

Instructions for conducting an online semester exam in Physiology

- The exam in Physiology, for all students, will be held on..., starting at...
- The exam will be conducted online, in the Office 365 system, through the Teams application. Video surveillance will be performed through Teams or another application.
- For this purpose, new teams will be created, in which each student will be invited to join.
- All students must be online at least 30 minutes before the exam.
- Each student will be checked for attendance.
- Technical requirements: computer with working camera and microphone. Internet connection parameters: download and upload speed not less than 5 Mbps.
- You can check your speed here: <https://fast.com> .
- When entering the event, the student must have the camera switched on but the microphone switched off. The student must immediately turn on his microphone and / or share his screen at request.
- The theoretical exam will be under the form of a test in the Forms application. At the beginning of the exam a link to the test will be sent to each team.
- The test will include:
 - Questions from the whole Physiology syllabus.
 - Questions are closed and open-ended.
 - Closed questions have 5 answer options. Only one answer is correct.
 - Open-ended questions require a short answer, which is indicated directly in the interactive field of the form.
 - For a correct answer the student receives 1 point per closed question and up to 15 points to an open question.
- The working time is 120 minutes. After the set time has elapsed, your test work cannot be accepted in the system and evaluated. You must press the "Submit" button BEFORE this time has elapsed.
- It is not allowed to speak during the exam. In case a student wants to share a problem or has a question, let them use the "Raise your hand" option.
- The grade is formed according to the academic standard, as the obtained sum of test points is transformed into a grade on a scale based on a relative share of correct answers from the maximum possible.
 - ≤ 60% - (2)
 - 61 - 70% - (3)
 - 71 - 80% - (4)

- 81 - 90% - (5)

- $\geq 91\%$ - (6)

The results of the exam will be announced after reviewing the tests of all students by the exam committee.

Important!

- Make sure you are logged in to your Forms account in the browser BEFORE taking the exam!
- Be sure to use the INSTITUTIONAL ACCOUNT received from the University and used to log in to Teams.
- The use of an account other than the one given to you by MU-Plovdiv will not be considered as a passed exam.