct answer
10% third level questions – with more than 1 correct answer	7	From 1 to 5 or 6 correct answers out of 5 or 6 possible answers	1 point for each correct answer, minus 1 point for each wrong answer
15% fourth level questions – multistage clinical scenarios	9	1 out of 4	2 points for a correct answer

2.5. 90 minutes will be given for solving the test.

2.6. The solved test should be submitted not later than 11:00 am Bulgarian time (9:00 am GMT) on the same day.

2.7. The test will be graded until about 11:30am Bulgarian time (9:30am GMT) on the same day.

2.8. The cut-off points for successful passing the test are 50% of maximal points + 1 correct answer. This criterion is traditional for the department and in compliance with the Rector's Council decision in Protocol 9/26.5.2020.

2.9. Those who pass the test will have an oral exam.

2.10. They will be invited to an oral exam by the Chat section of MS Teams. The oral exam will be attended by the student, a professor and an assistant-professor.

2.11. The final mark of the exam is based on the test result, the oral exam, the semester marks and the performance throughout the year.

2.12. The final mark will be communicated at the end of the oral exam and will be published in the Chat section simultaneously so that you can see it timely.

3. Preparation for the exam:

3.1. Check your exam location and start time

3.2. Set an alarm

3.3. Clean and organize your desk

3.4. Wear comfortable clothes

3.5. Put a bottle of water beside you

3.6. Recover your login information (user name and password) for Office 365 and Cisco Webex Meetings

3.7. Make sure your devices are charged or plugged in.

3.8. Make sure your browser and apps are up to date (if you are using a browser, clear cookies and cache).

3.9. Check your internet speed (<https://fast.com/>)

3.10. Go to the bathroom before the test

3.11. Check your camera and microphone in Cisco Webex Meetings

3.12. You must join the team FM2015c5-engl. in MS Teams not later than 15 minutes before the exam begins. There will find a link for the rooms in Cisco Webex Meeting.

3.13. You must join the meeting in Cisco Webex Meetings no later than 15 min. before the exam begins.

4. Instructions during the exam:

- 4.1. Your microphones and cameras must be switched ON during the whole exam.in Cisco Webex Meetings.
- 4.2. The use of a keyboard is not allowed.
- 4.3. Do not leave the Test page.
- 4.4. Keep an eye on the clock.
- 4.5. During the exam, you will be monitored by your cameras and microphones.
- 4.6. The exam will be recorded.
- 4.7. Your identity will be verified by your tutors.
- 4.8. Violation of discipline during the exam with noise or other distractions is not allowed and is controlled by the quaestor. Students who break the silence and disturb others will be excluded from the exam and the exam will be considered invalid.
- 4.9. The questors have the right to switch off and on your microphones and cameras.
- 4.10. At the discretion of the questors, you may be asked to share the contents of the screen or provide a view from another angle to the room. This is done, respectively, by the Share Screen option of MS Teams, or by repositioning your camera.
- 4.11. We pay special attention to fraud. Any suspicion of fraud is sanctioned by the quaestor and your test exam is considered invalid.

5. Instructions on technical issues:

- 5.1. You should first ask by Webex you quaestor for a permission to use the keyboard. You can then write down your question in the chat of MS Teams.
- 5.2. In cases of a problem in viewing photos, you may ask the questor to send the photos to your institutional e-mail (fm.....@mu-plovdiv.bg).
- 5.3. In case of a problem with your computer, you may ask by Webex or by phone for permission to use your back-up device.
- 5.4. In cases of a technical failure you should call for assistance on +359 32 602 586. You should explain what the failure is and where it occurs in so as verification checks to be possible.
- 5.5. If you are unable to finish your exam due to *unproven* technical problem and our IT team does not confirm after investigation that you have a valid excuse for that, your exam will be considered invalid.

Anyway, keep in mind that exam is to check our knowledge. Focus your attention on studying!

12.06.2020

Prof. Ivan Ivanov
Head of Department of Pediatrics