



**METHODOLOGY ON PLANNING, ORGANIZING AND IMPLEMENTING
THE ONLINE KNOWLEDGE ASSESSMENT PROCESS FOR THE
STUDENTS / MASTER'S DEGREE STUDENTS / DOCTORAL STUDENTS
ENROLLED IN THE ACADEMIC YEAR 2020 – 2021 AT „VICTOR BABEȘ”
UNIVERSITY OF MEDICINE AND PHARMACY OF TIMIȘOARA**

	Dated	Signature
Prepared by: Vice-Chancellor, Dr. Daniel Lighezan, Prof., Ph.D. Dean of Faculty of Medicine Dr. Bogdan Timar, Associate Professor, Ph.D		
Endorsed by Legal Department		
Endorsed by the Senate Permanent Board in charge of reviewing the university rules as well as the University Charter		
Effective as of :		
Withdrawn as of::		

CHAPTER 1. GENERALS

Art. 1.

(1) Considering the restrictive measures adopted at national and local level within the context of the unpredictable developments of the COVID-19 pandemic, "Victor Babeș" University of Medicine and Pharmacy of Timișoara (hereinafter referred to as UMFVBT), in light of the university autonomy and in consideration of the proper functioning of the educational process and with the assumption of public responsibility, uses, for the academic year 2020-2021, alternative didactic methods of examination, employing the on-line system, with the possibility to return to the on-site examination where resuming the classical educational process is decided under the decision of the Board of Directors .

(2) This methodology provides the framework related to organizing and conducting the online examination process of students / master's degree students / doctoral students, for the academic year 2020-2021 within UMFVBT, during emergency, alert states or other special circumstances that require restrictions on public gatherings and / or the movement of persons duly imposed by the relevant authorities.

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(3) All other aspects regarding the organization of the entire examination process of students / master's degree students / doctoral students shall be regulated by the regulatory documents in force and implicitly, by incidental institutional rules and regulations.

Art. 2.

The provisions set forth by this methodology allow the fulfilment of the following objectives:

- a) a) ensuring a frame of reference for taking the examination tests related to undergraduate, master's degree and doctoral studies within UMFVBT during the academic year 2020-2021;
- b) b) promoting the common principles for quality assurance in terms of organizing and implementing the online review process within the UMFVBT.

Art. 3.

(1). The examination process of all UMFVBT students, master's degree and doctoral students in relation to the regular examination session and, respectively, the overdue / re-examination sessions for the academic year 2020-2021, shall be conducted remotely, via online examination means, according to the structure of the academic year approved by the Board of Directors and endorsed by the University Senate.

(2). The remote assessment process shall include all components related to the examination: practical assessments, colloquia and theoretical examinations.

Art. 4.

(1) To assess the students, the faculty staff shall exclusively use the relevant teaching materials (books, course notes, slides, case presentations, etc.) made available to them in electronic format on the university's e-learning platform, *i.e.* Moodle, on the UMFVBT website, in e-book format and / or previously sent to students.

(2) The responsibility for sending such materials to the students and uploading the teaching materials in electronic format onto the Moodle platform or on the UMFVBT website shall exclusively fall with the course coordinator or the person appointed for this purpose by the tenured professor.

Art. 5.

The responsibility for the Internet connection required to take the online examination shall exclusively fall with the student to be assessed. Under exceptional circumstances where the student does not have access to Internet on the day of the exam, he / she may request to be assessed during the sessions intended for retakes / re-examinations, which shall be considered his/her first appearance. Where the student has started the online exam during the regular session, he / she may not request the examination in the sessions for retakes / re-examinations, as a first appearance.

Art. 6.

The remote examination represents an exceptional measure for the academic year 2020-2021, being implemented within the context of the special circumstances generated by the COVID-19 pandemic and therefore it shall be organized in accordance with the regulations issued by the Ministry of Education and Research.

Art. 7

(1) „Victor Babeș” University of Medicine and Pharmacy of Timișoara uses for the examination of students / master's degree students / doctoral students, during the academic year 2020-2021, the following methods to assess the students' knowledge:

- a) multiple-choice tests;
- b) editorial test subjects;
- c) videoconferencing.

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(2) The online examination method shall be notified to the students for each and every subject/course and type of academic activity through official communication channels (Moodle e-learning platform and / or institutional e-mail groups) except for the subjects in which the teaching process takes place modularly and respectively, which ends up with an examination at the end of the module.

CHAPTER 2. Knowledge assessment for bachelor's and master's degree programmes and doctoral studies, respectively

Art. 8.

For the on-line examination, three assessment methods may be used: variant 1, variant 2 and variant 3.

(2) The assessment procedure shall be unitary at the subject level per study program. The decision regarding the assessment procedure shall exclusively fall with the subject coordinator / tenured professor. The subject coordinator / tenured professor shall inform, by means of a written official e-mail, the secretariat of the study program (bachelor's, master's degree or doctorate studies) on how the exam shall be taken.

Art. 9. Assessment variant no. 1:

(1) It may be used for examinations and colloquia for the undergraduate study programs (except for optional or elective subjects).

(2) The assessment shall consist in multiple-choice tests remotely taken by students, using exclusively the agreed procedure and the technical solution provided by UMFVBT (classmarker.com). Where this option is chosen, the practical examination shall take place simultaneously with the theoretical examination, during the same exam session. For this, up to 50% of the examination test questions may be represented by practice-specific questions. Following the examination, a single grade shall be generated - a grade which shall be considered the final grade (including thus the practical and theoretical examination).

Art. 10. Examination variant no. 2:

(1) It may be used for examinations and colloquia in undergraduate study programs (except for optional or elective subjects).

(2) For the practical examination, the tenured professor may opt for one of the following alternatives:

a) **Assessment via oral examination, via videoconference.** For practical examination, the professor may use either the technical **solution provided by UMFVBT, or another technical solution, at his /her discretion - in this case, the subject coordinator shall be fully responsible for the proper planning of the videoconference, from a technical point of view.** The practical oral examination via videoconference may be organized prior to the effective exam session, during the ordinary examination session or in the exam session dedicated to retakes /re-examinations; scheduling the videoconference shall be done at the subject level. Grading the students and organizing the videoconference may be done either by the group assistant (with the consent of the tenured professor) or by the tenured professor him/herself.

b) **Assessments via editorial topics**, sent by e-mail, according to the procedure agreed by UMFVBT. The practical examination via the editorial subjects shall be organized during the pre-exam session, during the ordinary examination session or in the exam session dedicated to retakes/ re-examinations.

(3) **For the theoretical examination**, either the videoconferencing solution provided by UMFVBT (zoom.us) or the remote multiple-choice testing using the solution provided by UMFVBT (classmarker.com) shall be used. The schedules related to the theoretical tests shall be done centrally by the secretariats of the faculties, under the coordination of the general secretariat of UMFVBT.

(4) The final grade of the exam shall be the arithmetic mean of the grade received at the practical and theoretical examinations (rounded to the nearest whole, in favour of the student). Minimum grade required for complete a subject is 5 (five).

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Art. 11. Examination variant no. 3:

- (1) It may be used for optional, elective and oral examinations in undergraduate study programs, as well as for examinations and colloquia in master's degree and doctoral programmes.
- (2) The practical and theoretical examination shall be carried out through editorial topics.
- (3) The schedule of such exams shall be carried out at the level of subject/course, in agreement with students, immediately prior to the major exam session or during the ordinary session, the date of the exam being considered the deadline for forwarding the editorial materials (last day of the ordinary session for the undergraduate, postgraduate and doctoral programmes).

Art. 12.

For all academic degree programmes, the examination method(s) chosen for the regular examination session shall be also used in the retake session, at the course/subject level.

CHAPTER 3. Remote examination using multiple-choice tests

Art. 13.

- (1) In relation to semester exams, the test shall contain 50 questions; in case of annual exams, though, the test shall contain 100 questions.
- (2) For the remote examination using multiple-choice tests, only the technical solution provided by UMFVBT shall be used, using the classmarker.com platform. The examination platform may be accessed via any device running a web browser and which is connected to Internet (desktop computer, laptop, tablet, smartphone).
3. The minimum score required to pass the examination shall be 50% of the maximum possible score that may be obtained by a student; this minimum score should correspond to grade 5 (five).

Art. 14.

Where both the practical and the theoretical examinations are taken by remote multiple-choice testing, the grade obtained after taking the test shall be considered the final grade of the examination. The final grade shall be obtained by rounding the grade value to the nearest whole (e.g. 75% is the equivalent of grade 7.5 which shall be rounded to the final grade 8; 73% is the equivalent of grade 7.3 which shall be rounded to the final grade 7). Obtaining a score equal to or above 50% leads implicitly to the assumption that the student has passed both the practical and the theoretical examination; on the other hand, a score below 50% shall implicitly mean that the student failed to pass both the practical and the theoretical examination.

Art. 15.

The examination via remote multiple-choice testing shall be organized simultaneously, for all students' series afferent to the academic course within a study program.

- (2) The schedule of the examination(s) shall be organized centrally by the faculties' secretary offices, under the coordination of the general secretariat of UMFVBT and shall be published on the institution's website within no less than 7 days before the beginning of the session. No changes may be added / brought to the examination schedule upon the request of the tenured professor or students.
- (3) The tenured professor shall be responsible for the questions that shall make up the test. The tenured professor shall be responsible for filling out the test pattern with various questions (a single option of 50 or, as the case may be, 100 questions for each subject / course to be examined) according to the instructions of the technical team. The tenured professor or his/her delegate shall be bound to test, in the presence of a representative of the technical team, the conformity of the question file between January 4th to January 8th 2021. The storage medium containing the file considered to be compliant shall be handed over to the designated person in a sealed envelope. The correctness of the content of the questions, the answers and the way of filling out the template, as indicated, shall fall with the tenured professor.

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(4) Un-sealing the envelope and uploading the questions onto the examination platform shall be done by the designated technical team, in the presence of the tenured professor (or the person delegated by him/her), two hours before the scheduled time for the examination.

Art. 16.

The link to have access to the test shall be published onto the institution's website at least 24 hours before the start of the examination. Students shall be able to access and start the exam within 10 minutes as of the time announced for the start of the exam. After this period, students shall no longer be able to access the exam and shall be declared absent.

(2) The time to solve the tasks / answer the questions shall be 60 minutes for the tests with 50 questions and 120 minutes for the tests consisting in 100 questions. At the end of this period, the system shall automatically interrupt the testing process, and only the answers completed within this interval shall be considered. The timing of the exam time shall be individual for each student and shall start, individually, from the moment the exam is accessed by the examined student.

(3) Each question shall have associated 5 variants of answers (marked from A to E). The tests may consist of questions with a single correct answer or questions with multiple correct answers (2, 3 or 4 correct answers). The body of questions with a single correct answer shall begin with the character "*". The tenured teacher shall be responsible for drafting the questions with the only correct answer. The share of questions with a single correct answer is about 20%.

(4) The order in which the system displays the questions shall be randomized and different among the examined students. The order in which the system shall display the answers to each question shall be random and different between the students to be examined.

(5) The test questions shall be displayed one on each page. The student may move on to the next question only after answering the current question. The meaning of passing the test is unidirectional, incremental (after giving an answer to a question the student may not return to the answer he /she has already given).

Art. 17.

(1) The examination platform shall not allow any printing of the page or copying and pasting (copy & paste) the text. Through the examination platform, the IP addresses of the student connections, the connection parameters, the number of web browsers that access the platform from a unique system as well as the number of connections for a unique student identifier on the examination platform shall be automatically monitored. The examination platform alerts administrators to any behavior associated with any attempted frauds (e.g., attempting to open a test for a unique student identifier in multiple instances). Any attempts to fraud the online examination shall be settled according to the regulations in force and shall be assimilated to an attempt to defraud the examination carried out under standard examination conditions.

(2) The remote examination platform shall store all relevant information regarding the manner in which the exam has been carried out, for each student examined separately: start time, end time, IP address of the connection, the answers provided to each question.

(3) At the end of the examination, the examined student receives a message informing him/her about the score obtained and, in case of passing the examination, the system shall provide him/her with a certificate of passing the examination, having a unique identifier attached and a duplicate identifier available into the electronic archive of the examination platform. Saving or printing of the passing certificate by the student is optional and shall be for information purposes only.

CHAPTER 4. Remote examination via videoconferencing

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(1) Theoretical exams taken via videoconferencing shall be held exclusively via the videoconferencing system made available by the UMFVBT (zoom.us). The actions to schedule the theoretical examinations by videoconference shall be carried out centrally, by the general secretariat of UMFVBT.

(2) In the event that at the course/subject level, there shall be decided that the student should take the practical examination by videoconference, the practical examinations shall follow the procedure described for the theoretical examination by videoconference, with the following modifications and exceptions:

- a) The grade given to the practical examination by videoconference shall stand for 50% of the final grade.
- b) The activity carried out by the student during the semester may be included in the calculation of the grade related to the practical examination in a weight of up to 20% of the grade for that practical examination.
- c) The videoconference may be organized either by the group assistant (with the consent of the tenured professor) or by the tenured professor. The videoconference planner shall be responsible for awarding the grade for the practical examination by videoconference.
- d) The scheduling of the practical examination shall be done at the course/subject level, in agreement with the representatives of the students to be assessed.
- e) All students of the group to be assessed may participate in the videoconference for practical examination, throughout the videoconference time.
- f) For the videoconference intended for the practical examination, a technical platform other than the one provided by the UMFVBT may be used, at the discretion and responsibility of the tenured professor. The platform used must cumulatively meet the following requirements:
 - i) to allow the students to freely access the videoconference;
 - ii) to be accessed from both Microsoft Windows, Apple MacOS and smartphone devices;
 - iii) to allow access for all students in the group to the entire assessment process.

(3) Regardless of the technical solution that has been chosen, it shall be forbidden to record a videoconference. Proof of students' attendance at the practical examination may be made by means of screenshots.

Art. 19.

(1) The theoretical exam by videoconference shall be held in one day for the entire series. Videoconferencing may only take place between 8:00 and 20:00. The examination of a single student cannot take place over a period of more than 20 minutes.

(2) The videoconference session designed as a theoretical exam shall be chaired by the course coordinator. The course coordinator shall be responsible for giving the grade.

3. The link and the password for access to the videoconference shall be published at least 24 hours before the start of the examination on the UMFVBT website.

(4) At least 48 hours before the beginning of the examination by videoconference, the course coordinator shall request the receipt of access data (username and password) to the videoconferencing platform from the university-level manager in charge of the online teaching / assessment process. , appointed by decision of the Rector of UMFVBT.

Art. 20.

After starting the videoconference session, the course coordinator shall accept all the students of the examined series to the videoconference and shall announce the scheduled time for the beginning of the group examination. The entire examination process may be attended by all students of the series to be examined.

CHAPTER 5. Examination via editorial subjects

Art. 21.

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(1) In relation to the assessment via editorial subjects, the student shall perform tasks such as writing a summary material, critical analysis, opinion, case presentation, or other tasks suitable for the preparation of an editorial material in the field subject to examination (the material shall be submitted in the form of electronic slides), according to the instructions received from the course coordinator. The examiner shall be bound to give clear instructions to the students regarding the material to be prepared. Typically, the material shall be submitted as a Microsoft Word document (* .docx or * .doc), Microsoft PowerPoint (* .ppt or * .pptx) or Portable Document Format (* .pdf). The student shall be entitled to submit the requested material, in case he/she does not have access to the Microsoft Office software package, and via documents saved in Open Document Format (* .odt or * .odp), which may be written in available applications free for any platform.

(2) The material drafted by the student must be an original material, the own creation of the student subject to assessment. To ensure the originality of the papers, 20% of the editorial topics submitted for evaluation shall be randomly checked using the anti-plagiarism system of UMFVBT. In the event that a paper scores a plagiarism score of over 30%, the examination shall be implicitly considered failed. Where more than 50% of the papers scanned randomly at an exam exceed a plagiarism score of 30%, all papers submitted to that exam shall be checked by the anti-plagiarism system.

(3) The papers shall be submitted as follows:

- a) a) Where both theoretical and practical knowledge are evaluated, the papers shall be sent to the course coordinator, on his/her e-mail address @ umft.ro displayed on the UMFVBT website.
- b) Where only the practical knowledge is assessed, the papers shall be sent to the course coordinator or to the group assistant (with the consent of the course coordinator), on their email address @ umft.ro, displayed on the UMFVBT website.

(4) The examiner shall be bound to send to the students, individually, by e-mail, the grade obtained within no more than 7 business days from the deadline intended for the submission of the papers.

(5) The examiner shall be bound to keep, in electronic format, by archiving in a folder of the electronic mailbox of all papers sent by the students, for a period of at least 2 years from the date of their receipt. The examiner shall be bound to make available to the UMFVBT, upon request, the evaluated materials, within 7 days.

CHAPTER 6. Special provisions

Art. 22.

(1) The grade for the Physical Education and Sport subject, in relation to all study programs, shall be awarded depending on the student's activity.

(2) For the subjects Modern Languages, Romanian Language and Communication, the assessment of students, regardless of the way of examination in the curriculum, may be performed at choice by editorial subjects, videoconference or multiple-choice tests taken remotely.

(3) Summer practical training for all undergraduate studies shall be organized depending on the developments / context of the pandemic.

Art. 23. Provisions regarding student volunteers in COVID hospitals under valid contracts entered into with UMFVBT

(1) Volunteer students who have planned volunteer activities on the days the exams are scheduled, may request, based on an online application sent via e-mail to the class secretariat, within no more than 3 days prior to the examination, a certificate by which they shall be exempted on that day from volunteer activity; the certificate shall be presented to the volunteer program coordinator in order to justify the absence.

(2) Under exceptional circumstances where the volunteer student is not able to attend an examination planned in the ordinary session, he/she may request, based on an application submitted online on the e-mail of the class secretariat within no less than 24 hours before the examination, to take the exam during the retake/ re-examination sessions, this examination being considered as the first presentation.

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CHAPTER 7. Scoring methods

Art. 24. How to get the score on the remote multiple-choice testing

(1) The multiple-choice test shall consist of questions with one correct answer (worth 4 points) and questions with several correct answers (worth 5 points).

The exam shall be considered passed if 50% of the maximum possible score is obtained.

(2) The score obtained shall be calculated automatically by the system, at the end of the examination, and it shall be automatically communicated to both the student and the UMFVBT secretariat. Students who obtain a score of at least 50% of the maximum score shall receive a serial certificate confirming the passing of the examination. The certificate is for information purposes only.

(3) For the questions with only one correct answer, the afferent score (4 points) shall be obtained by exclusively marking the correct answer. In any other circumstances, the score obtained shall be 0.

(4) For questions with several correct answers, the fraction of the maximum score (5 points) equivalent to the fraction between the number of correct answers marked by the student (numerator) and the total number of correct answers of the question (denominator) shall be obtained.

(5) The technical solution allows the student, to the questions with several correct answers, to tick a number less than or equal to the answers with the number of correct answers of the question. Basically, where the question has two correct answers, the student may tick one answer or two answers. Where the question has three correct answers, the student may tick one answer, two answers, or three answers. Where the question has four correct answers, the student may tick one answer, two answers, three answers or four answers.

Examples

Questions with only one correct answer (marked with *). Worth 4 points

	A	B	C	D	E	Total	
Correct answer		X				1	Denominator
Student's answer		X					
Scoring		1				1	Numerator
Points obtained	1/1 * 4(points) = 4						

	A	B	C	D	E	Total	
Correct answer		X				1	Denominator
Student's answer		X	X				
Scoring		0	0			0	Numerator
Points obtained	0/1 * 4(points) = 0						

	A	B	C	D	E	Total	
Correct answer		X				1	Denominator
Student's answer			X				
Scoring			0			0	Numerator
Points obtained	0/1 * 4(points) = 0						

NB: the minimum score for a question shall imply 0 points

Questions with several correct answers (2, 3 or 4 correct answers). Worth 5 points.

	A	B	C	D	E	Total	
Correct answer	X	X	X			3	Denominator
Student's answer	X	X	X				

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Scoring	1	1	1	0	0	3	Numerator
Points obtained	3/3 * 5(points) = 5						

	A	B	C	D	E	Total	
Correct answer	X	X	X			3	Denominator
Student's answer	X	X					
Scoring	1	1	0	0	0	2	Numerator
Points obtained	2/3 * 5(points) = 3.33						

	A	B	C	D	E	Total	
Correct answer	X	X	X	X		4	Denominator
Student's answer	X						
Scoring	1	0	0	0	0	1	Numerator
Points obtained	1/4 * 5(points) = 1.25						

	A	B	C	D	E	Total	
Correct answer	X	X	X			3	Denominator
Student's answer	X	X		X			
Scoring	1	1	0	0	0	2	Numerator
Points obtained	2/3 * 5(points) = 3.33						

	A	B	C	D	E	Total	
Correct answer	X	X				2	Denominator
Student's answer	X		X				
Scoring	1	0	0	0	0	1	Numerator
Points obtained	1/2 * 5(points) = 2.5						

CHAPTER 8. Final provisions

Art. 25.

- (1) Remote examination by means of multiple-choice tests and by videoconference may not be challenged.
- (2) Students who appear for the examination in order to obtain outstanding credits shall take the examination in the version decided at the course level for the online examination sessions related to the academic year 2020-2021 with the recognition, if necessary, of the partial pass of a component of the previous examination (practical or theoretical test), where the online examination option allows separate assessment for practical and theoretical tests (options 2 and 3). In option 1, the student who applies for outstanding credits must take the full test.
- (3) This methodology was approved in the Senate meeting on, the date as of which it shall become effective.

RECTOR,

Prof. Dr. Octavian Marius Crețu, Ph.D

VICE-CHANCELLOR,

Prof. Dr. Daniel Florin Lighezan , Ph.D.

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Attachment no. 1

Possible ways to organize the online examination within "Victor Babeș" University of Medicine and Pharmacy in Timișoara

Examinations and colloquia designed for undergraduate study programs (except optional or elective subjects)

Optional, elective examinations and colloquia designed for undergraduate study programs. Exams and colloquia for master's degree and doctoral programs.

Variant 1

Practical and theoretical examination via multiple-choice tests
Such tests are to be taken simultaneously during the exam session (as appropriate, during the retake/ re-examination sessions)
Exam date scheduling: centralized
In such tests, up to 50% of the questions shall assess practical knowledge
The grade obtained (rounded) shall be the final grade of the examination

Variant 2

Practical examination taken by means of editorial topics or videoconference
This exam may be held before the major exam session or during the exam session (as appropriate, during the retake/ re-examination sessions)
Scheduled: at the course level.

Theoretical examination by videoconference or remote multiple choice test
it shall be taken during the exam session
Exam scheduling: centralized schedule.

Final grade: arithmetical mean of the exam results

Variant 3

Practical examination taken by means of editorial topics or videoconference
This exam may be held before the major exam session or during the exam session (as appropriate, during the retake/ re-examination sessions)
Scheduling the exam date: 2 weeks before the start of the session: at the course level
The grade obtained is the final grade of the examination.

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