



KRAKOWSKA AKADEMIA

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Regulations for examinations and course completion assessments at the Faculty of Medicine and Health Sciences - ref. R/1/2023

approved by the Faculty Council on 18.05.2023

Article 1

Rules for examination organisation.

1. The course instructor, in consultation with the Dean's Office and the students' representative, will determine the date of the examination within the first 2 weeks of the semester.
2. The Teaching Department will, at the request of the course instructor, book a Room of a size appropriate to the size of the examination group, with the number of places in the Room being at least twice the number of students taking the examination.
3. The course instructor conducts the examination in person or appoints an examiner from among other instructors of the particular course.
4. The course instructor shall appoint, from among other instructors of the course, additional persons responsible for ensuring the correct course of the examination.

Article 2

Rules for student admission to the examination.

1. A student may take the examination (course completion assessment) if they:
 - a. have fulfilled all the requirements set out in the Rules of Studies,
 - b. have completed all the classes scheduled in the study plan for the relevant course, under the conditions specified in the syllabus (course charter).
2. Entering the examination room (course completion assessment), the student shall present their student ID card or other identity document with a photograph (ID card, passport). Failure to provide proof of identity may result in a student not being admitted to the examination.

Article 3

Start of examination.

1. Students are obliged to leave their outer garments (jacket, coat) in the cloakroom before the examination.
2. Hand luggage (backpacks, bags, purses) must be deposited in the area of the room indicated by the examiner.
3. All electronic devices, especially mobile phones, smartphones, tablets, smartwatches, must be switched off before entering the examination room and deposited in the area indicated by the examiner.
4. The student takes the seat indicated by the examination (course completion assessment) supervisor in the room. During the course of the examination (course completion assessment), the supervisor has the right to order the student to change their seat without giving any reason.



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5. Students begin the examination at a clear signal from the examiner.

Article 4

Rules of conduct for students during a written examination.

1. Communication between students is prohibited during the examination.
2. Any problems or questions should be brought to the attention of the examiner or other person conducting the examination, signalled by a hand raise.
3. Students are strictly prohibited from carrying any electronic devices, as well as other non-permitted aids, especially cheat sheets, notes, textbooks, during the examination (course completion assessment).
4. During the examination and prior to its commencement, examiners and designated University employees are authorised to use appropriate detectors to check for the presence of non-permitted devices in the Room and to verify their possession among students.
5. In the event of a reasonable suspicion that a student may be carrying non-permitted electronic devices or other non-permitted aids during an examination, the student shall be required to show the items in their possession and provide an explanation.
6. If a student is found to be in possession of a non-permitted electronic device, whether the device is switched on or not, the examination shall be immediately discontinued and the student shall receive a failing grade. The examiner will make a record of this event in the examination (course completion assessment) protocol.
7. A student who, in the situation described in section 6, fails to comply with the examiner's instructions or leaves the room without giving an explanation, will receive a failing grade. The examiner will make a record of this event in the examination (course completion assessment) protocol.
8. The Dean's Office keeps a register of examination incidents based on the examination and course completion assessment protocols.
9. On the completion of the examination, the student returns a signed answer sheet and a signed set of questions. It is the student's responsibility to ensure that the provided data is correct, including selecting the correct version of the set of questions (if applicable).

Article 5

Review of a written examination and grading.

1. In the case of a test examination, the examiner hands over a set of examination scripts, i.e. the answer sheets completed by the students together with the answer key(s), to the Automation Department for automatic revision of the papers. An Automation Department employee sends the results to the examiner's professional e-mail address and to the Dean's Office for information.
2. Once the papers have been reviewed, the examiner collects the students' examination papers and submits them to the Dean's Office for archiving.



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3. Manual revision of answers on test question sets and the use of other, automatic answer sheet checking systems is permitted. In this case, the examiner shall include in the documentation a signed list with the scores of each student's script.
4. The examiner or examination team shall verify the statistics of correct answers to the questions. In the case of questions where statistical analysis indicates a very high percentage of incorrect answers among students, the examiner shall verify the accuracy of the content and design of the question. In the case of a flawed question, the examiner may modify the examination score, e.g. by removing it from the question bank. However, the pass percentage specified in the course syllabus cannot be changed.
5. In the case of examinations with open-ended questions, the examiner, or the person appointed to review the answers of the students, shall assign points according to the applicable scale. The examination paper should be annotated with comments on incorrect and incomplete answers.
6. Examination results are communicated to students within one week of the examination date via the Virtual Dean's Office. The examiner may send the scoring of individual examination scripts to the students upon their request. The submitted list of results must not contain the names of the students, only the album numbers.
7. Student access to examination scripts is provided under separate Regulations.

Article 6

Oral examinations.

1. The course instructor or an examiner appointed by the instructor shall prepare sets of examination questions and printed examination protocols, following a model applicable to the course instructed. Model protocols are annexed to these Regulations.
2. Before taking the examination, the student must fulfil the requirements set out in Article 3(1) to (3).
3. Students must present their student ID card or other proof of identity before entering the examination venue.
4. After taking the seat indicated by the examiner, the student draws a set of examination questions. The examiner may give the student a few minutes to prepare for the answer. The student, both before and during the examination, must not repeat the content of the questions aloud.
5. During the oral examination, the examiner and designated University employees are authorised to check, using appropriate detectors, the student's possession of non-permitted electronic devices, in particular those used for remote communication.
6. The provisions of Article 4(5) to (8) apply accordingly during the oral examination.
7. Once the student has finished answering the questions, the examiner shall announce the score for each question and the total score for the examination, together with the grade determined according to the scale set out in the examination protocol. In the case of an incomplete answer, indicating deficiencies and/or errors.



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Article 7

Final provisions.

1. In the case of:
 - a. a flagrant breach of the disciplinary rules set out in these Regulations, or
 - b. a student's reinscription in the register referred to in Article 4(8)the Dean shall apply to relevant authorities for the student to be held liable for disciplinary action as provided for in the Act.
2. Any disputes concerning the examination (course completion assessment) organisation are resolved by the Vice-Dean of the Faculty for the field of study concerned with the examination.
3. The present Regulations shall enter into force on the date of their publication and may be amended only by a decision of the authority responsible for their introduction.

DZIEKAN
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