



Instructions for the online semester exam in Pharmaceutical chemistry

- The semester theoretical exam in Pharmaceutical Chemistry will be held on ..., starting at ...
- The exam will be conducted online, in the Office 365 system, through the Teams application. Video control will be carried out through Teams or Cisco Webex Meetings.
- For this purpose, new teams will be created, in which each student will be invited to join. Each team will include up to 25 students.
- All students will be invited to the groups 30 minutes before the exam and must be online at ...
- Each student will be checked for attendance on a list.
- Technical requirements: computer with working camera and microphone. Internet connection parameters: download and upload speed not lower than 5 Mbps.
- You can check your speed here: <https://fast.com>.
- Upon entering the event, the student must have the camera on but the microphone off. At the request of the conservators, the student must immediately turn on his microphone and / or share his screen.
- The theoretical exam will be a test in the Forms application. At the beginning of the exam a link to the test will be sent to each group.
- The test includes:
 - 100 questions from the whole synopsis of Pharmaceutical Chemistry.
 - All questions are closed.
 - Each question has 5 answer options.

- Only one answer is correct.
 - The answers must be indicated directly in the interactive fields of the test.
 - For a correct answer the student receives 1 point per question.
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- The working time is 60 minutes. After the expiration of the set time, your exam work cannot be accepted in the system and evaluated. You must press the "Submit" button BEFORE this time has elapsed.
 - Students are 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.
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- $\leq 59\%$ - (2)
 - 60 – 69% - (3)
 - 70 – 79% - (4)
 - 80 – 89% - (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 the start of the exam!
- The web address is: <https://forms.office.com>.

- Be sure to use the INSTITUTIONAL ACCOUNT received from the University and used to log in to Teams.
- The use of an account different than the one given to you by MU-Plovdiv will not be considered as a passed exam.

The instructions are adopted by the Department Council, with Protocol №01/09.01.2023

09.01.2023 Head of the department:

(associated professor Kalin Ivanov, PhD)