

GUIDELINES

IL 02.B.L.E.R1/06/2021 – The Process of Taking the Bachelor Examination Online – guidelines for graduates/candidates

Purpose:

This set of guidelines presents the process of taking the bachelor examination through the Microsoft Teams Platform (hereinafter commonly referred to as the “Teams Platform”) and has been developed to adapt the regulations for organizing and conducting the bachelor examination for the programs taught in Romanian and English, in the academic year 2020-2021, to the process of taking the bachelor examination online.

Application:

These guidelines have been developed in the context of organizing and conducting, in online format, the bachelor examination, in the July 2021 session, and applies to graduates/candidates who take the final bachelor studies examination, as well as to members of the RAU Executive Examination Committee, the School Examination Committees and the Specialty Examination Committees.

Definitions, abbreviations and acronyms related to the guidelines:

Notification: message received in electronic format, through the institutional e-mail address, which informs the candidates/teaching staff about a series of specific aspects concerning the process of taking the bachelor examination.

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

The technical representative of the Examination Committee: teaching staff member, member (chair/ member/secretary) of the Specialty Examination Committee, appointed in the context of organizing the final bachelor studies examination, in charge of technical duties so that the examination process should run smoothly.

Examination slot: time interval set for carrying out the online examination corresponding to Part 1 and/or Part 2 of the bachelor examination, for an examination team, which consists in the teaching staff members who are part of the Specialty Examination Committee, as well as graduates/candidates belonging to the examination team.

Manner of conducting the activities:

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

STAGE 1 - Checking the schedule of the bachelor examination

Step 1:

The day before taking the bachelor examination, the candidate will receive, on the @student.rau.ro e-mail address, two notifications, as follows:

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

On the Teams platform, the candidate will find the name of the School in the examination 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 examination, candidates agree to the audio-video recording and archiving of the examination at the corresponding School, under the legal provisions in force. At the same time, the candidates shall comply with the Regulations regarding Students' Professional Activity, not violating the legal provisions on examination fraud, the rules concerning GDPR (confidentiality of personal data), as well as other regulations, in force at national level or the rules developed and in force at institutional level.

STAGE 2 – The process of taking the bachelor examination – Part 1

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

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

Before the examination starts, candidates must connect with the audio-video on and must show to the Examination Committee the student card or other photo ID document on the camera.

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

Step 5: After explaining the requirements of the examination, the technical representative of the Committee will share the screen, in turns, providing to the candidates/graduates the necessary time to answer every question before moving on to the next question.

The Committee assesses the fundamental and specialty knowledge of every candidate through the intermediary of 3 questions. In special cases, when the answers provided by the candidate have not been conclusive enough to establish the grades that will be granted, to the aim of full edification on the fundamental and specialty competences/knowledge acquired throughout the bachelor studies program, according to the complexity of the questions and answers which they entail, the Specialty Committee may additionally formulate 1-2 questions, with the possibility of supplementing the time allotted for Part 1 with a maximum of 6 minutes (by re-allotting them from the time established for Part 2), but without surpassing the overall time allotted to a candidate (30 minutes).

Candidates/ graduates will be able to see the questions, through the Teams Platform, and will have 3 minutes available to answer every question.

Step 6: After the answers are provided by the candidate, or, according to the case, the time allotted for the assessment is over, the members of the assessment Committee will agree on the marks given by every one of them to the respective candidate, and, if the average is at least 5, they will pass on to the next stage – Part 2 of the examination.

If the average is lower than 5, the candidate is rejected and will not take Part 2 of the examination.

STAGE 3 – The process of taking the bachelor examination – Part 2

Step 7: Candidates who have obtained at least 5 in Part 1 will take Part 2 of the bachelor examination – the defense of the bachelor paper, maintaining the audio-video connection in the examination session, according to the schedule.

The defense of the bachelor paper is done by sharing the screen (where it is the case) by the candidate who wishes to make the presentation of the paper in an electronic format. The defense is performed in approximately 20 minutes (including the Q&A session). Allotting relatively optimal time intervals to the defense of the paper and the Q&A session is recommendable.

STAGE 4 – Displaying the bachelor examination results

Step 8: The final results obtained by the candidates in the bachelor examination will be displayed on the institutional website, on the day of the examination finalization by each Committee or the next day at the latest, in case 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 website on the same day.