**Department of History of Architecture and Monument Preservation**

**Announcement**

on online oral exams in the examination period of the Spring semester 2019/2020

**General guidelines:**

The exam will take place according to the University and Faculty rules in power with special regard to the Dean’s regulation on exams issued on the 13th of May 2020.

Accomplishment of the exams require the use of MS Teams interface.

During the exam no aid can be used.

Oral exams focus on the assessment of comprehensive knowledge and reasoning.

According to the Dean’s regulation, students that are unable to attend the webcam exam for technical reasons have to be given the possibility of an alternative method in case they have expressed their will to the subject coordinator prior to the beginning of the examination period.

According to CoS Sec. 126., publicness of online oral exams or the presence of a third person should be assured in case of the explicit request of the examinee.

No video or audio recording of the exams is allowed from either side.

**Course of the exams**

Students have to register for the exam in the Neptun system according to the previous university practice.

MS Teams team code to be used to enter the exam will be sent to students via Neptun no later than one hour before the start of the exam. Students enter the dedicated Teams team at the beginning of the exam. At the beginning of the exam the leading examiner will start a meeting with camera on and will inform the students about the expectable schedule of the exam. After this the meeting will be closed.

Examinees will take the exam in an alphabetical order. The examiner will notify the next examinee under “Conversations” of the team so the students can follow the progress of the exam.

To start the oral exam the examiner will start a direct call to the following student in the order previously announced. Students have to show their document (ID or passport) to the camera to identify themselves. The camera of the student has to be on during the whole oral exam, showing the face and both hands of the student.

During the exam the examiner is free to ask any questions in accordance with the subject requirements. There is no preparation time before answering the questions, the examiner however will take this fact into consideration when assessing the answer.

At the end of each oral exam the examiner will tell the result to the student.

**Handling vis major situations**

In case the connection with the student would be lost for technical reasons in course of the oral exam, but the connection will restored by the end of the exam, the student can accomplish the exam after the last examinee in the order, and will be given a new question.
In case of technical difficulties that prevent the student from entering the exam or the connection will be lost for technical reasons while the exam and will not be restored, students must report it in an e-mail addressed to the examiner and in CC to the secretary of the Department within 24 hours. In this case they will have the possibility to take the exam on a different occasion.

In case a technical difficulty occurs on the examiners’ side, students are required to stay online and available for 60 minutes. If the connection will not be restored in this time period, an extra occasion has to be provided for the students to take the exam by mutual agreement.

Exams failed for technical reasons will be considered an excused absence and will be recorded in Neptun as “missed” without any further consequences.