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Methodological guideline

by the Vice-Rector for bachelor's and master's studies

No. 2/2020

**to hold distance and semi-contact state final exams at CTU.
General principles and procedure using Microsoft Teams**

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2 Introduction

This guideline is issued in connection with the Rector's Order No. 9/2020 to ensure the study and implementation of tests at CTU in connection with measures to reduce the risk of coronavirus infection.

The document describes the procedure of holding distance and semi-contact state final examinations (hereinafter SFE) at CTU using the Microsoft Teams tool. This platform is the only possible platform for holding the SFE at CTU.

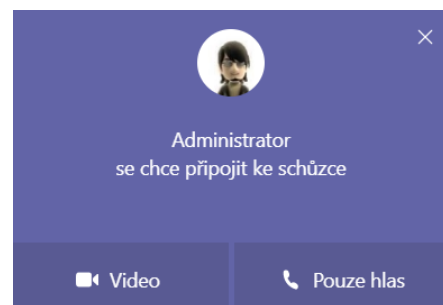
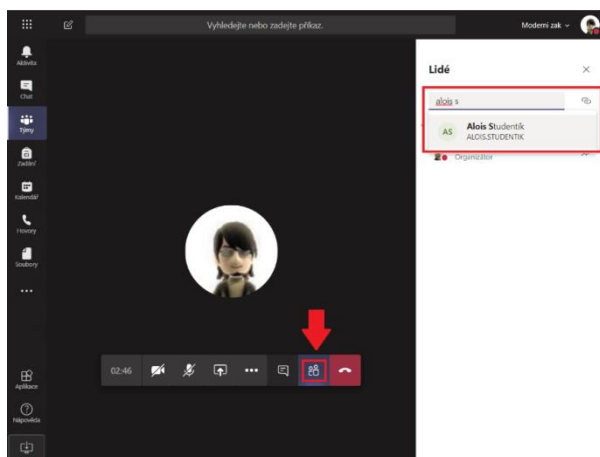
3 Preparation of the state final examination

3.1 Rules applicable to the SFE

1. By applying for the state final examination, the student agrees with:
 - the form in which the SFE will take place,
 - recording the course of the examination for the possible needs of a public authority in the exercise of its powers (see Act No. 188/2020 Coll.) and, where appropriate, the relevant disciplinary commission,
 - holding a non-public examination (valid only for distance and semi-contact SFE with the exclusion of the public),
 - installation of MS Teams, or other applications available free of charge for the student needed for the SFE (e.g. Whiteboard) on his/her computer,
 - connection of two **independent** channels (e.g. via MS Teams and a mobile phone, which will be used in case of failure of the main channel). Specifications Article 4 (10) and (11).
2. The members of the SFE commission will be informed by the SFE secretary about the legal obligation (Act No. 188/2020 Coll.) to make a recording (always applies to the distance form and semi-contact form in case of exclusion of the public), which will be archived for at least 5 years for the needs of public authorities in the exercise of its powers and, where appropriate, the relevant disciplinary board.
3. For the distance defence of the final thesis, it is necessary that the student submits the materials for the defence - upload the Files tab to the meeting in MS Teams at least 24 hours before the date of the defence.
4. It is appropriate for the SFE secretary, or SFE clerk (according to the habits of the part), or the supervisor of the final thesis the day before to try with the student a test call to check the correct functionality and settings, screen sharing, presentation, etc.
5. Information and conditions of the SFE will be published on the CTU website and on the website of each faculty / institute.
6. MS Teams are only an auxiliary tool for the SFE. The main administration of the SFE continues in KOS, as in any other SFE. The authorized SFE clerk is responsible for the preparation and processing.
7. In the case of a distance SFE, only members of the commission and the examined student will take part in the event in order to limit the possibilities of cheating and / or disrupting the course of the examination.
8. In the case of a distance SFE, the preparation of the student before the exam will not be organized.

3.2 Preparation of SFE in MS Teams

1. For the SFE commission, the SFE clerk or SFE secretary (according to the habits of the part) will create a Team (of the Others type), which will be composed of all members of the commission (including the secretary).
2. In the Files tab, the SFE clerk or the SFE secretary will create directories with the names of students who will be examined by this commission. The student uploads all the necessary documents for the defence (presentation, final thesis, its appendices, reviews, etc.) to the Files tab in the SFE Team to his directory. The SFE secretary will check the uploaded files.
3. For each examined student, the SFE **clerk** or the SFE secretary in the Commission team **will create** a separate **online meeting** in the calendar in Microsoft Teams (the condition for this task is that the CTU employee has an e-mail in the @ cvut.cz domain). All jurors (for example, opponent of the thesis, thesis supervisor, etc.) and student will also be invited.
4. For a possible discussion of the commission and jurors before the SFE without the student's participation, the SFE secretary disconnects the student (s) from the meeting and then calls again.
5. The student must be logged in to the local Teams application with his CTU username in order to ensure the basic form of student identity verification.
6. In the case of distance SFE, the secretary of the commission **sets (verifies) in the Možnosti schůzky / Meeting options** that the online meeting has explicitly set that only the student and the examiner are in the role of presenters and can therefore share the desktop, manage the meeting, etc. and that only people from the commission, or the SFE clerk and the head of the institute / department can be automatically admitted from the foyer (so that someone does not join the meeting anonymously without an invitation, does not interrupt, does not switch off the recording, etc.).



4 The course of the distance state final examination

1. It is recommended, if hygienic conditions allow, that the secretary of the SFE be present at the faculty / institute during the SFE.
2. Before the exam, it is necessary to verify the student's identity using a student ID card or ID card.
3. The course of the exam will be recorded at all times and archived after the exam. In addition to the secretary, at least one other member of the commission is also required to record the course of the examination locally to his / her computer. And this file is only a safeguard in case the upload failed to the secretary. It is possible to use one of the open-source applications, OBS Studio is recommended.
4. Another member of the commission (or an employee authorized by the head of the department / institute) can view primarily the broadcast from the student's camera and check if the student is not trying to cheat; (frequent dodging of eyes, when the student tries to read something somewhere; whether other voices are not heard in the room; whether another person does not appear on the camera, etc.). If there is a suspicion that a student is trying to cheat, it is recommended that the student be warned at the nearest appropriate time, including a warning of possible sanctions.
5. In order for the distance examination environment to be more natural for the student, the examiner and other members of the commission must also have their camera turned on, so that the student can respond more naturally to questions and not feel detached from reality (online meetings without visual contact can be confusing / stressful for people who are not used to them, which can affect their performance on the exam). If a student has a problem with the quality of his / her internet connection, he / she can turn off the incoming videos of the examiners in Teams (Vypnout přichozí video / Turn off incoming video).
6. If there is sound interference during the distance test, the examiner turns off the microphone (Ztlumit všechny / Mute all), informs everyone present about the interference, including the student, asks for correction, if the cause of interference is on their side, asks the student to turn the microphone back on and passes the word back to him.
7. In case one or the other party will misunderstand (short outages of the audio signal due to poor connection quality, etc.), the examiner repeats the question or asks the student to repeat the part that was not understood. If the form of questions allows it, it is possible to use a chat in the short term for the exact formulation of the question or answer. If this happens, the SFE secretary will read the contents of the chat into the log.
8. In case of failure of the main channel, it is necessary to ensure that each of the SFE participants can be connected by two independent channels (e.g. via MS Teams and a mobile phone to be used in case of failure of the main channel). A mobile phone and a computer connected to the Internet via this phone do not form two independent channels. Likewise, two independent channels are not a fixed telephone line and a computer connected via the same line.

9. In case of failure of the main channel of any of the members of the commission, this member will join the MS Teams meeting using the second channel, this does not affect the course of the SFE.
10. In the event of a failure of the student's main channel, the student will contact each other by telephone with the SFE secretary. The SFE commission will assess whether it is possible to continue the exam while maintaining the same conditions as when using the main channel. If the commission assesses that it is possible to continue in the SFE, the student joins the MS Teams meeting using the second channel. If the commission assesses that the SFE cannot be continued, the SFE will be terminated, leaving the student with an examination date and his final examination (i.e. also the completion of studies) will be moved to the next run of the state final examinations.

5 Evaluation of the distance state final exam

1. The recording of the exam will be interrupted.
2. The members of the examination commission shall disconnect from the online examination meeting in order to consult the result of the examination; inform the student to wait until the commission has consulted. The members of the commission can connect with each other via a separate audio / video call in Teams, consult, end the audio call of the examiners and return to the online meeting with the student. Similarly, examiners can consult using a separate private chat in a Teams MIMO/OUTSIDE meeting (so that the student does not see its contents).
3. A possible variant is that the secretary of the commission or SZZ clerk prepares an Excel file in advance for shared storage in Office 365 (team in Teams, OneDrive for Business, SharePoint Online, Forms, etc.), where it will be accessible and shared in advance only with members examination commission. Recommended structure: Each student will have his / her own List, in the rows individual subjects + defence and in the columns the texts of questions, evaluation of individual members of the commission, final grade, note, etc. This file will be opened by all members of the commission via the same link during the examination and at the same time they will write their evaluation. All examiners edit the same document at the same time, changes made by others are immediately visible to everyone. This creates a **protocol of the test results**, which can then be archived in a suitable repository.
4. If the shared Excel file is not used, the members of the commission will send the wording of questions and verbal evaluation by e-mail (or other communication channel) to the SFE secretary and SFE clerk in the form in which they will be recorded in KOS and read to the student.
5. After closing the commission meeting, the commission will return to the student. The secretary of the commission (and another member of the commission who recorded the exam locally) will start recording again.
6. The chairman of the commission will notify the student of all the results of the SFE. The student is read the wording of the questions and verbal evaluation of his answers, as they will be recorded in KOS for the final printing of the protocol from the SFE. He is also informed of the marks, including the final mark and final evaluation.
7. The following statement is sent to the student by the SZZ secretary in the chat of meeting, which the student reads. Prior to this act, a thorough check of the recording turned on must be performed. "I, a student of the XX program of the YY Faculty of ZZ, confirm that during the entire state final examination held by distance learning on the XX. XX. 2020, mutual visual and intelligible voice contact sufficient for the correct course of the exam was ensured. I was informed of the result of the exam. "
8. Recording can be turned off, the meeting is ended.

6 Course of semi-contact SFE

1. In the relevant room in the building of the CTU part, the student has prepared a computer with a touch screen, or with a connected tablet, or a scanned board. If the student has his / her own computer, which he / she wants to use for the exam, he / she must inform the SFE clerk at least 24 hours before the SFE.
2. The secretary of the commission or other members of the commission are always in the room with the student, up to the maximum number of people in the room according to the valid hygienic measures.
3. Absent examiners or other members of the commission will turn on the camera at the moment of their communication with the student - see paragraph 5 of Chapter 4 of this Methodology.
4. If the test is to be held with the exclusion of the public, it must be recorded in the same way as for distance testing.
5. The Secretary shall ensure the administration of the examination in KOS during the SFE in the same way as during the normal holding of the contact SFE. Absent examiners' questions and verbal evaluation of the student's answers, which will be recorded in the protocol in KOS (not a mark), will be sent to the secretary by e-mail or in the exam chat.
6. At the end of the exam, recording stops. The secretary asks the student to leave the room.
7. The exam meeting closes. The members of the commission, including the distance ones, will consult on the result of the exam.
8. After the meeting, the secretary of the SFE will process the results - the course of the exam, defence, marks, the final mark into the KOS system and print out the protocol.
9. The protocol shall be signed by all members of the Commission present.
10. The student is invited back to the commission, where he is acquainted with the results of the exam and signs the protocol.
11. Before the arrival of another student, the secretary of the commission or the administrative staff of the institute shall ensure the disinfection of the means used.
12. For the SFE, which will take place in a semi-contact regime, it is possible for the SFE to be public and, in addition to the commission and the student, other participants also joined the Team. In this case, it is necessary for the secretary of the commission to pay attention to the mute of microphones of the SFE participants, so as not to interfere with the actual course of the exam, to which the student could refer retroactively.

7 After distance and semi-contact state final exam

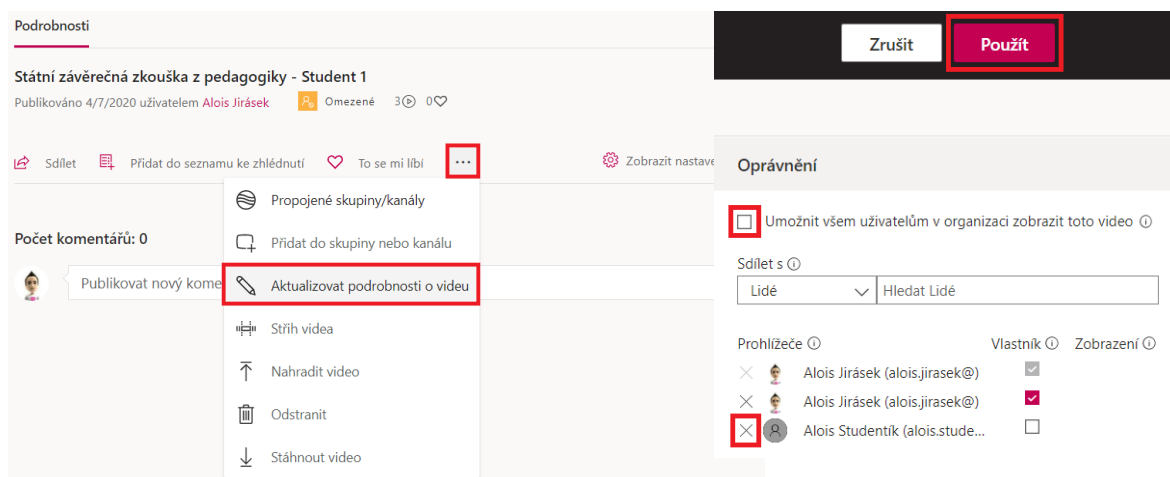
1. It is recommended **to leave a time reserve between particular individual exams of students** (e.g. 5 - 10 minutes) due to possibly solving technical problems on one or the other side, etc.
2. The secretary of the commission downloads the SFE stream and ensures temporary storage on the computer / disk space selected by the IT employee of the institute / department / part of CTU no later than 24 hours after the end of the SFE of the last student of the proper commission.
3. The recommended file name is: YYYYMMDD-PERS.NO.-SURNAME-CXX-PROGRAM
YYYY – year
MM – month
DD – day
PERS. NO. – student's personal number
SURNAME – student's last name without diacritics
cxxx – numerical order of the record (if there is no interruption, then always only C01)
PROGRAM – program number
4. In order not to manipulate the recording by the student in Teams, the Secretary of the SFE will ensure the deprivation of rights of all members of the commission, including the student (for the procedure see Article 7.1, paragraph 3).
5. The IT worker will check the recording within 3 working days. In the case of a disturbed file, it shall instruct the Secretary of the SFE to ask the member of the commission providing the backup recording to hand it over.
6. The IT worker will archive the recording by burning it to 2 DVDs or to 1 medium and check the correctness of the burn. Recordings will be archived in mp4 format. If the recording is not in the required format, the conversion will be ensured by an IT worker. The IT worker seals the envelope (s) with DVDs, marks them with the student's name, and the student's personal number and hands them over to the SD. Recordings must be deleted from all temporary repositories.
7. The SD will place the DVD in the student's file.
8. The SFE clerk or the SFE secretary shall ensure:
 - Addition of questions and course of SFE to KOS, including marks.
 - Closing of the SFE in KOS - see the usual procedure during the contact SZZ.
 - Print of protocol.
 - In case of the distance course of SFE, instead of the student's signature on the protocol, he / she prints out the student's statement, which he / she inserts into the protocol.
 - Instead of signing by the members of the commission on the protocol, he/she takes from the platform a record of the logged participants in the given meeting, which he/she prints

out and inserts into the protocol. If another document has been used for the commission's deliberations (for example, see Chapter 5, paragraph 3), he/she shall print the document and enter it in the protocol.

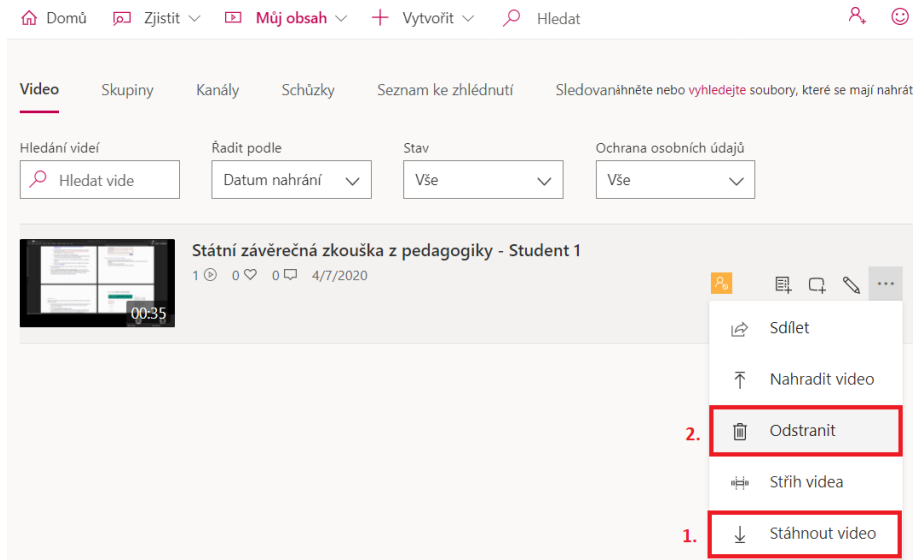
- The protocol will be signed by the secretary of the SFE (in the case of a semi-contact exam all present members as well) to confirm the correct course of the SFE.
- The protocol will be signed by the dean.
- Furthermore, the protocol is treated as in the case of standard SFE.

7.1 Working with the exam record in MS Teams

1. Records of online meetings / exams recorded in Teams are available in the Stream service, from where they can be downloaded in MP4 format and archived in a suitable repository. For details on working with Microsoft Stream, see the help here: <https://docs.microsoft.com/en-us/stream/>.
2. If the course of the exam was recorded in Teams, the meeting organizer (SFE secretary) or the examiner who started the recording in Teams must revoke the rights to record in Stream from all members of the commission and the student. This will make this document inaccessible:

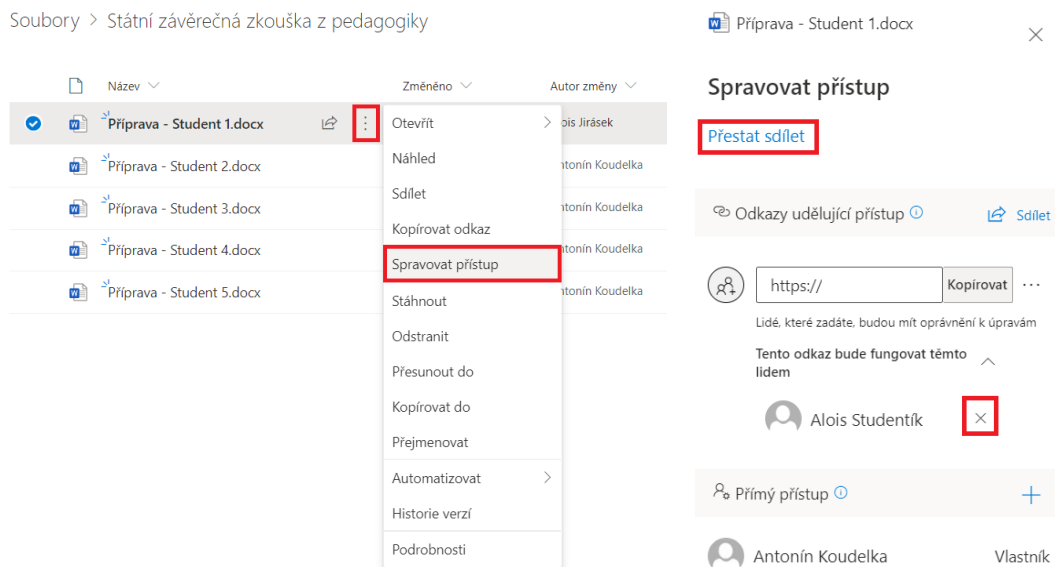


Alternatively, the meeting organizer or examiner who started the recording may delete the recording after downloading it and saving it locally from the Stream service, making the recording inaccessible to all participants in the online meeting.



Note: By default, the student has the right to see the meeting record (it is automatically shared with him/her), but he does not have the right to download the record from the Stream service if he did not start the record himself (see the note on prohibiting manipulation of the record by the student above).

3. The procedure for removing access rights to the exam preparation file for a student in MS Teams.



8 List of actions during the course of distance and semi-contact SFE

8.1 Checklist – organizational provision of the state exam

- Preparation of the SFE in KOS, whether provided by the SD or the SFE officer of the institute / department
- Creation of the Commission Team in Microsoft Teams (provided by the SFE clerk or secretary). Recommended type of Team – Jiný (Others).
- Checking the upload of the necessary materials (for example, the student's diploma thesis and its appendices) to Microsoft Teams - at least 24 hours before the SFE - will be provided by the SFE clerk or SFE secretary.
- Scheduling of online meetings at the times of individual SFE. The call is automatically sent to the members of the commission + to invite the assessors (for example, the opponent of the thesis, the thesis supervisor,...), including the student; (provided by the SFE clerk or secretary)
- Mutual handover of telephone numbers between the SFE secretary and the student.
- Test of the functionality of the video call and presentation of the defense of the thesis, or other required applications (Whiteboard, etc.) - at least 24 hours before the SFE (arranged by the SFE clerk, or the SFE secretary, or the thesis supervisor). In the case of a semi-contact SFE, the SFE secretary or the SFE clerk will ensure the control of the HW functionality on the CTU premises.

8.2 Checklist – course of SFE

- Possibility of a short meeting, basic instructions of the commission without the presence of the student.
- The SFE secretary invites the student to an online SFE meeting.
- The SFE secretary will start recording in MS Teams; the SFE member authorized to local recording will turn on recording on the local computer (only the distance form and the semi-contact form with the exclusion of the public).
- The SFE secretary will ask the student to verify the student using the ID, inspection of the room and technology (+ check of applications), screen sharing (only the distance form and the semi-contact form with the exclusion of the public).
- The Secretary of the SFE will check and remind the request to turn on the cameras of the members of the examination commission (only distance form and semi-contact form with the exclusion of the public).
- The Secretary of the SFE will check the mute of microphones of the members of the examination commission, except for the student.
- The SFE secretary will switch off the recording in Teams after the end of the SFE trial part; the SFE member authorized to local recording turns off local recording (only the distance form and the semi-contact form with the exclusion of the public).
- In the case of a semi-contact exam, the SFE secretary will ensure that the student's rights to record the SFE meeting in MS Teams are revoked.
- In the semi-contact test, the meeting in Teams is finished.
- Commission members will be disconnected from the Teams meeting (distance test only).
- The SFE secretary informs the student to wait in the meeting before the commission consults (only for the distance exam).
- The commission will send the wording of the questions as well as the verbal evaluation as will be recorded in the SFE protocol in KOS to the SZZ Secretary, the chairman of the commission and the SFE officer (unless a shared file is used).
- The commission will consult on the outcome.
- The SFE secretary or SFE clerk will enter the wording and marks in the KOS.

8.3 Checklist - Results announcement

8.3.1 Distance examination

- The commission will return to the Teams meeting to the student after finishing the consultation.
- The SFE Secretary will re-enable recording in MS Teams; The SFE member authorized by the local recording turns on the recording on the local computer.
- The chairman of the commission will notify the student of all the results of the SFE. The student is read the wording of questions and verbal evaluation of his answers. The chairman shall communicate the marks, including the final mark and final evaluation.
- The SFE secretary will send the following statement to the meeting chat: "I, a student of the XX program of the YY Faculty of ZZ, confirm that during the entire state final examination held in a distance manner on XX.XX.2020, a mutual visual and comprehensible voice contact was ensured sufficient for the correct course of the examination. I was informed of the result of the exam. "
- The SFE secretary will check the functionality of the recording in MS Teams; the SZZ member authorized to the local recording checks the recording on the local computer.
- The student reads the statement.
- The SFE Secretary will turn off the recording in Teams; the SZZ member authorized to the local recording turns off the local recording.
- The meeting is finished.
- The Secretary of the SFE will take away the rights to manipulate Stream from the student.
- The secretary of the commission will download the SFE stream in mp4 format and ensure temporary storage on the computer / disk space selected by the IT officer of the institute / department / part.

8.3.2 Semi-contact examination

- The SFE secretary will download the SFE stream in mp4 format and ensure temporary storage on the computer / disk space selected by the IT officer of the institute / department (only for the exam excluding the public).
- The SFE secretary prints a protocol.
- The SFE secretary invites the student back to the examination room.

- The SFE secretary, or the chairman, vice-chairman or other member of the commission will acquaint the student with the results of the SFE.
- The student and the present members of the commission will sign the protocol.
- Before the arrival of another student, the secretary of the commission will ensure the disinfection of the means used.

This guideline shall take effect on 24 June 2020

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The Vice-Rector for bachelor's and master's studies