

INSTRUCTIONS TO THE CANDIDATES REGISTERED FOR THE BACHELOR EXAM

IL 02.B. – The Process of Taking the Bachelor Exam Online –

instructions to graduates/candidates

Purpose:

This set of instructions has established the process of taking the bachelor exam through the Microsoft Teams Platform (hereinafter commonly referred to as the “PlatformTeams”) and has been developed to adapt the regulation for the organization and conduct of the bachelor exam for the programs taught in Romanian and English, in the academic year 2019-2020, to the process of taking the bachelor exam online.

Application:

This set of instructions was developed in the context of organizing and conducting, in online format, the bachelor examination, in July 2020, and applies to graduates/candidates who take the final exam of bachelor studies, as well as to members of the RAU Executive Examination Committee, the School Examination Committees and the Specialized Examination Committees.

Definitions, abbreviations and acronyms related to the instructions:

Notification: message received in electronic format, through the institutional email address, which informs the candidates/professors about the steps concerning the process of taking the bachelor exam.

Exam group/team: represents the exam group of students scheduled to simultaneously take the bachelor exam, in order to ensure the development of this process in a transparent manner and in accordance with the quality standards in education.

The technical representative of the Examination Committee: professor, member (chair/member/secretary) of the Specialized Examination Committee, appointed in the context of organizing the final exam of the bachelor studies, who has technical duties for the examination process to be run smoothly.

Exam form: written test, numbered, from 1 to $n + 2$ (where n is the number of examined groups allocated to a specialized Committee), consisting of 6 multiple-choice questions, each question having four answer options, of which only one is correct.

Exam slot: Time interval, in which the 1st Exam (the written test) and the 2nd Exam (the oral exam) encompassed in the bachelor exam are carried out in online format, in which both the professors who are part of the Specialized Examination Committee and the candidates/graduates of an exam group are present simultaneously.

Preliminary activity for the exam:

Graduates/candidates who have successfully registered for the bachelor exam, via the paginamea.rau.ro platform, will connect to the Microsoft Teams Platform, inserting the institutional email address @student.rau.ro and choosing the Romanian-American University (STUD) option, and afterwards will go through the following steps, as mentioned below:

STAGE 1 - Checking the schedule of the bachelor exam

Step 1:

Before taking the bachelor exam, the candidate will receive, on the e-mail address type @student.rau.ro, two notifications, as follows:

- A notification representing his/her addition to a team of graduates/candidates to which he/she will have to connect to take the bachelor exam;
- A notification representing the schedule, on the calendar of the Teams Platform, which mentions the day and time slot allocated to the bachelor exam.

Within the Teams platform, the candidate will find the name of the School in the exam team, the number of the Examination Committee and the number of the graduates/candidates team (e.g. “IM - Committee no.1 - Team 1”).

By connecting to the Teams platform, in order to take the bachelor exam, candidates agree to the audio-video recording and archiving of examination at the afferent School, under the legal provisions in force. At the same time, the candidates shall comply with the *Regulation of students’ professional activity*, not violating the legal provisions on exam fraud, the rules concerning GDPR (confidentiality of personal data), as well as other regulations, in force at national level or other rules developed and in force at institutional level.

STAGE 2 – The process of taking the bachelor exam – the 1st Exam (written exam)

Step 2: On the day of the bachelor exam, the candidate will connect to the Teams Platform, with approx. 5 minutes before the scheduled time, using the @ student.rau.ro email account and will select the Romanian-American University (STUD) option, according to the specifications in the Guide for online tests/exams.

Step 3: The candidates from each exam team/group will connect to the Teams Platform to take the bachelor exam, using the institutional accounts @student.rau.ro - Romanian-American University (GUEST), according to the displayed schedule.

Before the start of the exam, candidates must connect with the audio-video on and must show to the Examination Committee the student card or other ID document having their photo.

Step 4: After verifying their identity by means of a student card or other ID document having their photo, the Committee will inform the candidates about the entire process of taking the bachelor exam.

Step 5: After explaining the requirements of the exam, the technical representative of the Committee will share the screen and go to www.random.org. A number between a minimum of 1 and a maximum number equal to the number of alternative test variants allocated to that Committee will be randomly generated in the box “True Random Number Generator”, which will represent the number of the Exam form to be extracted. The respective member of the Committee will distribute the link representing the Exam Form, using the chat of the respective team, on the Teams Platform.

Candidates/graduates may access the Exam form using the link received, through the Teams Platform, in the chat section of the respective team and will have 10 minutes to complete it.

Thus, the candidates will be allotted 10 minutes to answer the 6 multiple-choice questions which, in order to avoid possible misunderstandings when the Committee reads the questions, will be presented to the candidates as a Microsoft evaluation form. Candidates will mark on this form the answer they consider correct, being announced that each question has only one correct answer.

To complete the written exam, after marking the answers considered correct for each of the 6 questions, the candidate must press the “Submit” button, before the expiration of the allotted time. Failure to comply with this obligation will result in non-registration of the answers and, consequently, failure to pass Exam 1 (the written test) and the bachelor exam. Therefore, the candidate/graduate is solely responsible for submitting the test in the allotted time, by pressing the “Submit” button.

The Examination Committee must notify the candidates of each exam team of the expiry of the time allotted for the exam by approx. 1 minute before the time expires.

Step 6: At the end of the allotted time (10 minutes), after checking the results obtained by each candidate/graduate, one of the members of the Committee will announce the candidate/ candidates who did not obtain the minimum score required to take the 2nd exam – the oral exam (presentation of the bachelor thesis) - the minimum grade required to be allowed to take the oral exam is 5 (five).

STAGE 3 – The process of taking the 2nd Exam (oral exam)

Step 7: Candidates, who managed to obtain at least grade 5 (five) in the 1st exam (the written test), will be allowed to take the 2nd exam of the bachelor exam – the presentation of the their bachelor thesis, remaining connected with their audio-video on in the same exam slot.

The presentation of the bachelor thesis is made by sharing the screen (where applicable), by the candidate who wishes to present the paper in electronic format. The presentation of the paper will be made within 10 minutes (including the question & answer session). It is recommended to allocate a relatively equal time between the presentation of the paper by the candidate and the question & answer session.

STAGE 4 - Displaying the bachelor exam results

Step 8: The final results obtained by the candidates who took the bachelor exam will be displayed on the institutional website, on the day of the examination finalization by each Committee or the next day at the latest, when the Committee’s examination activity finished at a late hour, which makes it difficult to enter the results into the database and communicate them on the same day.