

PROCEDURE DESCRIPTION FOR ORGANIZING AND CONDUCTING FINAL ASSESSMENTS REMOTELY

I. GENERAL PROVISIONS

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

2. A final assessment is the final evaluation of a student's or auditor's achievements conducted during the examination session, or, where study subjects are taught in cycles, after completion of the teaching of the relevant study subject(s), in the form of an examination or a pass/fail assessment. Where a study subject continues for two or more semesters, an interim assessment may take the form of attestation. By its legal consequences, attestation is equivalent to a final assessment and is conducted during the examination session.

3. A remote assessment is a method of demonstrating and evaluating knowledge and skills in which the participants of the assessment are physically separated from one another and the assessment itself is conducted using information and communication technologies (hereinafter – ICT).

4. A remote oral assessment is a remote assessment conducted orally using video conferencing software.

5. The Moodle virtual learning environment (hereinafter – the Moodle environment) is open-source software used in the study process.

6. Video conferencing software is video software used during remote assessments (MS Teams, BigBlueButton, etc.).

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

7. The suitability of final assessment tasks for remote demonstration of knowledge and skills and the lecturer's preparedness to ensure academic integrity during a remote assessment are evaluated by the Commission for Evaluating the Suitability of Final Assessment Tasks for Remote Assessment (hereinafter – the Commission).

8. The members of the Commission, approved by an order of the Rector, shall be:
- 8.1. Head of the Academic Affairs Centre (Chair of the Commission);
 - 8.2. Head of the Study Quality Division of the Academic Affairs Centre (Deputy Chair of the Commission);
 - 8.3. The study program director (invited to participate in the Commission meeting when the suitability of final assessment tasks of a study subject within the study programme he/she represents is to be considered);
 - 8.4. An educational specialist proficient in digital tools and having skills and experience in remote assessment;
 - 8.5. A staff member of the Digital Studies Unit of the Academic Affairs Centre;
 - 8.6. A legal expert;
 - 8.7. The secretary of the Commission.
9. The work of the Commission is organized by the Digital Studies Unit of the Academic Affairs Centre.
10. Decisions of the Commission are adopted in closed meetings, which are minuted. Meetings may be held virtually. The Chair of the meeting is the Chair of the Commission, or, in his/her absence, the Deputy Chair. The minutes of the meeting are signed by the Chair of the meeting and the secretary.
11. A Commission meeting is valid if more than half of its members are present. Decisions to allow final assessments to be conducted remotely are adopted by a qualified majority of not less than two-thirds of the Commission members present at the meeting. Other decisions are adopted by a simple majority of votes, with the vote of the Chair of the Commission being decisive in the event of a tie.
12. For Commission members who are University lecturers, work on the Commission is included in their organizational workload.

III. PROCEDURE FOR EVALUATING THE SUITABILITY OF FINAL ASSESSMENT TASKS FOR REMOTE ASSESSMENT

13. The Commission usually convenes once per month during the academic year.
14. A lecturer wishing to organize a final assessment remotely must complete an application (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.
15. The application is sent by email to the Commission secretary at skss@mr.uni.eu. The Commission secretary uploads the applications to the MRU SharePoint account accessible only to Commission members.
16. Commission members review the remote assessment tasks and complete the evaluation form (Annex 2) before the scheduled Commission meeting date.
17. A lecturer who has submitted an application to conduct a final assessment remotely participates in the Commission meeting and answers questions raised by Commission members.
18. During the meeting, the Commission makes a decision regarding permission to conduct the assessment remotely and informs the lecturer of the decision. Possible Commission decisions are:

- 18.1. to allow the final assessment to be conducted remotely;
- 18.2. to allow the final assessment to be conducted remotely after the necessary corrections indicated by Commission members are made;
- 18.3 not to allow the final assessment to be conducted remotely.
- 19. 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.
- 20. If cases of academic dishonesty are identified during a remote assessment due to improperly prepared assessment tasks, or if justified student complaints are received, the possibility of conducting the remote assessment is suspended. In such cases, the lecturer must submit a new application for permission to conduct the assessment remotely.

IV. EXCEPTIONS TO THE ORGANIZATION OF FINAL ASSESSMENTS BY REMOTE MODE

21. In order to ensure accessibility of studies and equal opportunities for all students, as an exception, a student may be allowed to take a final assessment remotely in oral form via video conferencing software if, due to the student's health condition confirmed by medical documents issued in accordance with legal acts, the student cannot participate in an on-site final assessment at the University, but his/her health condition allows participation in a remote oral assessment. The exception is applied individually and may be granted for specific examination(s) and for a defined period (e.g., a semester). The decision on granting such an exception, after evaluating documents submitted by the academic unit, is adopted and implemented as follows:

21.1. The student submits an application to the academic unit to take the final assessment remotely in oral form, together with medical documents issued in accordance with the procedure established by legal acts, confirming that the student's health condition does not allow participation in the final assessment in person at a University auditorium, but allows the final assessment to be taken remotely in oral form.

21.2. The Vice-Dean for Studies of the academic unit coordinates with the lecturers teaching the study subjects whose final assessments are intended to be conducted remotely in oral form the possibility of organizing such assessments and adapting the tasks for remote oral assessment, with the assessment organized via video conferencing software;

21.3. The Vice-Dean for Studies of the academic unit submits an application to the Commission requesting permission for the student to take the final assessment remotely in oral form, with the assessment organized via video conferencing software, indicating the study subjects (together with the surnames of the lecturers teaching them) for which remote oral assessment has been agreed with the lecturers and is intended to be conducted in this manner, as well as the period for organizing such final assessments, and attaches the medical documents submitted by the student;

21.4. having considered the application, the Commission formalizes its decision to allow the student, due to health reasons, to take the examination(s) remotely in oral form, with the assessment organized via video conferencing software, by drawing up minutes that list the study subjects for which the student is permitted to take final assessments remotely in oral form, as well as the period for which such assessments are organized.;

21.5. The Vice-Dean for Studies of the academic unit oversees the adaptation of study subject tasks for remote oral assessment and ensures the proper organization of the final assessment when it is conducted remotely in oral form;

21.6. In cases where the nature of a study subject objectively requires part of the final assessment to be completed in writing (e.g., solving problems, preparing calculations, or other written assignments), it may be permitted for this part of the assessment to be completed remotely in written form, provided that the written work is commented on orally by the student and that the student answers the lecturer's questions via video conferencing software.

22. Without the Commission's permission, assessments may be organized remotely where they are based on the presentation, defence, or discussion of work prepared and submitted by the student in advance, as well as assessments of completed internships or conferences in which the student has participated, regardless of the specific title of the study subject (e.g., Research Methodology, Master's Thesis Project, Bachelor's Thesis Project, Course Paper, Research Project, Conference, Internship, Final Thesis Defence, etc.).

V. CONDUCTING FINAL ASSESSMENTS REMOTELY

23. A remote final assessment must be conducted with real-time monitoring of students at the time scheduled for the assessment in the timetable.

24. A remote assessment with real-time monitoring of students during the assessment (hereinafter – NASS) is organized using MS Teams or BigBlueButton video conferencing software. If the technical requirements specified in Chapter VI of this Description are met, NASS may also be conducted using other video conferencing software agreed with the students.

25. In the case of NASS, the lecturer uploads the description of the remote assessment task and the tools and materials required for its completion to the Moodle course environment, informs students of the requirements and procedure of NASS, and carries out other actions necessary for preparation. The lecturer may conduct the remote assessment from an MRU classroom or another location, provided that the technical requirements set out in Chapter VI are met.

26. In order to ensure academic integrity during NASS, one lecturer (or assessment observer) usually monitors no more than ten students at a time.

27. The student must ensure that there are no unauthorized persons or audio disturbances in the room in which the remote assessment is taken (the television, radio receiver, and phone must be switched off). 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.

28. During NASS, the student must have an identity document next to them (a passport, identity card, driver's license, or a student ID with a photograph).

29. The lecturer informs students about the procedure and course of the final assessment (the duration of the assessment, sources and tools permitted and prohibited during evaluation, recording during an oral assessment, the student's conduct after completing the final assessment task, etc.).

30. Audiovisual communication between the student and the lecturer (or assessment observer) must be ensured throughout the entire NASS. The lecturer must clearly see the student's face, except in cases where the lecturer instructs the student to direct the video camera in a different direction, and, if necessary, the image of the student's computer desktop screen. The lecturer must be able to hear the student. The student's voice must be loud, clear, and undistorted.

31. Remote assessments must be recorded.

32. The assessment recording is stored in the University lecturer's personal OneDrive account for 5 working days after the announcement of the results (the day of announcement is not included in this period) or until the decision of the Appeals Commission is issued. A remote assessment recording made using the BigBlueButton video conferencing software is stored in the Moodle environment. The head of the academic unit informs the lecturer in the event of an appeal.

33. NASS is conducted in accordance with the following sequence of actions:

33.1. At the scheduled time, audiovisual communication is established between the lecturer (assessment observer) and the students.

33.2. The lecturer must request the student(s) to present the document specified in Clause 28 of the Procedure.

33.3. The lecturer informs the students that the remote assessment will be recorded and starts the recording of the remote assessment.

33.4. The lecturer provides further instructions for the remote assessment and authorizes the start of the assessment.

33.5. After completing the written remote assessment tasks, the student confirms this orally to the lecturer.

33.6. After confirming that the written remote assessment tasks have been submitted, the lecturer terminates the audiovisual communication session.

34. The lecturer terminates NASS if:

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

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

35. The lecturer informs the study manager about the terminated NASS. If the remote assessment was terminated due to connection issues, a repeat remote assessment is organized. Usually, the repeat assessment takes place on University premises.

36. Responses from the remote assessment are stored in the Moodle course environment for 1 year after completion of the study subject.

VI. TECHNICAL REQUIREMENTS FOR FINAL ASSESSMENTS CONDUCTED BY REMOTE MODE

37. The computers of participants in remote assessments must be equipped with properly functioning video and audio transmission equipment (a video camera, microphone, headphones, or speakers).

38. A reliable internet connection is required. It is recommended to use a wired internet connection; when using a wireless (Wi-Fi) connection, participants should, where possible, sit as close as possible to the Wi-Fi access point and disable the Wi-Fi connection on other devices in the room.

39. Internet connection parameters must meet the requirements specified below:

39.1. the data download speed must be no less than 2 megabits per second (Mbps);
5 Mbps is recommended;

39.2. the data upload speed must be no less than 2 Mbps; 5 Mbps is recommended;

39.3. fluctuation (jitter/instability) must not exceed 30 milliseconds..

40. Before the official start of the remote assessment, students are recommended to perform connection quality tests to ensure that the ICT tools they use and the quality of their internet connection are sufficient.

.....
(Institute)

.....
(Lecturer's name, surname)

To the Commission for the
Assessment of the Suitability of
Final Assessment Tasks
For Remote Assessment
at Mykolas Romeris University

APPLICATION FOR PERMISSION TO CONDUCT A FINAL ASSESSMENT REMOTELY

20____-____-____
Vilnius

Please allow the final assessment of the course, within the study programme, of the study form and cycle, offered by the academic unit, to be conducted remotely for students of course, group(s) (indicating the number of students in each group.)

Programme Director – (if known, please indicate the surname)

The assessment is scheduled to be conducted in 20.... year, month.

The application must indicate:

1. a link to the assessment task in the course Moodle environment¹;
2. a link to the information provided to students regarding the assessment procedure and technical requirements (if this is not described together with the assessment task);
3. which video-conferencing platform (e.g., MS Teams, BigBlueButton, or another) will be used during the assessment, if this is not specified in the task description.;
4. other ICT tools used during the assessment (e.g., online applications, online tests, etc.).

(Name, surname)

(Signature)

¹ In exceptional cases, the task may be submitted for review in Word/PDF format with detailed instructions.

**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: _____