

## Examination rules for online exam from Mathematics I A/B

The exam is written and its form follows closely standard exams from Mathematics I and II in previous years. As for the standard exam, each student has to register for the online exam in KOS. Student will only register for one level, either A(alpha) or B(beta), the highest he has in his study plan. *By registering in KOS for the exam, student agrees with the form of the exam and all associated conditions (see [Rector's Order No. 9/2020](#)).*

### You will need:

1. Internet connection (sufficiently fast and robust)
2. Necessary hardware and software, namely for scanning paper documents, for viewing and creation of PDF files.
3. Your official faculty email (registered in KOS)
4. Your student Identity Card issued by our university
5. Paper, pen, pencil (in sufficient quantity and quality)

### Organization

- At given date and time, you will receive a PDF file with the exam test exercises to your official email address registered in KOS.
- Starting from the time the email was sent to you, the time begins to count. You will have 120 minutes of time to solve the whole test (as in the standard exam for the same test). In addition, you get extra 30 minutes to scan your work, into a single PDF file, and send it back to my email (from which you received the email with the test).
- Your email with the solution solution has to arrive back to me at latest 150 minutes after I sent you the test. Anything that will arrive later, or from other than your official email address (registered in KOS) will be rejected.

### Test elaboration and delivery

- The test has the same form and level of difficulty as the sample exams available on our web (and solved as assessment homework). It consists of 6 exercises covering the whole subject according to Requirements for Exams (see our web).
- You should solve all exercises on paper sheets, as in the traditional exam. Your solution must contain complete and formally correct solution procedure, written using appropriate notation and symbols. All steps of solution including their formal justification have to be included.
- At the end, the solution should be scanned at sufficient quality, with all pages properly ordered and oriented. The resulting PDF file should not be excessively large to be easily transferable by email. The resulting file name should consists of your student identification number and last name in the format: 12345678\_Last-Name.pdf
- To prove and verify your identity, your CVUT student card, should be placed on the first page (upper right corner), showing your picture and personal information, when scanning the page. Keep sufficient free space in that corner for this purpose to avoid covering your solution by the card. Remark: Students who were not issued the CVUT Student ID card yet, will exceptionally use their passport to prove their identity.

## **Ethical rules**

You should follow exactly the same rules, as during the traditional exam held in the classroom.

- *The whole exam should be solved by you, personally, without any consultations and help received from anyone else. Any form of communication with anyone during the exam is strictly prohibited.*
- *You are not allowed to use any notes, textbooks, solved exercises or any other information resources (both offline and online) during the whole online exam.*
- *The use of any electronic computational devices, software tools or databases (offline and online) is strictly prohibited during the test elaboration.*

**Any form of violation of these standard ethical examination rules may result in severe disciplinary measures.** See the [Rector's Order No. 9/2020](#), [Disciplinary Code for Students of CTU](#) and [Study and Examination Rules for Students of CTU](#).

## **Exam test evaluation & grading**

- All received tests will be evaluated briefly (but not immediately, in the next few days) after the end of the exam.
- The evaluation scale and grading will be the same as in Mathematics I and II in previous semesters (based on the Examination Rules for Students of CTU). See our web, or ask for a copy of the Notice of Exams from previous years.
- Test solutions that will not arrive, arrive late or from other than official (KOS registered) email address will automatically receive the grade F.
- The obtained grade will be directly written into KOS system. You will be notified of it automatically by KOS. In case you will not raise any objection to the obtained grade, it will be considered as final, accepted by you.
- In case you would like to reject the obtained grade, and pass the exam again, ask me by email and I will change your grade to F in KOS. Then you can register for the repeated attempt (if there will be some more open).
- In case you would like to see and discuss the corrected test, obtained points and grade, ask me by email. We will open a private video consultation in our MS Teams channel to discuss your questions and clarify the evaluation and grading.
- If, after seeing and discussing your test evaluation and grading, you will disagree with the obtained grade, you may ask (submit an application, including its justification, to me or to the head of our department) for official re-evaluation of your test. This will be done independently by another senior teacher with experience in the subject. You will be notified of the re-evaluation as soon as possible.

## **Possible issues and problems**

- In case you don't receive your exam test shortly after the announced beginning of exam, please contact me by email, MS Teams chat or using my work phone number.
- In case you will have any technical question during the test elaboration, scanning or solution delivery process, please contact me (best by email).
- In case you already have some questions or problems with the organization of the exam, before it will start, please contact me immediately. I will try to answer all questions and clarify all issues.