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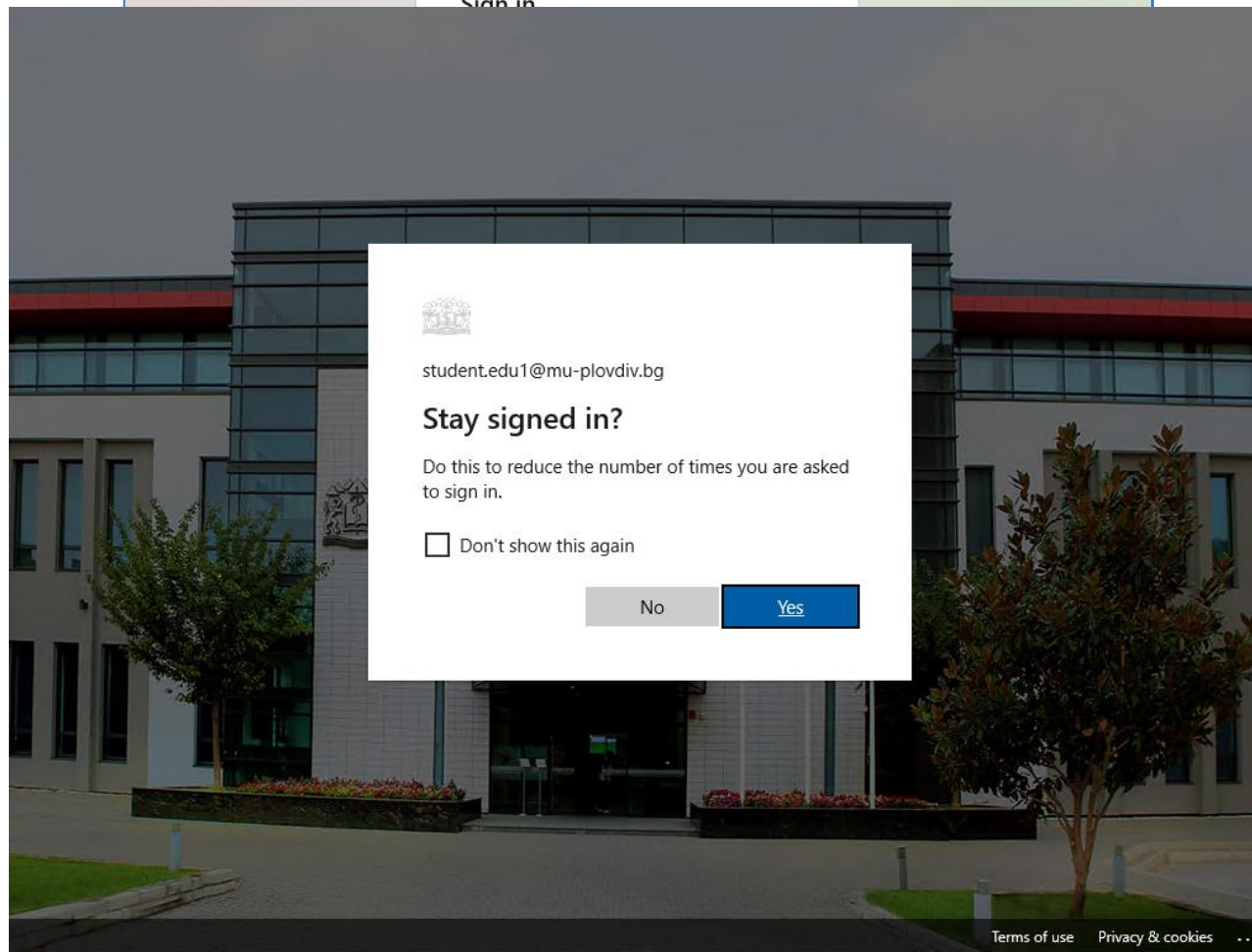
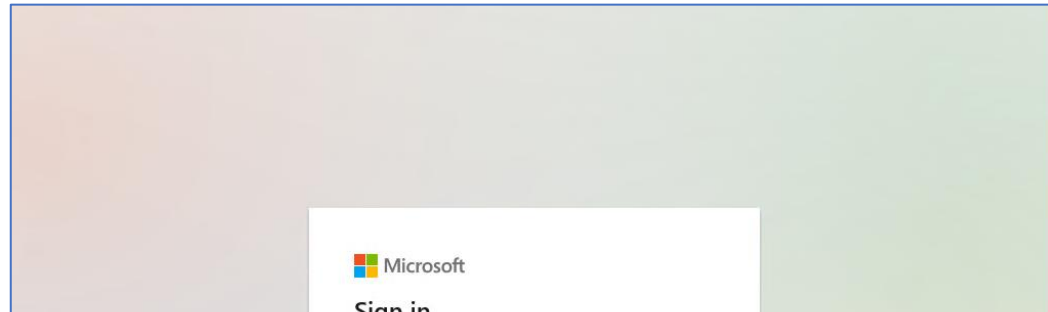
Instructions for students on conducting the Microbiology exam in a controlled electronic environment

Dear students,

To conduct the Microbiology exam in a controlled electronic environment, the following rules must be observed:

1. All students must be in the exam hall 15 minutes before the start time of the exam.
2. All students must bring and wear disposable gloves and a mask.
3. All students must know their **username and password** to access their personal institutional account! **If your account password contains letters other than Latin, you will not be able to log in, as only English keyboard is installed on the exam laptops! In this case, before the exam, you must change your password by the specified requirements.** In case of a need for password change or other problems with the account, the student is obliged to contact the IT department **within 3 days before the exam. The exam will be cancelled for students that do not meet this condition and are not able to access their personal account on the day of the exam.**
4. In the following pages a step by step procedure for conducting an exam in a controlled electronic environment is explained:

- Firstly, you take the exam seat where you will find a laptop with a loaded window to log in to an Office 365 account. Here you need to log in with **your institutional account**:



- If

you write your account and **password *** correctly, the following window will appear. It does

not matter what option you choose:

*** NB! If your account password contains letters other than Latin, you will not be able to log in, as only English keyboard is installed on the exam laptops! In this case, before the exam, you must change your password by the specified requirements.**

- After completing the steps above, the test form is loaded for you to solve. When you are done, you must click the "**Submit**" button:

Test lenovo e300

Hi Деян, when you submit this form, the owner will be able to see your name and email address.

1. Вали ли?

Да

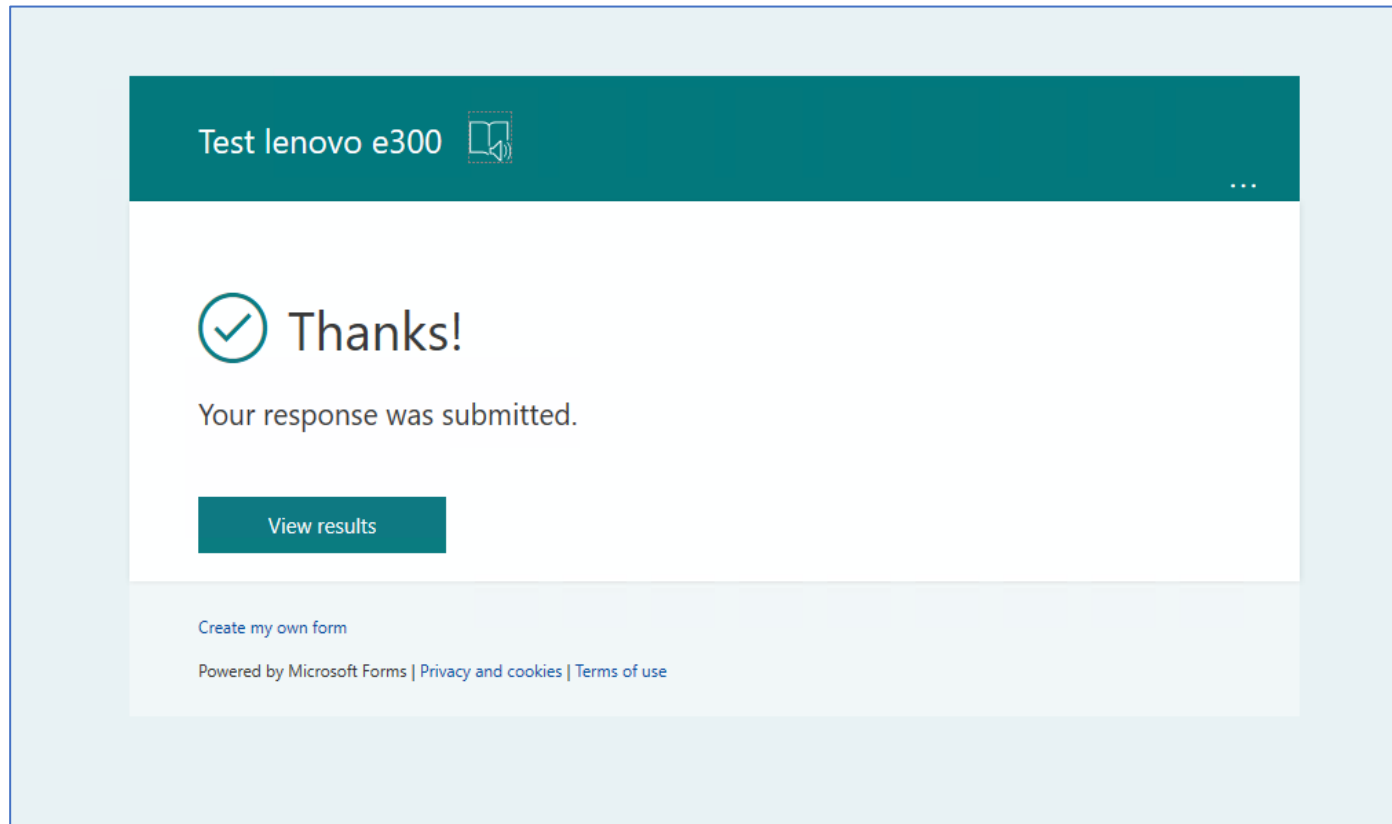
Не

Submit

This content is created by the owner of the form. The data you submit will be sent to the form owner. Microsoft is not responsible for the privacy or security practices of its customers, including those of this form owner. Never give out your password.

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- After clicking „**Submit**“, a message is received that the response to the form has been submitted and you can leave the exam seat.



- The exam will be conducted in compliance with all COVID-19 measures including ventilation of the premises and disinfection of the floors, desks and laptops between exam sessions.

/Assoc. Prof. M. Petrov, MD, PhD, MHM/