

PROCEDURE DESCRIPTION FOR ORGANIZING AND CONDUCTING FINAL ASSESSMENTS REMOTELY AT MYKOLAS ROMERIS UNIVERSITY

I. GENERAL PROVISIONS

1. The Description of the Procedure for Organizing Final Assessments Remotely (hereinafter – the Description) at Mykolas Romeris University (hereinafter – the University) defines the principles for organizing and conducting final assessments remotely at the University, the procedure for evaluating the suitability of final assessment tasks for remote implementation, and the requirements for conducting final assessments remotely.

2. Final assessment – the final evaluation of a student's achievements conducted in the form of an exam or a credit test during the examination session, or, in the case of subjects taught in cycles, after the completion of the respective course(s). If a subject extends over two or more semesters, an interim assessment may be conducted in the form of an attestation. An attestation, in terms of its legal consequences, is equivalent to a final assessment and is conducted during the examination session.

3. Remote assessment – a method of demonstrating and evaluating knowledge and skills in which the participants of the assessment are physically distant from one another, and the assessment itself is conducted using information and communication technology (ICT) tools.

4. Virtual learning environment Moodle (hereinafter – Moodle environment) – open-source software used in the study process.

5. Video conferencing software – video tools used during remote assessments (MS Teams, BigBlueButton, or others).

II. FORMATION AND ORGANIZATION OF THE WORK OF THE COMMISSION FOR EVALUATING THE SUITABILITY OF FINAL ASSESSMENT TASKS FOR REMOTE ASSESSMENT

6. The suitability of final assessment tasks for remote demonstration of knowledge and skills, as well as the instructor's preparedness to ensure academic integrity during the remote assessment, is evaluated by the Commission for Evaluating the Suitability of Final Assessment Tasks for Remote Assessment (hereinafter – the Commission).

7. The Chair of the Commission is the Head of the University Academic Affairs Center

7.1. Members of the Commission:

7.1.1. The study program director (invited to participate in the Commission meeting only when the suitability of final assessment tasks for a course within their study program is to be considered, specifically regarding the remote demonstration of knowledge and skills while ensuring academic integrity);

7.1.2. An education specialist proficient in digital tools and possessing skills and

experience in conducting remote assessments;

7.1.3. A staff member from the Digital Studies Unit of the Academic Affairs Center;

7.1.4. A staff member from the Study Quality Unit of the Academic Affairs Center;

7.1.5. A legal expert;

7.1.6. The secretary of the Commission.

8. The members of the Commission are approved by an order of the Rector.

8.1. The work of the Commission is organized by the Digital Studies Unit of the Academic Affairs Center.

8.2. The Commission's decisions are made in closed meetings, which are recorded in minutes. Meetings may also be held virtually. The chair of the meeting is the Chair of the Commission, and in their absence, the meeting is chaired by the Deputy Chair of the Commission. The meeting minutes are signed by the chair of the meeting and the meeting secretary.

8.3. A meeting of the Commission is considered valid if more than half of its members are present. Decisions are made by unanimous vote of all members present at the meeting.

8.4. For Commission members who are University lecturers, participation in the Commission is counted toward their organizational workload.

III. PROCEDURE FOR EVALUATING FINAL ASSESSMENT TASKS FOR REMOTE ASSESSMENT

9. The Commission usually convenes once a month during the current academic year.

10. A lecturer who wishes to organize a final assessment remotely (hereinafter remote assessment) must complete an application form (Annex 1) and submit the assessment tasks or a link to the prepared assessment in the Moodle course environment to the Commission no later than 10 working days before the scheduled date of the Commission meeting.

11. The application must be sent to the Commission secretary via email at skss@mruni.eu. The Commission secretary uploads the applications to the MRU SharePoint account, which is accessible only to Commission members.

12. Commission members review the remote assessment tasks and complete the evaluation form (Annex 2) before the scheduled date of the Commission meeting.

13. The lecturer who submitted the application to conduct the assessment remotely participates in the Commission meeting and responds to any questions raised by Commission members.

14. During the meeting, the Commission makes a decision regarding the permission to conduct the assessment remotely and informs the lecturer of the decision. The possible decisions of the Commission are as follows:

14.1. to allow the assessment to be conducted remotely;

14.2. to allow the assessment to be conducted remotely after the necessary corrections specified by the Commission members have been made;

14.3. to not allow the assessment to be conducted remotely.

15. The Commission secretary informs the Vice-Deans for Studies of the University's academic units and the Head of the Study Administration Unit of the Academic Affairs Center about the assessments that will take place remotely by sending them the meeting minutes.

16. If, during a remote assessment, cases of academic dishonesty are identified due to

improperly prepared assessment tasks, or if justified complaints from students are received, the possibility of conducting the assessment remotely is suspended. The lecturer must submit a new application to request permission for remote assessment.

IV. CONDUCTING FINAL ASSESSMENTS REMOTELY

17. A remote assessment may be conducted in two ways:

- 17.1. by monitoring students or attendees in real-time during the assessment;
- 17.2. without monitoring students or attendees during the assessment.

Remote assessment with real-time monitoring of students (attendees) during the assessment

18. Remote assessment with real-time monitoring of the student(s) or attendee(s) (hereinafter – student(s)) during the assessment (hereinafter – RARA) is organized using MS Teams or BigBlueButton video conferencing software. If the technical requirements outlined in Section V of this Description are met, RARA may also be conducted using other video conferencing tools agreed upon with the student(s).

19. In the case of RARA, the lecturer uploads the description of the remote assessment task and the necessary tools and materials for its completion to the course's Moodle environment, informs students about the RARA requirements and procedures, and performs other actions necessary to prepare for RARA.

20. To ensure academic integrity during RARA, generally, one lecturer (or assessment observer) supervises no more than ten students at a time.

21. The student must ensure that there are no unauthorized persons or audio disturbances (TV, radio, phone must be turned off) in the room where the remote assessment is being taken. The student must have a stable internet connection. Only the tools necessary for completing the assessment may be on the student's desk: a computer, monitor, keyboard, and/or mouse.

22. During RARA, the student must have an identity document (passport, national ID card, driver's license, or student ID with a photo) nearby.

23. The lecturer informs the student(s) about the procedure and flow of the final assessment (assessment duration, permitted and prohibited sources and tools during the assessment, recording of oral assessments, student behavior after completing the final assessment task, etc.).

24. Audiovisual connection between the student and the lecturer (or assessment observer) (hereinafter – lecturer) must be maintained throughout the entire RARA. The lecturer must clearly see the student's face, except in cases where the lecturer instructs the student to direct the camera elsewhere, and, if necessary, see the student's computer desktop screen. The lecturer must be able to hear the student. The audio must be loud, clear, and undistorted.

25. Remote assessments must be recorded.

26. The assessment recording must be stored in the lecturer's personal University OneDrive account for 5 working days after the results are announced (the day of announcement is not included in this period) or until the conclusion of the Appeals Commission is issued. A remote assessment recording made using the BigBlueButton video conferencing platform is stored in the Moodle environment. In the case of an appeal, the head of the academic unit informs the lecturer.

27. RARA is conducted following the sequence of actions below:

- 27.1. At the scheduled time, audiovisual communication is established between the

lecturer (assessment observer) and the student(s);

27.2. The lecturer must ask the student(s) to present the document specified in point 22 of the Procedure;

27.3. The lecturer informs the student(s) that the remote assessment will be recorded and begins the recording;

27.4. The lecturer provides further instructions for the remote assessment and allows the student(s) to begin;

27.5. Upon completing the remote assessment task conducted in writing, the student confirms this verbally to the lecturer;

27.6. Once the lecturer has confirmed that the written remote assessment task has been submitted, the audiovisual session is ended.

28. The lecturer terminates the RARA if:

28.1. the student fails to dispel doubts regarding academic integrity;

28.2. the connection with the student is lost during the assessment.

29. The lecturer informs the study coordinator about the terminated RARA. If the remote assessment was interrupted due to technical issues, a repeat remote assessment is organized. Generally, the repeat assessment takes place on University premises.

Remote assessment without monitoring students during the assessment

30. Remote assessment without monitoring students during the assessment may be conducted if the Commission grants permission to conduct the assessment remotely.

31. Remote assessment without monitoring students is conducted in the Moodle environment.

32. At the scheduled time, students begin the assessment by accessing the tools or tasks prepared and uploaded by the lecturer in Moodle or other appropriate platforms, and complete the assessment within the set time by submitting their answers (work).

33. The responses from the remote assessment are stored in the Moodle environment of the study course for 1 year after the course has ended.

V. TECHNICAL REQUIREMENTS

33. Participants in remote assessments must have computers equipped with properly functioning video and audio transmission tools (webcam, microphone, headphones or speakers).

34. A reliable internet connection is required. It is recommended to use a wired internet connection. If using wireless internet (Wi-Fi), it is advisable to sit as close as possible to the Wi-Fi router and to disable Wi-Fi on other devices in the area.

35. Internet connection parameters must meet the following requirements:

35.1. download speed must be at least 2 megabits per second (Mbps); 5 Mbps is recommended;

35.2. upload speed must be at least 2 Mbps; 5 Mbps is recommended;

35.3. fluctuation (latency/instability) must not exceed 30 milliseconds.

36. Before the official start of the remote assessment, students are advised to perform connection quality tests to ensure that the information and communication technology tools and internet connection they are using are adequate.

APPLICATION FOR PERMISSION TO CONDUCT A FINAL ASSESSMENT REMOTELY

20____-____-____
Vilnius

I, *Name Surname*, kindly request permission to conduct the final assessment remotely for students of the academic unit, year study mode study program course group at Mykolas Romeris University.

The assessment is scheduled to take place in month, 20.....

The assessment will be *monitored* / *unmonitored* (underline the appropriate option).

ATTACHED:

1. Description of the assessment task and/or a link to the prepared assessment in the Moodle course environment.
2. A list of the planned ICT tools to be used (Moodle tools, online applications, etc.).
3. The video conferencing software to be used (e.g., MS Teams, BigBlueButton), if applicable.

(name, surname)

(signature)

Evaluation of the Final Assessment Prepared by the Lecturer and Intended to Be Conducted Remotely

Lecturer's Name and Surname	Course Title	Assessment Date (year, month)

Commission Members	Member's Name and Surname	Allow / Allow only after implementing the corrections specified by the Commission / Do not allow	Comments / Recommendations
Head of the Academic Affairs Center			
Study Program Director			
Education Specialist proficient in digital tools and experienced in remote assessment			
Staff Member of the Digital Studies Unit of the Academic Affairs Center			
Staff Member of the Study Quality Unit of the Academic Affairs Center			
Legal Expert			

Confidentiality Declaration of a Member of the Commission for Evaluating the Suitability of Final Assessment Tasks for Remote Assessment

I, (name, surname) _____, by signing this declaration, confirm that as a member of the Commission for Evaluating the Suitability of Final Assessment Tasks for Remote Assessment (hereinafter – the Commission), I am familiar with the following conditions and commit to complying with them:

1. *Personal data protection*: I commit to complying with the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 (General Data Protection Regulation) related to the processing of personal data, and to using personal data only to the extent necessary for the performance of my duties as a member of the Commission.;

2. *Confidentiality*: I commit to using all information related to final assessment tasks confidentially, which becomes available to me while performing the functions of a Commission member. I will not use, transmit, or disclose any data regarding the content, format, evaluation criteria, or any other related information to any third parties. I will ensure that all documents provided to me as a Commission member are not copied, altered, transferred, or deleted without authorization.

3. *Impartiality*: In evaluating the submitted tasks, I commit to acting objectively and impartially, basing my judgment solely on the content of the task and my assessment of its suitability for remote implementation. I also commit to informing the responsible person if any circumstances of a conflict of interest arise.

4. *Responsibility*: I understand that any breach of confidentiality may be considered a violation of academic or professional ethics and may result in legal consequences under the University's internal regulations and/or applicable legislation.

Date: 20__ year, _____ month, __ day.

Name, surname: _____

Signature: _____