

Instructions for approaching the mid-term in the Organic chemistry and Biochemistry course

The exam will take place on ZOOM platform and an e-classroom. The student must provide a suitable working environment for the examination. On the desk, the student can only have a piece of paper on which to write the answers, the periodic table and a pen. All other gadgets or notes are strictly prohibited.

Before the exam, the student registers in ZOOM via a computer with a camera **AND** a mobile phone. During the examination, the computer camera must be focused on the paper on which you are writing down the answers, so that the hands are visible throughout the entire process, even when you have already answered the questions (see Figure 1). The camera on the mobile phone must be aimed at the upper body and the work surface, as shown in Figure 2. During the examination, the camera must be turned on on both devices. The microphone must be unmuted only on the computer during the entire process.



Figure 1: Correct position of computer camera

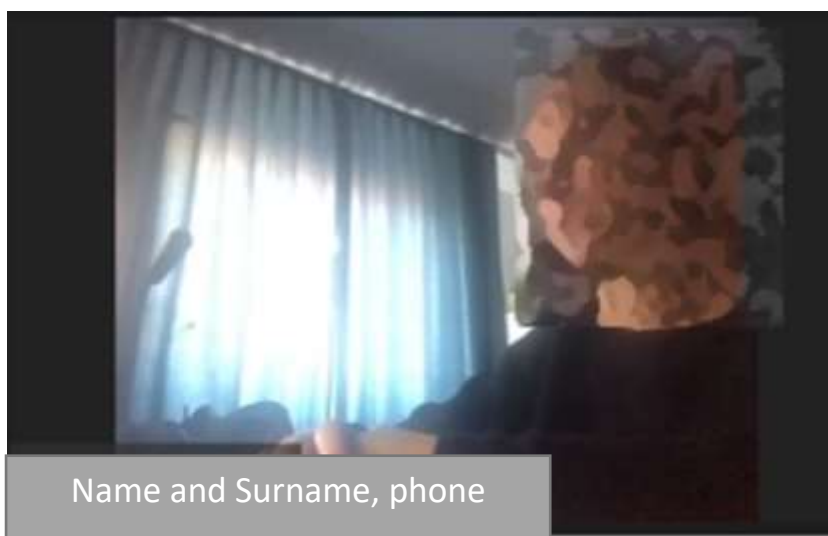


Figure 2: Correct position of mobile phone camera

**Submission:**

The exam consists of a single written part. The student has 40 minutes. Questions will be posted on ZOOM. The student writes the answers to the questions legibly on a piece of paper. After 40 minutes, the assistant gives instructions for submitting answers to the e-classroom. Submission process takes place for all students at the same time, according to the instructions of the supervisory assistant. Students then take photos of the answers with a mobile phone and upload them under the correct assignment in the e-classroom. The e-classroom is locked after the time expires, further submission after the deadline will not be possible.

Sanctions:

If the supervisory assistant finds irregularities in the examination process, he / she immediately warns the student about the irregularities. In the event of the next violation the student is prevented from continuing to write the exam. If a student turns off the camera on the computer or microphone during the colloquium, the student can no longer continue with the exam. The camera on the mobile phone can only be turned off when uploading photos to the e-classroom. The hands must be visible throughout the entire time of the examination.