**ISM UNIVERSITY OF MANAGEMENT AND ECONOMICS
REMOTE EXAMINATION PROCEDURE**

I. GENERAL PROVISIONS

1. Electronic Remote Examination Procedure (hereinafter referred to as the **Procedure**) of ISM University of Management and Economics (hereinafter referred to as the **University**) establishes the requirements and process of electronic remote examination.
2. An electronic remote examination in accordance with this Procedure is an examination when the examiner and the examinee are physically separated from each other and the examination is performed by means of information and communication technology (hereinafter - **ICT**).

II. ORGANIZATION OF ELECTRONIC REMOTE EXAMINATION

3. The lecturers of the University may perform an electronic remote examination only after the Rector of the University has approved such examination method in accordance with the procedure established by internal legal acts.
4. The examiner may submit a request to the Rector of the University to conduct any examination included in University programmes remotely by using electronic means. Without the permission of the Rector of the University, such an examination method cannot be performed. The Rector of the University has the right to include several applications for remote examination in one order.
5. The electronic remote examination is equal to the regular examination. It is subject to all internal legal acts of the University, which define the procedure and process of the examination.
6. Examinations are performed in Microsoft Teams system and / or https://elearning.ism.lt.
7. In cases where examination is recorded, the records shall be kept at https://elearning.ism.lt for the entire appeal period. At the end of the appeal period, the examination record is destroyed.

III. GENERAL REQUIREMENTS

8. During the examination, the examiner and the examinee must have ICT tools that would properly maintain an uninterrupted internet connection and proper functioning of the Microsoft Teams system and https://elearning.ism.lt
9. Requirements for oral examinations:
    9.1. in cases when the examiner wants to see the face of the examinee during the examination, the examiner has to inform the examinees about it in advance in writing on https://elearning.ism.lt, and the examiner should also indicate that the examination will require video transmission and recording equipment;
    9.2. Throughout the examination, the examiner must hear and, if necessary, see the examinee. The voice must be loud, clear, and the image undistorted;
    9.3. Prior to the official start of the examination, the examiner must perform connection quality tests, or establish a test connection with the examinee to ensure that the ICT tools and communication quality used are of sufficient quality to organize the examination, and instruct the examinee on the electronic remote examination process;
    9.4. In cases when a recording is made during the examination, the examinee must be informed before the examination begins that the examination will be recorded and the record will be kept in order to ensure the examination appeal procedures. If the examinee does not agree with the recording and storage of the examination during the appeal period, the oral examination may not be performed;

9.5. In order to ensure the quality of sound, there should be no other persons in the examination area, and sounds other than those which cannot be objectively removed.

10. Requirements for written examinations:
    10.1. an unlimited number of examinees can be examined at the same time;
    10.2. the examination may take place at a specific time for all examinees (at the time) or by setting a specific period of time during which students may connect and complete the tasks;
    10.3. remote examination tasks must be adapted to the electronic environment by changing the examination format and assessment system, i.e. tasks should be shorter and include tests. Where there is a need to provide examinees with tasks that are more time consuming, such tasks should be designed in such a way that examinees have access to all materials;
    10.4. to use questions / tasks from standardized test banks is not allowed.

11. In order to avoid a breach of the Code of Ethics, the examination should take place only at a certain agreed time and not within a period of time during which the examinees can complete their tasks. However, the examiner may choose the form of the examination where it may take place over a period of time (setting a period of time during which examinees can take the examination at their convenience). In any case, the examiner, when drawing up an examination schedule, is responsible for ensuring that examinations do not overlap with examinations scheduled by other examiners, and that compliance with the Code of Ethics is ensured.

IV. RIGHTS AND OBLIGATIONS OF THE EXAMINER

12. Before the start of the examination, the examiner must inform the examinee that the examination is being recorded and for how long the record will be kept.

13. The examiner has the right to:
    13.1. indicate in which direction the camera should be pointed;
    13.2. require that in addition to the examinee picture, the image of the examinee computer screen should be broadcast - this must be clarified during the test connection;
    13.3. require silence during the examination;
    13.4. require the examinee to increase the sensitivity and volume of the microphone;
    13.5. exclude the examinee from the exam, if the examinee disconnects before they confirm the completion of the exam;
    13.6. discontinue the examination due to poor quality of technical means, or communication quality.

14. The examiner must and is responsible for:
    14.1. uploading and storing the records of exam tests and / or videos at https://elearning.ism.lt.
    14.2. provide all tasks through the Microsoft Teams system and / or https://elearning.ism.lt
    14.3. be available to examinees throughout the examination.