**Regulations for passing the exam or completing certain classes, verifying achieved learning outcomes specified in the study program using electronic means of communication**

1. Credits and exams using electronic means of communication at Poznan University of Technology can be conducted in full-time and part-time, first and second cycle studies of general academic and practical profiles, conducted in Polish and English.

2. Credits and exams may take one of the following forms:
   1) test, using the university moodle platform (https://moodle.put.poznan.pl/),
   2) in writing, sent in a way agreed with the teacher,
   3) oral, in video conference mode; it is recommended that a group of people simultaneously participating in the test or exam does not exceed 8 people,
   4) another, specified by the teacher.

3. Systems in which it is possible to carry out tests and examinations are listed at https://elearning.put.poznan.pl/. The teacher may use another tool to ensure data security, including the protection of personal data of the person conducting the exam and students required by law, provided that he receives a positive opinion of the Data Protection Inspector.

4. The person conducting the exam should make an entry about the date and form of passing the test or exam on the eKalendarz platform ((https://ekalendarz.put.poznan.pl/) at least a week before the planned date and after checking the availability of this date for a given student group. Students' personal data should not be entered into the eKalendarz platform.

5. Credits and exams take place after the student's identity has been identified. Identification occurs:
   1) based on authentication using the university's e-mail address (e.g. in the moodle system after logging in using eLogin),
   2) by placing a handwritten signature on a digital representation of the written work submitted to the person conducting the credit or examination,
   3) by presenting a student ID card to the camera (with only the image visible) and the student's album number), whereby a person can be identified by means of a student ID only using the eMeeting platform managed by the Poznań University of Technology,
   4) otherwise determined by the person conducting the test or exam, provided that the Data Protection Officer gives it a positive opinion.

6. The duration of the test or examination is recorded. Recording takes place:
   1) in the moodle system, in the form of a system record of events created automatically and stored in the organizational unit of the University responsible for handling the abovementioned the system for a period of at least 30 days,
   2) in videoconferencing systems by recording the course of the test or exam, which is stored for a period of 14 days until all the grades have been approved by the instructor. The person responsible for deleting the recording is the instructor.

3) in other systems in the manner offered by these systems. When the recording is only supported by the administrators of a given system, the facilitator may additionally obtain a statement from students about the individuality of their work when preparing answers during the pass or exam,

4) the record of the pass and exam cannot be made public.

7. The person conducting the test or exam is responsible for the organizational and technical issues of preparation, passing the exam or examination as well as announcing the results.

8. Any technical problems should be reported to the employees of the Service and Operation Department at 61 665 29 75.

9. The instructor is obliged to keep written exam papers or sets of questions and oral exam reports for at least 12 months.

10. The scope of the material and the method of assessment must not differ from the traditional form of testing or examination. The method of passing the test or exam should take into account the specificities of using electronic means of communication. It is unacceptable to shorten the time for a test or an exam disproportionately to the scope of the material.