

## Schedule and information for conducting an exam in Computer Technology for the winter exam session of the academic year 2021-2022

The exam will be held in Office 365, Teams.

Video-control in real time will be conducted with MS Teams.

The exam results will be published in Teams a week later.

### Technical requirements:

- computer with included camera and microphone during the student's oral examination
- an internet connection of at least 5 Mbps download and 5 Mbps upload (test your speed: [here](#))
- access to MS Teams through [application](#) or [browser](#). When using the browser version, we recommend using the latest versions of [Microsoft Edge](#) or [Google Chrome](#).

### Place of the exams:

MS Teams - Channel for exercises of the respective group in **Computer Technology**

### Schedule – Time and date of the exam:

Date	Group	Time
17.01.2022	15	Start time: <b>8:30</b> Duration: 2 astronomical hours Platform <b>MS Teams - exercise channel</b>
17.01.2022	18	Start time: <b>11:00</b> Duration: 2 astronomical hours Platform <b>MS Teams - exercise channel</b>
18.01.2022	20	Start time: <b>8:30</b> Duration: 2 astronomical hours Platform <b>MS Teams - exercise channel</b>
18.01.2022	21	Start time: <b>11:00</b> Duration: 2 astronomical hours Platform <b>MS Teams - exercise channel</b>
18.01.2022	23	Start time: <b>13:30</b> Duration: 2 astronomical hours Platform <b>MS Teams - exercise channel</b>

<b>19.01.2022</b>	22	Start time: <b>8:00</b> Duration: 2 astronomical hours Platform <b>MS Teams - exercise channel</b>
<b>19.01.2022</b>	17	Start time: <b>10:30</b> Duration: 2 astronomical hours Platform <b>MS Teams - exercise channel</b>
<b>20.01.2022</b>	19	Start time: <b>8:00</b> Duration: 2 astronomical hours Platform <b>MS Teams - exercise channel</b>
<b>20.01.2022</b>	16	Start time: <b>10:30</b> Duration: 2 astronomical hours Platform <b>MS Teams - exercise channel</b>

**You should be online 15 minutes before the beginning of the exam.**

The exam will be in the form of presenting an essay on a pre-set topic through a presentation (5-7 minutes, no more). The student is admitted to an exam with a developed essay in MS Word and a developed presentation of MS Powerpoint. In the absence of one or two of the above, the student is NOT admitted to the exam. The student must provide access to the files he has worked on during the semester through an access link. The link will be sent to the assistant during the exam.

**Essay evaluation criteria:**

Essay formatting according to pre-set requirements (up to 20 points)

Selection of up-to-date information on the given topic. (up to 20 points)

**Criteria for evaluation of a presentation:**

Structure and design (up to 30 points)

Presentation (presentation skills) (up to 10 points)

**Criteria for evaluation of the work during the semester:**

Full number of developed assignments set during the semester (up to 80 points)

**Explanation:** For students who submit a certificate during the semester, the grade from work during the exercises is not taken into account. They are evaluated on the basis of essay and presentation criteria.

The maximum number of points for the exam is 80 (for students without an IT certificate). The assessment is based on the percentage of correct answers:

- Poor (2) - less or equal to 40 points (below 60%);
- Average (3) - from 41 to 50 points (61-70%);
- Good (4) - from 51 to 60 points (71-80%);
- Very Good (5) - from 61 to 70 points (81-90%);
- Excellent (6) - from 71 to 80 points (91-100%).

The maximum number of points for the exam is 40 (for students with an IT certificate) .The assessment is based on the percentage of correct answers:

- Poor (2) - less or equal to 20 points (below 60%);
- Average (3) - from 21 to 25 points (61-70%);
- Good (4) - from 26 to 30 points (71-80%);
- Very Good (5) - from 31 to 35 points (81-90%);
- Excellent (6) - from 36 to 40 points (91-100%).

The results will be announced within a week after the exam in Teams.

**Eligibility criteria:** Certification by a lecturer, submission of an essay developed in MS Word and a presentation developed in MS Powerpoint and access to files developed during the semester (for students without an IT certificate).

**Assessment criteria:** Successful presentation of an essay, presentation and files that the student has worked on during the semester (for students without an IT certificate)

**Cancellation criteria:** The student does not submit an essay, presentation or both together and access to files worked on during the semester (for students without an IT certificate).

## IMPORTANT!

Make sure you log in to your **INSTITUTIONAL ACCOUNT** before the exam!

- in Forms in the browser at: <https://forms.office.com>
- in Teams in the application or in the browser at: <https://teams.office.com>

**ATTENTION:** you must use the **institutional account** received from the university. Otherwise you will not be admitted to the exam. Please prepare your username and password in advance.

**In case you take an exam from an account other than your institutional account, you will not be admitted to the exam or you will be removed!**