

MEDICAL PHYSICS ONLINE EXAM

Rules and Regulations

I. Technical requirements for students taking an online exam in Medical Physics

The final exam in Medical Physics for first year students is going to be online using the **MS Team** on **the Office 365** and **MS Forms**. For this purpose, each student must have a computer with **working camera** and **microphone**. The computer needs a minimum 5 Mbps network's speed of download and 10 Mbps for upload. The network speed can be checked in following link: <https://fast.com/>.

IMPORTANT!!!

It is not acceptable using of tablets and mobile phones during the final exam.

Each student must have had **MS Teams** installed or have an access through browser **Google Chrome/MS Edge**. We kindly advise you to use the latest version of both browsers. For purposes of the exam are going to created new teams with channel, containing maximum 35 students. Each student will be randomly assigned.

II. Rules of students during the online final exam

1. Students are not allowed to:

- have their mobile phones turned on;
- record the exam;
- hint / cheat;
- work in groups (same answers).

2. The exam will be cancelled if:

- the camera is turned off;
- the student records the exam;
- attempt to hint / cheat;
- teamwork;
- sharing the answers with other students.

III. Instructions for conducting an online exam in Medical Physics

Please sign in your University account in MS Teams **40 minutes** before the final exam. Once signed, make sure that you click on "YES" for remembering of password if you have not already done that. If accidentally sign out from your account or reload the exam form before submitting it, you **will may lose** your information you had previously fill in.

In the exam day, the student must join the Exam room at least **20 minutes** before it. Don't forget to **turn on** the camera and the microphone. The exam must be taken in a quiet room.

Before the start the exam each student will be checked!

The meeting is going to be recorded by the examiner. During the exam, he/she has the rights to ask the students to share their screens or to change the angle of the camera. If the student refuses, this leads to the exam cancellation.

The exam starts with receiving **link for the test** in MS Teams at the exact hour. When you are ready with the exam, click on the "**SUBMIT**" button to send it.

IMPORTANT!!!

- ***Once the exam submitted, you cannot change it or submitted again.***
- ***If you click "ENTER", you will send automatically your exam, even though you may miss some question!***

IV. Exam format

The Medical physics exam is going to be held at **MS Forms**. It is a test containing 2 types of questions with total score of **80 points**.

1st type: **29 MCQs** with **1** right answer from 3 possibilities:

- **14 questions** x 1 point each = **14 points**.
- **15 questions** x 2 points each = **30 points**.
= 44 points total

2nd type: **6 open questions** (with a free answer) x **6** points each = **36 points total**.

The exam time is 60 minutes. After this time (60 min= 1h), the exam cannot be submitted in the system and therefore could not be evaluated. Results, received an hour after the exam beginning, are considered as failed.

V. Final exam assessment

The final mark is based on the Academic Standard for evaluation and depends on the achieved score, as follows:

- **< 60% - POOR (2)**
- **60 – 69 % - AVERAGE (3)**
- **70 – 79 % - GOOD (4)**
- **80 – 90% - VERY GOOD (5)**
- **> 91% - EXCELLENT (6)**

Students will be notified of their grades within **10 days** after the date of the exam.

Date: 29.12.2020

A head of Department:

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