

Exams from Mathematics I A/B in the academic year 2020/2021

Preliminary information – updated on January 11, 2021

- 1) *Based on the decision of the Rector (president) of the university and the executive order of the Dean of the faculty, **all exams must be made at distance, i.e. online.***
- 2) *The details of organization will be communicated as soon as possible. Follow your email, subject webpage an MS Teams channel for updates.*
- 3) *For Mathematics I, it is expected to have one regular exam (mandatory for all students having the assessment) on January 21, 2021. Students who will fail, can repeat the exam exactly one week after the first attempt (January 28, 2021).*

In case you anticipate any issue you may have with this examination schedule, please contact me immediately.

The examination follows the decision of the Rector of the Czech Technical University to ensure the study and implementation of examinations at CTU, [Rector's Order No. 09/2020](#) on study programs and courses and examinations at CTU and the executive orders of the Dean of the Faculty of Mechanical Engineering published at the webpage [CORONAVIRUS](#).

The following are the articles (10)-(21) of the Section II of the [Rector's Order No. 09/2020](#)

(10) In case the distance from of examination is selected, this fact must be mentioned in the note to the IS KOS form when the date of the examination is published. Students must provably be given information and requirements for distance examinations.

(11) **By registering for a subject examination in IS KOS**, or by registering for SFE, SDE, doctoral thesis defence or any other type of examination, **the student also expresses their consent with the given form of organization of the examination.**

(12) **By registering for a distance or semi-distance examination, the student at the same time confirms that they have working equipment available**, namely the following:

- a) a device with the necessary SW for a distance examination (this must be a free SW, or software licensed at CTU, depending of the specification of the examination requirements),
- b) a **web camera**,
- c) a **microphone**,
- d) **speakers/headphones**,
- e) **data connection that is sufficient for an audio-video call**,
- f) **enough data for the transmission**,
- g) possibly also other commonly available equipment necessary for the given type of examination (e.g., a digital camera),
- h) **telephone connection** (in case of internet disruption).

(13) Students must be informed about a possible audio or audio-video recording (hereinafter referred to as a “recording”) of the examination.

(14) In the case of distance or semi-distance examinations, CTU will provide support for the following platforms: MS Teams and Moodle. If teachers want to use other platforms, these must be approved by the dean, and the faculty will provide the necessary support.

(15) In case the student cannot take the examination in the given form, they will send a request to the dean through the Study Department, or in the case of SDE and dissertation thesis defence through the Department of Science and Research.

(16) Shall the functionality of some components fail (e.g., internet disruptions) during an examination that uses electronic means of distance communication, the examiner (or the chair of the examination committee) shall decide about what shall be done, or possibly also whether the examination shall be repeated, having in mind fair conditions for all students and, last but not least, making sure that there were no attempts to cheat on the part of the student.

(17) In the case of internet disruptions, the student shall immediately contact by phone the examiner (or the chair of the examination committee), to whom they shall explain the cause of the problem, and the examiner shall decide about what shall be done; for this purpose, the student will be given a telephone number at the start of the examination at the latest.

(18) At the start of a distance examination, the student's identity must be verified.

(19) ***If it is established that the student was cheating during the examination, such conduct is an aggravating circumstance which can lead eventually to the student's expulsion from studies.***

(20) The fact that the examination takes place in distance form is without prejudice to the requirement on dressing appropriately; in case the student does not comply with this requirement, the examiner may terminate the examination.

(21) In the case of a group examination, the examiner shall enter the results in IS KOS. In case the student does not agree with the grade, they must inform the examiner about this fact within 24 hours after the grade was entered in IS KOS. In the case of an individual examination, the examiner shall inform the student about the result and shall prompt the student to confirm that they agree with the result.

Further notes:

- *Make sure that you have working the **official email** that you have registered in KOS. This is the only email to which official information will be sent and from which your information will be accepted. Emails coming from other (non-official) accounts will be not accepted.*
- *Make sure you are able to **scan your work** (hand written A4 papers) to PDF files. All pages must be scanned into a single PDF file, with all pages correctly numbered, ordered and oriented. The scans must have sufficient quality and should not have excessive size. You may either use a flatbed scanner or a phone/tablet equipped by a suitable photo-scanning software.*
- *Verify that you have your **valid student card**. It will be necessary to prove your identity and student status at the CTU. Remark: Students who were not issued the CTU Student ID card yet, will exceptionally use their passport to prove their identity.*
- *Students without valid **assessment from tutorials** will be not admitted to exams.*
- *Due to limited number of examination slots, the participation in the regular exam is **mandatory** for all students having the assessment (who have not yet passed the exam).*