

Pursuant to the *Statute of the Algebra University College*, the Academic Council of the Algebra University College enacted, at its 111th regular session held on 24th May 2023, the following

DECISION ON THE RULES FOR CONDUCTING EXAMS ON ALGEBRA UNIVERSITY COLLEGE

1. GENERAL PROVISIONS

Article 1

- (1) This Decision regulates the organization of exams, the rules and behaviour of all persons involved in the examination process, the manner of conducting oral examinations and the manner of rejecting the assigned grade on examinations at the Algebra University College.
- (2) Terms used in this Decision, which have a gender meaning, refer equally to the male and female genders.

2. ORGANIZATION OF EXAMS

Article 2

- (1) Algebra University College organizes the mid-term and exam dates according to the Academic Calendar, as follows:
 - a. mid-term examination periods include one examination term for each of the courses enrolled in the current semester;
 - b. the winter examination period includes two examination terms for each of the courses enrolled in the winter semester of the current academic year and one examination term for each of the courses enrolled in the summer semester of the previous academic year;
 - c. the summer examination period includes two examination terms for each of the courses enrolled in the summer semester of the current academic year and one examination term for each of the courses enrolled in the winter semester of the current academic year;
 - d. the autumn exam period includes one exam term for each of the courses enrolled in the winter and summer semesters of the current academic year.
- (2) Students are obliged to take the exams they have applied for according to the exam dates and times defined by the schedule of exams.

3. CONDUCTING THE EXAMS

Article 3

- (1) External persons hired by the Algebra University College exclusively to ensure the correct and transparent conduct of exams (hereinafter: *exam proctors*) must fully comply with the *Code of Ethics*, the *Book of Regulations on Study Programmes and Studying*, the *Book of Regulations on Disciplinary and Material Responsibility*, and this Decision.
- (2) The exam proctors have to ensure peace and quiet in the classroom during the exam, and they can exclude from the exam a student whose behaviour interferes with the normal conduct of the exam.
- (3) The exam proctors have to report any cheating, attempted cheating or other actions that would contradict the documents specified in paragraph (1) of this article to the Disciplinary Board of the Algebra University College.
- (4) The exam proctors can not answer questions about the content of the exam, interpret the exam rules, nor monitor the time students have available to write the exam.

Article 4

- (1) At the beginning of the exam, the student is obliged to provide the exam proctor with an identification document with a picture (student card, ID card or passport), without which the student will not be allowed to take the exam.
- (2) The exam proctors have the right to organize the seating arrangements of students during exams.
- (3) Before the start of the exam, the student is obliged to indicate to the exam proctor which learning outcomes he plans to take during that exam, and the exam proctor is obliged to list these outcomes on the exam list in the place provided for that. Changes in the list of learning outcomes that the student plans to take are not possible after the student starts writing the exam. The exam list with the learning outcomes stated by the student is authoritative when correcting the exam and entering exam points in Infoeduka.
- (4) The maximum allowed lateness to the exam is 10 minutes. After 10 minutes from the start of the exam term, students are no longer allowed to enter the classroom where the exam is taking place.

Article 5

- (1) Each exam must have the longest allowed writing time indicated for each learning outcome that is tested by the exam.
- (2) The student is obliged to monitor the time by themselves and submit their solutions within the time allotted for all the learning outcomes he is taking. Solutions submitted outside the allotted time will not be reviewed.

- (3) The time for writing the exam that is written on paper starts from the mark that the exam proctor will give to the students after all present students have received their copy of the exam, and ends when the exam is handed over to the exam proctor.
- (4) The time for writing an exam written on a computer starts from the moment the student starts the exam in the exam application, and ends at the moment the student submits the solutions in the exam application or when they finish editing the last file that they will submit to the solutions storage system, whichever of the above happens later.

Article 6

- (1) Students may not leave the classroom during the exam. Leaving the classroom during the exam is interpreted as if the student has finished the exam and submitted their solutions.

Article 7

- (1) Students take all exams on their own, and any communication or attempt of communication between a student who is taking the exam with any other person will be treated as cheating and will be processed in accordance with the *Book of Regulations on Disciplinary and Material Responsibility*.
- (2) The use of mobile phones for any purpose is prohibited in all exams.
- (3) It is not allowed to use any equipment or service that is not explicitly stated on the exam as allowed, which includes, but is not limited to: literature, personal notes, calculator, smart devices (watches, tablets, personal computers), Internet, tools that use artificial intelligence, as well as any other equipment or services that would allow access to materials that contain information necessary to answer exam questions.
- (4) In order to eliminate all occurrences of unethical behaviour during the exams, the exam proctors are authorized to request that all students who have long hair covering their ears tie their hair in a ponytail or tuck it behind their ears. Students are not allowed to wear a cap that covers their ears during the exam.
- (5) In exams that are written on a computer, students may not use a font larger than 18 pt or zoom the document in which they write answers larger than 100%.
- (6) All things that students bring with them to the exam, but are not allowed to use during the exam (jackets, bags, hats, etc.), should be put away in a place that is not accessible to students during the writing of the exam.
- (7) In case of doubt about the credibility of the student's solution, the teacher can, with the consent of the vice dean for academic affairs, verify the exam by oral examination. In case the student does not verify the solutions, the teacher will report the student to the Disciplinary Board.

Article 8

- (1) In case of suspicion of a technical problem during the exam written on a computer, the student can ask the exam proctor for technical support. Technical support is obliged to check as soon as possible whether it is a technical problem and, if so, to eliminate it or otherwise ensure that the student can continue taking the exam without interruption.
- (2) A technical problem is any state of the computer or necessary exam equipment that prevents the student from writing the exam without interruption, and the solution of which is not the subject of the exam questions on the current exam or the necessary prior knowledge that the student should have for the current exam.
- (3) In the event that a technical problem is identified, the exam proctor will extend the student's exam writing time for the total time that has elapsed from the student's report of suspicion of a technical problem to the complete removal of the problem.
- (4) In case it is determined that it was not a technical problem, the student will not be compensated for the time elapsed from the student's report of suspicion of a technical problem to the determination that it was not a technical problem

4. ORAL EXAM

Article 9

- (1) The oral exam is conducted on the courses where it is defined by the *Instructions for taking and passing the course*, according to the provisions defined in the *Instruction* itself.
- (2) A student who has met all the conditions for taking the oral exam can take it on the same exam date as the written exam or on another exam date defined for the course.
- (3) In case the student wants to take only the oral exam on another exam period, they are obliged to register the exam for that exam term.
- (4) Generally, the oral exam is held 3-4 days after the date of the written exam. Information about the exact date of the oral exam is published by the teacher in Infoeduka.
- (5) The grade on the oral exam is the final grade of the course if it is defined as such in the *Instructions for taking and passing the course*.

5. REJECTING THE GRADE

Article 10

- (1) The student has the right to reject the assigned grade, by sending an e-mail to the teacher, within three working days of entering the grade in Infoeduka. For a student who refused the assigned grade, the teacher will enter a grade of insufficient (1) and the student is obliged to re-register for the exam.

6. PRIJELAZNE I ZAVRŠNE ODREDBE

Article 11

- (1) The Vice Dean for Academic Affairs is responsible for interpreting the provisions of this Decision.

Article 12

- (1) This Decision enters into force on the day of the beginning of the academic year 2023/24 and is applied from that day.
- (2) With the entry into force of this Decision, the *Decision on conducting exams at the Algebra University College* from November 12, 2021 ceases to be valid.

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