



Instructions for conducting a theoretical exam in Pharmacognosy Part I

- The semester theoretical exam in Pharmaceutical analysis will be held on, starting at ... into the system **Office 365**, the application **Teams**.
- With reference to the exam, new team will be created and each student will be invited to join.
- It is necessary for each student to join **15 minutes before the exam start**.
- Each student must possess **functioning camera and microphone**. Students must turn the camera on and the microphone off. Each student must be ready to turn on their microphone and / or share their screen upon request by examiners.
- The exam will take the form of test in the application **Forms**. It will include **40 questions**. The exam consists of 20 open questions with short answer and 10 closed questions with two correct answers.
- The time for completion is **90 min**. At the end of the set time, your test work cannot be accepted into the system and evaluated. Therefore, it is **IMPERATIVE** that you click on the “Submit” button before the time runs out.
- The grading is based on a percentage of correct responses as follows:
 - ($\leq 60\%$) - Poor (2)
 - (61 – 70%) - Average (3)
 - (71 – 80%) - Good (4)
 - (81 – 90%) - Very Good (5)
 - ($\geq 91\%$) - Excellent (6)
- The results will be announced within a week after the exam in Teams.

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)