

No.	Question	Answer
1.	The dean decides on introducing distance testing to a faculty. What form should the decision have?	The form of the decision is not determined. A key concern is that students and instructors are sufficiently informed in advance (e-mail, via the web pages, social sites, etc.). A dean's measure could also be used.
2.	Who makes the decision to introduce distance state exams at a faculty?	The dean decides on the option of distance state examinations for a specific programme of study after agreeing with the guarantor of this programme of study. The dean and the guarantor can agree in any fashion, by e-mail or phone. In almost all cases, there should be agreement. However, if no agreement is made, the dean decides – the dean has final responsibility.
3.	The guarantor of a programme of study decides on the distance assessment of studies for a specific course upon agreement with the course guarantor. Can they just agree by e-mail or telephone?	Yes.
4.	Is a student required to attend distance exams?	No. The same as with on-site exams, a student has the option of registering or not registering for the term. Nevertheless, the minimum number of registered terms is three in total, i.e. together distance and on-site exams, and they must be registered during the whole exam period (including July and September). Therefore, there could be only one on-site term, or in an extreme case where the current measures are extended into the autumn, none.
5.	Do distance exams count towards the minimum number of terms registered by a faculty?	Yes. In accordance with Article 8, clause 14 of the Code of Study and Examination of Charles University, the number of registered terms must be appropriate for the number of students and must not be less than three. It is up to the student how to schedule them.
6.	How are unsuccessful attempts counted in the case of the distance assessment of a course?	Unsuccessful attempts are counted in a standard fashion, the same as for on-site assessment of studies. The number of replacement terms for fulfilling the assessment of a course that is set out in the Rules for the Organization of Studies, in accordance with Article 8, clause 7 of the Code of Study and Examination of Charles University, is valid for both distance and on-site (not, for example, three distance attempts and three full-time attempts).

7.	Is it possible to change the conditions for completing a course? Is it possible to change the rules for carrying out the assessment of studies for a course?	Yes. It could happen that there will be a written exam instead of an oral exam or that more emphasis will be placed on work during the semester (reading, homework, seminar work, presentations ...). The level of difficulty for passing courses should remain the same and correspond to the number of credits.
8.	Is it necessary to keep the method for completing a course (form of assessment of studies for the course) according to the accreditation?	Yes. If it is stated in the accreditation that a course is completed with an exam, it must be completed with an exam. This also applies to the case of other forms of assessment of studies for a course.
9.	Is there a difference in the level of difficulty between distance and on-site exams?	The level of difficulty for distance and on-site exams is the same, and the level of difficulty for passing a course should correspond to the number of credits.
10.	Is it necessary to follow the other rules relating to registering for exams set out in Article 8, clause 14 of the Code of Study and Examination of Charles University?	Yes. At least two terms in the exam period must be registered prior to the beginning of this period. Other exam terms may be registered with at least a week in advance. If only three terms are registered during an exam period and there are no vacancies for the third registered term, the capacity must be increased or another term must be registered, provided the schedule for the academic year allows this.
11.	Do the same rules for excusing someone from an exam apply also to distance exams?	Yes.
12.	How do you verify the identity of a student during an online exam?	The identity of a student can be verified during a videoconference by holding the student's university or state ID up to the camera. Another option is to verify the identity of a student using the photo in SIS. The student may log in to the system and show the photo by sharing their desktop. In the case of a written exam, the student logs in to the system using their CAS data. If the public is present at the final state examination, it is recommended that the student show their student ID card and not their state ID card.
13.	How does a student register for a distance exam?	Students can register for an exam term via SIS.
14.	How do you resolve the method of drawing questions?	If you need to draw questions, it is recommended to keep the rules the same. The drawing may be done by the examiner in this case, but the integrity of the examiner must be ensured (e.g. to show that the set of questions is complete and the drawing is done in front of the camera; to do the drawing with an electronic device guaranteed by the faculty, etc.)

15.	How do you resolve the method of drawing questions for state exams if the details are provided in the Rules for the Organization of Studies at the Faculty?	If the Rules for the Organization of Studies at the Faculty determine the method of drawing questions or the selection of questions and this method cannot be used for distance testing, students must be informed in advance of a different way of drawing questions. The rights of students must be upheld to the maximum extent.
16.	How do you handle a connection failure or the failure to take an exam due to technical problems? Is the number of attempts limited?	First of all, the examiner must try to re-establish the connection with the student. If the exam is definitively terminated, it is the responsibility of the examiner to determine whether the part of the exam already taken has demonstrated sufficient knowledge. Either they assess the assessment in a standard manner or the student will need to be retested. It is not possible for a term to expire due to technical problems, whether on the part of the student or the examiner. The faculty may specify the rules according to the tools and the assessment of study for the course, but students must be acquainted with them in advance.
17.	What should I do if I need to create a report for an exam or state final examination?	If an exam report is required in accordance with law, it must be created in the same way as in the case of on-site testing (in a non-editable format, e.g. pdf) and approved by the committee (e.g. per rollam). It is recommended to follow the standard rules for preparing reports for on-site tests. In the case of state final examinations and the defence of dissertations, the report is prepared in the same regime as during on-site examinations.
18.	Does the university provide assistance to students who do not have access to a computer or the Internet so that they can take a distance test?	The Carolina Centre has several laptops available for lending (contact: Mgr. Jana Vlasáková, jana.vlasakova@ruk.cuni.cz, phone: 224 491 604). In addition, it depends on the faculty whether or not they have appropriate means to lend devices to students.
19.	How can a committee vote remotely?	On most platforms it is possible to use chat, but always make sure it is a chat without the presence of students. If, in accordance with Art. 11(13) of the Code of Study and Examination of Charles University, it is necessary to store a record and the result of the voting (dissertation defence and state doctoral examination), then the same as for exams taken on-site, they must also be stored for exams taken remotely (e.g. printscreen).