

Methodology for “on-line” examinations within “Carol Davila” University of Medicine and Pharmacy in the context of the SARS COV-2 Pandemic

Legislative framework:

(1) Decision of the Executive Board of the "Carol Davila" University of Medicine and Pharmacy (CDUMP) no. 4 / 08.03.2020 with regard to the suspension from 09.03.2020 of the courses and practical works, as well as of the exams, for all the students of the faculties within CDUMP, based on the provisions of art. 3 of the Decision no. 6 / 06.03.2020 of the Ministry of Internal Affairs - Department for Emergency Situations,

(2) The Decree of the President of Romania no. 240 of April 14, 2020 regarding the extension of the state of emergency on the Romanian territory and published in the OFFICIAL JOURNAL (“MONITORUL OFICIAL”) no. 311 of April 14, 2020

(3) MEN Address 575 of 07.04.2020 in response to the request of CDUMP regarding recommendations for the continuity of medical education

(4) Emergency Ordinance of the Romanian Government no. 58/2020 on taking measures for the proper functioning of the education system

General part:

Art. 1. This methodology provides the framework for organizing and conducting teaching and examinations in order to complete the academic year 2019-2020 in CDUMP, in the context of restrictions imposed at national level by the pandemic with COVID-19, in accordance with the above-mentioned legislative framework.

Art 2. During the state of emergency and until the beginning of the academic year 2020-2021, CDUMP, based on the university autonomy, respecting the quality of the didactic act, uses alternative didactic teaching methods. In this sense, the evaluation of CDUMP students will be done through the use of online communication and examination platforms.

Carrying out the online activity and ensuring the quality of the teaching process:

Art. 3. The completion by the students of the material related to the courses, as well as the accomplishment of the tasks related to the practical works / internships (depending on each discipline's particularity) will be performed remotely, on-line, in accordance with the content approved by the study topic, for the entire period of the state of emergency and until the lifting of the restrictions, until the end of the current academic year.

Art. 4. (1) The disciplines will ensure the transmission of the entire study material to the students, including the course support and the materials related to the practical works / clinical internships (depending on each discipline's particularity), within 7 days from the date of entry into force of this methodology, with at least 7 days before the date of the examination for series which have completed an internship or for which the internship is in progress. For the disciplines that will start the internships later, the materials will be offered from the beginning of the internship.

(2) The study materials will be sent by e-mail, using the applications within the "Google for Education" service package, accessible through the institutional e-mail of the type @ umfcd.ro / @ stud.umfcd.ro (mail.umfcd.ro), or by using alternative educational platforms.

(3) The responsibility for transmitting study materials to students rests with the Heads of Discipline and the e-learning managers nominated at the level of each discipline.

Art 5. (1) During the on-line teaching process, the teachers will organize virtual course sessions, practical lessons and / or internships (depending on each discipline's particularity), by tele- or video-conference and / or interaction by chat / electronic messages.

(2) The practical lessons will be carried out in the online environment and will include case studies, presentations of therapeutic procedures, video transmissions from the operating room, through presentations of clinical cases or 3D animations, in accordance with the topics provided in the discipline's worksheet.

Art 6. (1) Throughout the online educational process, a mechanism of distance communication between students and teachers and between teachers will be permanently maintained, through e-mail, e-learning or online audio-visual conferences.

(2) Throughout the online educational process, students will be able to ask questions, as appropriate, to the teaching professor or group assistant, using their institutional email address, or through the digital educational platform used (Google Classroom, Moodle etc.). Teachers have the obligation to respond through the same communication channel, within a maximum of 2 working days. At the same time, students can ask questions to teachers during the live online audio-video conference sessions.

(3) The decision to organize tele- or video-conference sessions will be taken by each teacher in accordance with the local capacities and in accordance with the students' requests, as much as possible in accordance with the established schedule.

Art 7. The students, through the head of the series (series' leader), have the obligation during the training internships to notify the Head of Discipline and the Dean's Office of the Faculties within CDUMP, regarding the lack of availability of the educational support necessary for the training during the respective internship, or regarding the lack of a constant educational interaction on the notions at the course or practical lesson.

Art 8. (1) CDUMP makes available to the academic community a complete e-learning platform through the suite of services Google for Education that contains electronic applications for the development of the online educational process. The most important of these are: Google drive - data storage application in the Cloud with unlimited capacity, "Hangouts meet" online audio-video conferencing solution with a capacity of up to 250 users in the same session, "Google classroom" - building solution a virtual environment dedicated to a discipline to provide students with course support and to facilitate continuous interaction with them (chat area, assignment of course topics, interaction questionnaires).

(2) At the level of each discipline, the Head of Discipline nominates an e-learning manager, who is communicated to the administrators of the e-learning platform.

(3) The e-learning managers have in attributions the configuration of the e-learning environment defined and implemented at the discipline level and keep in touch with the head of the discipline and with the administrator of the e-learning platform, operatively communicating the functionality issues. The way of transmitting the material intended for the training of students is an integral part of this methodology.

(4) The “Google for Education” service package is prepared and available to be configured by each subject (through the subject's e-learning manager), according to the instructions described in the Online Educational Environment User Manual - CDUMP. It also contains the information needed to schedule audio-video conferencing sessions using the Meets Hangouts system, to share documents in Google Drive, but also to register students for educational activities. The manual can be accessed at the following link: <https://umfcd.ro/wp-content/uploads/2020/03/Ghid-institutional-elearning.pdf>

(5) CDUMP students can access <https://umfcd.ro/wp-content/uploads/2020/03/Ghid-institutional-elearning.pdf> to obtain information about the suite of services offered by the Google for Education package, to obtain instructions for accessing the “Google Classroom” virtual space and for using the “Google Hangouts meet” online audio-video conferencing system.

(6) CDUMP also supports the use of other educational forms such as: Moodle, Microsoft Teams, etc. as alternative ways of carrying out teaching activities with students in the online environment, with the obligation of the respective disciplines to train students in their use.

(7) CDUMP allows the use of other electronic communication, chat or online conference services, (with the obligation of the respective disciplines in instructing students in their use) such as:

- Zoom <https://www.zoom.us>
- Go to Meeting <https://www.gotomeeting.com>
- Now <https://www.agora.io>
- Discord <https://discordapp.com>
- Skype <https://www.skype.com>
- Whatsapp <https://www.whatsapp.com>
- WebEx <https://www.webex.com>, etc.

(8) CDUMP, through the IT team of the Digital Information Systems and digital communications, administers the educational services available in partnership with Google.

For problems related to the institutional e-mail or Google Education applications, members of the academic community can contact DSICD by sending messages to elearning@umfcd.ro.

Recovery of academic activities

Art. 9.(1) For the educational process held during the emergency state period, recovery of academic activities or thorough studying can be organized before programming the exam, in order to cover the whole curriculum.

(2) Recovery sessions will be established, by the teaching staff of each discipline, with the approval of the Head of the Discipline, after consulting with the students, by following the ongoing schedule.

Reporting of academic activity

Art. 10. (1) During the online preparation period of the students, the disciplines have the obligation to take pictures of the screen (screenshots/print screen) from the online platform provided to the students (Google Classroom, Moodle etc.), of the conversations had through email, video and audio sessions, reports or recordings of the previously mentioned methods of contact, in order to document the interaction with the students during this preparation period.

(2) These will be stored by the Head of the Discipline / person in charge of the e-learning in the Google Drive folder allocated to that discipline, shared with the Information Systems and Digital Communications Department.

Art. 11. The Head of the Discipline / person in charge with e-learning will write every week an activity report for their discipline – Annex 1, which will be approved by the Head of the Discipline and uploaded in the Google Drive in the folder - Activitate didactică (Academic activity) (These spaces will be set up by the IT team from the Information Systems and Digital Communications Department, but the content will be managed by the Discipline).

Art. 12. (1) The Heads of Department, through the institutional e-mail address, have access to the education space in Google Drive for evaluating the activity of the disciplines from the department they are coordinating from the point of view of presence of the online educational material support and of documents that justify the online interaction activity with the students.

(2) The Heads of Department write a monthly report of the department – Annex 2, with regards to the virtual space of the disciplines (presence of course support and weekly activity reports from the disciplines) which will be uploaded in the Google Drive in the folder – Activitate department (Department Activity) (These spaces will be set up by the IT team from the Information Systems and Digital Communications Department, but the content will be managed by the Department).

Art. 13. The Dean's offices of the faculties, through the institutional e-mail address, have access to the educational space in the Google Drive, to evaluate all disciplines from the Faculty (These spaces will be set up by the IT team from the Information Systems and Digital Communications Department).

Examinations scheduling

Art. 14. Examinations scheduling is done according to the Rules of Professional Activity of Students, according to the number of students allocated to each discipline and the number of teaching staff in each discipline.

Art. 15. (1) For the continuous teaching module, the second examination session will take place according to the structure of the academic year.

(2) For the modular teaching at the Faculty of Medicine, scheduling and sitting of examination at the disciplines where the study was finalized during the emergency state period, until the date of implementation of the present Methodology, has to be done with minimum 7 days prior to the sitting of examination, following a discussion between the students and the Head of Discipline.

(3) Examinations scheduling for disciplines that are to be held after the implementation of the present methodology, will be held at the end of the rotation, according to the schedule.

Art. 16. After some special approvals of the Dean's Offices, the examinations can be scheduled and held during the course of one week / two weeks from the end of the Examinations Session, during the period of 04-12.07.2020, respectively 04-17.07.2020 for years I-V (Faculty of Medicine and Faculty of Dental Medicine), for years I-IV (Faculty of Pharmacy), respectively during the period of 20 - 28.06.2020 or 20.06-03.07.2020 for the year VI (Faculty of Medicine and Faculty of Dental Medicine).

Organization and operation of online examinations

Art. 17. During the examination process, in the same examination session, both components will be evaluated, theoretical and practical.

Art. 18. Students' examination will take place online; either as an oral examination, using the Google Meet/Zoom service or other videoconference services that offer session recording (Annex 3), either as a written examination (Google Form or other similar services accessible to all students, services that provide the minimal facilities described in Annex 4), associated with video conference services (Google Meet/Zoom) if needed.

Art. 19. The chosen method of examination has to be uniform for all disciplines that teach the same subject, according to the Annex 3-4. The method of examination will be established through a majority vote by the Heads of the disciplines from the disciplines that teach the same subject, under the coordination of the Chiefs of Departments and with the Deans' approval.

Art. 20. Students will receive, through the institutional e-mail addresses, from the discipline's person in charge of e-learning, the access link for the online examination session, with at least 24 hours before holding the examination, specifying the starting date and time.

Art. 21. For logging into the examination session, students have to use the institutional e-mail address.

Art. 22. Examination will be done by the teaching staff of that specific discipline.

Annex 1. Discipline's Activity Report

“CAROL DAVILA” UNIVERSITY OF MEDICINE AND PHARMACY

DISCIPLINE'S ACTIVITY REPORT

Period: __ - __ - 2020 – __ - __ - 2020

Name:	Surname:
Faculty:	Department:
Discipline:	

Did you provide students with the course material needed for the preparation during this period?

YES

NO

*If YES specify the covered curriculum:

Did you provide students with materials for practical lessons/clinical lessons related to the curriculum of preparation for this period?

YES

NO

*If YES specify the covered curriculum:

Did you conduct online audio-video conferences during this period?

YES

NO

Did students initiate discussions related to themes from this period's curriculum?

YES

NO

Did you take screen shots/recordings that will demonstrate the presence of lecture material and of interaction with students and did you save them in the Google Drive?

YES

NO

Signature:

Annex 2. Monthly activity report of the Department

“CAROL DAVILA” UNIVERSITY OF MEDICINE AND PHARMACY

Activity report of the Department

Period: ___ - ___ 2020 — ___ - ___ 2020

Surname:	Name:
Faculty:	Department:

Activity report of the discipline

Nr. Crt.	Discipline	Existing Course Materials (YES/NO)	Complete activity reports (YES/NO)	Comments
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				

Signature:

Annex 3. Instructions for online examination – oral examination

The students have the obligation to access the online examination session using their institutional e-mail address, at least 5 minutes before the pre-set time for taking the exam.

Before beginning the actual examination of the students, they have the obligation to confirm the network connection and the teachers must check the audio-video connection with each student from each group.

Students must present both an audio and a video connection, permanently during the exam, but must remain silent to avoid disturbing their colleagues, speaker feedback loops or other transmission errors.

Before beginning the actual examination, students are obliged to identify themselves (by presenting an identity document, a valid student grade book or transport card) and to video present to the teachers the area from which they will be sitting the exam in order to certify that there are no other people in the given area. Also, students must not have any material on them. These steps must be respected before the examination of each student.

Failing to respect the above stipulations will result in the exclusion from the exam and failure of the student.

The exam will be composed of a number of questions/subjects from the covered material, a number decided unitarily for all the series of students examined at the level of the discipline/ for the disciplines that teach the same subject, correlated with both the subjects for the practical and theoretical exam and also with the number of students that need to be examined.

The examination time for one student is of maximum 15 minutes.

In the rare situation in which a student loses the connection to the platform during the examination, at the time of the reconnection, he/she will receive a different question that should be answered. Likewise, if for some reason the student will face difficulties when attempting to reconnect, he/she must report this to the examiner, by phone, in maximum 3 minutes. The student will not lose the possibility to do the exam, but he/she will be examined

after the rest of students from his/her group are examined, in order to not endanger the examination in good condition for the rest of the students.

The grades obtained in the online exam will be written in the discipline's classbook.

For each discipline a number of subjects will be drafted from the syllabus displayed by the discipline or given in the discipline's curriculum. For each theoretical and practical subject, a mark scheme/ grading scale will be drafted based on the bibliography or course material, respectively the bibliography or practical classes/ rotation material, provided to students in electronic format.

The list of possible subjects will be given to students at least 7 days before the date of the exam.

The grading of each answer will be done unitarily by giving grades from 1 until 10 for each subject, for both the theoretical part and the part related to the practical / clinical rotation.

At the end of the examination, the head of the discipline will ensure that the recording of the examination is saved and uploaded to the Google drive of the discipline, shared by the IT department.

Annex 4. Instructions for online examination - online examination through single choice questions

I. ESTABLISHING THE CONNECTION BETWEEN THE STUDENT AND EXAMINER

1. The student will connect to the link given by the examiners at least 20 minutes before the scheduled date and time, using the institutional e-mail address.
2. He/she is obliged to check the internet connection beforehand, connection which must not be interrupted during the exam.
3. The student is not allowed to have any other app open. Likewise, having any other tabs open in the Internet browser used for the examination is forbidden to the student.

II. ACTUAL EXAMINATION AND EXAMINATION FORM

1. The format of the multiple choice exam will be the same for all mandatory disciplines (with the exception of the ones that have 2 credits and the elective ones), consisting in 45 single choice questions, with a duration of 30 minutes.
2. For disciplines with 2 credits, including the elective subjects, the format of the multiple choice exam will consist in 25 single choice questions, with a duration of 20 minutes.
3. At the scheduled date and time for the examination, the examiners will activate the function of permission to record the answers of the students.
4. The students will be able to access the exam form by refreshing the web page accessed through the link sent on the institutional e-mail. In order to access the exam form, the student must log in with his/her own institutional e-mail address and will have 30 minutes to complete the 45 questions.
5. The electronic examination form (made in either the Google form platform or another platform which can be accessed through the institutional e-mail) will contain a related section to each question, in which answer choices from "A" to "E" will be displayed, the student needing to tick the correct one.
6. After finishing the questions and completing the answers, the student must send the form to the examiner, by pressing the button "Send".
7. When the examining time expires, the form will freeze and will no longer receive answers. Those that have not submitted the exam during the given 30 minutes will not have their answers recorded.

III. CORRECTION AND DISPLAY OF RESULTS

1. Students will receive the grades from the examiner in maximum 3 working days.

IV. PARTICULAR/EXCEPTIONAL CASES

1. In the case that there will be connection problems, the student must notify the examiner in maximum 3 minutes. If the reasons of interruption are sustained, the student will be rescheduled for a new examination session.
2. In objective cases which require the remedy of some problems or interaction with students for clarification, examiners may initiate online videoconference sessions

using Google Meet or Zoom, being obliged to record them. Afterwards, the head of the discipline will ensure that these recordings are saved and uploaded to the Google drive of the discipline, shared by the IT department.

3. In the case that there are issues with the examiner's connection and/or the electronic exam questionnaire, the examiners will try to solve them in due time, in order to allow the students to continue the completion of the questionnaire. In the event that the technical issues cannot be solved, the exam will be rescheduled.