



## **Instructions for Conducting Examinations (ICE) in the FVM during the winter regular/supplementary session of the academic year 2020/2021**

1. All examinations for students from 1<sup>st</sup> to 6<sup>th</sup> course (incl.) are carried out according to the approved schedules for remote/online conducting of the regular and supplementary winter session through the platform Trakia Electronic University (Moodle) and Google meet. In the schedule are noted the form of examination and the beginning of each exam, and their end will depend on the duration of the test/assignment, according to the specifics and the conditions of each discipline. In every course/discipline, it will be specified test duration, hyperlink for video meeting, grading scale, training materials, incl. synopsis, as well as all conditions for conducting the exam.

2. It is necessary for every student who takes an exam in the form of an online test/quiz/assignment (Moodle) and/or discussion (Google meet), to have a fully **functional computer device** (Windows 7, 8, 8.1 or 10) and a sufficiently **stable internet connection (static IP address)** on the day of the exam. For conducting the exams by the combination of a test (Moodle) and a video meeting (Google meet), it is imperative that students also have a pre-installed **camera and microphone**. In the absence of a pre-installed camera on the computer device, it is allowed for the students to join the direct video meeting via **mobile phones equipped with cameras** (Android or iOS), and to solve the quiz/test on a computer/laptop. In such cases, the mobile phone is placed in an appropriate way so that the examiner can see the face of each individual student.

3. In case of temporary suspension of the Internet, the student should not close the exam browser because he/she will lose the right to a single test/quiz attempt during a regular/supplementary session. After the reestablishing the connection, the student must refresh his/her browser page with the F5 key. In case of a prolonged disconnection during the test (electric shock, storm, earthquake, annual maintenance, etc.) the student submits written proof from the Internet provider for the period during which the internet connection was disconnected. Only in this way the student will be entitled to a second attempt to solve the test/quiz within the examination session.

4. Students with conditional exams and students with interrupted rights (1<sup>st</sup> to 5<sup>th</sup> course, incl.) are entitled to take all remote/online exams from winter regular/amendatory session only. Sixth year students will be able to take all exams, regardless of which semester the course is completed. For this purpose, an additional schedule has been prepared for remote / online exams from the summer exam session for 6<sup>th</sup>-year students only. Taking semester exams from a winter regular/supplementary session for students with interrupted rights (1<sup>st</sup> to 5<sup>th</sup> course, incl.), as well as from the summer session for 6<sup>th</sup>-year students will be carried out exactly on the specified date and time following the official schedule, located on the website of the FVM - button "E-learning". For this purpose, students need to enroll a week earlier in the course (Moodle) of the discipline, in which they plan to take the exam. If the student has no access to the platform Trakia Electronic University (forgotten username and/or password) he/she needs to notify Moodle administrators in advance by sending their personal information (course, Fac. №, group) to one of the following e-mail addresses: [support@trakia-uni.bg](mailto:support@trakia-uni.bg), [krum.nedelkov@trakia-uni.bg](mailto:krum.nedelkov@trakia-uni.bg).