

**Rules for conducting examinations and credit tests using the system of e-learning at
Czestochowa University of Technology and verification of the learning outcomes
specified in the study program**

§ 1

Introductory information

1. This Annex sets out Rules for conducting examinations and credit tests using the system of e-learning at Czestochowa University of Technology and verification of the learning outcomes specified in the study program (hereinafter referred to as the rules)
2. Credit tests and examinations concluding particular courses may be carried out by means of Czestochowa University of Technology e-learning system (hereinafter referred to as the e-learning system), which ensures control over and recording of the verification of the learning outcomes that have been achieved.
3. The Director of Studies supervises the accuracy and quality of education carried out on the Czestochowa University of Technology e-learning platform (hereinafter referred to as the e-learning platform) and monitors classes, lectures and office hours conducted in this mode.
4. All doubts, problems or difficulties related to classes, credit tests or exams as well as office hours carried out with the use of distance learning methods and techniques may be reported by students electronically to the Director of Studies, referred to in the operative Czestochowa University of Technology Study Regulations. The Director of Studies, in cooperation with the students group leader (starosta), takes appropriate actions aimed at ensuring equal opportunities for the implementation of the study programme for all students.

§ 2

1. Classes, lectures and examination sessions take place according to the structure of the given academic year and the accepted timetable.
2. The supervision over the proper conduct of course final tests and examinations with the use of the e-learning system in a given faculty is exercised by the Director of Studies / the Head of Postgraduate Studies Programme, and in the case of inter-faculty units by the Head of the unit.
3. In order to be documented, the proceedings of an examination may be registered in the form of an audio-visual recording.
4. The courses on the e-learning platform will be archived by Czestochowa University of Technology acting as the Platform Administrator, in accordance with the internal rules of documentation keeping.

§ 3
Examination

1. The course final examination may be conducted by means of the e-learning system outside the premises of the University.
2. Having determined the scope and form of the examination, the course lecturer (the examiner) sets the examination date with the Director of Studies and informs students via information technology tools.
3. Within the set examination date, it is allowed to divide those eligible for the exam into groups, taking into account the capabilities of the Czestochowa University of Technology e-learning platform.
4. In the case of an examination in the form of an audio-visual conference, the provisions of § 3 section 6-12 shall apply.
5. Before the examination starts, the examiner is entitled to check the identity of those taking the exam. The student is required to present a document to the camera in order to establish and verify their identity. If the student's identity cannot be verified in an unambiguous way, the examiner has the right to refuse to admit the student to the exam.
6. Before the examination starts, the examiner informs the students about the exam proceedings, as well as the consequences of a situation in which the video conference is interrupted (the communication is lost) before the exam ends.
7. Prior to the examination, the audio-visual equipment has to be tested. It is not allowed to conduct the examination in the audio version only.
8. During an examination, no other persons or active electronic devices, except for those indicated by the examiner, may be in the room in which a student is seated. The examiner may ask to be shown the entire room.
9. The examination may be conducted if the image on the viewing screen is clearly legible.
10. If any irregularities or doubts as to the student's independent work occur during the examination, the examiner may order to terminate the examination after prior warning of the student who is violating the rules.
11. In the event of an interruption of the examination for reasons beyond the control of the student or the examiner, when it is not possible to resume the examination, it should be repeated at another time.
12. If during the exam the communication between the examiner and the student is broken, the examiner decides whether the exam may be assessed based on the answers given before the breakdown and decides:
 - 1) to stop the examination and give a mark,
 - or
 - 2) for the student to retake the examination,
 - or
 - 3) to continue the examination after the communication is resumed.
13. After the examination, the course teacher is obliged to immediately enter the grades obtained by students into the electronic protocol in the USOS-web system.

§ 4

1. A student taking an exam and a final test outside the University premises should log in to the e-learning platform and submit the Declaration of:
 - 1) being acquainted with the Rules concerning examinations and final tests in the e-learning system of Czestochowa University of Technology and verification of the learning outcomes specified in the syllabus;
 - 2) having the ability to use the e-learning system of the Czestochowa University of Technology;
 - 3) possessing a device that supports the e-learning platform, equipped with a webcam, a speaker or a headset, and a microphone, and having access to the Internet that ensures the optimal quality of the audio and video transmission.
2. A template of the Declaration referred to in section 1 shall be available on the e-learning platform in the course of the course tutor (according to Appendix to the said regulations).

§ 5

Credits

With credit courses and awarding credits for courses, the provisions concerning examinations are applied respectively unless it is ineffective due to the adopted form of crediting.

§ 6

Personal data protection

1. The Controller of Your personal data is Czestochowa University of Technology with its registered office at ul. Generała Jana Henryka Dąbrowskiego 69, 42-201 Częstochowa, e-mail address: *rektor@adm.pcz.czest.pl*
2. The Personal Data Controller has appointed Personal Data Inspector, whose contact details are available at: *iodo@pcz.pl* or phone number: +48 343250741
3. The purpose of personal data processing is creating the record of the examination procedure in the form of a recording enabling the verification of the correctness of the examination/credit conduct.
4. The legal basis for the processing of personal data registered during the examination / course credit test is art. 76a section 1 of the Act of 20 July 2018 – Law on higher education and science (i.e., Journal of Laws of 2020, item 85, as amended) in relation to art. 6 clause 1 lit. e in Regulation No 2016/679 of the European Parliament and of the EU Council of 27.04.2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and the adoption of Directive 95/46 / EC, hereinafter referred to as: GDPR.
5. Personal data in the examination recording will be stored for 14 days from the date of the examination / course credit test.
6. The processing of personal data is necessary to comply with the legal obligation imposed on the University when carrying out the examination / course credit test using the ICT system.
7. Personal data may be made available to entities to which the transfer of such data is provided for by legal regulations.
8. The administrator does not plan to transfer any personal data to a third country or an international organization.

9. You have the right to request from the Administrator an access to your data, rectification thereof, to object to and to limit data processing in cases and under the conditions set out in the GDPR.
10. Your personal data will not be subjected to automated decision-making processes, including profiling.
11. In respect of personal data processed on the basis of your consent, you have the right to withdraw the consent to the processing of personal data and to delete data on the conditions set out in the GDPR. Withdrawal of consent does not affect the legal compliance of the processing that was carried out on the basis of consent before its withdrawal.
12. If you feel that your personal data are being processed in violation of the law, you have the right to lodge a complaint with the President of the Personal Data Protection Office.