

INSTRUCTIONS FOR STUDENTS FOR ON-LINE EXAMINATIONS IN THE MS TEAMS APPLICATION

Every subject taken in the past semester will be given a "room" in MS TEams, just like subjects taken in this semester (**the rooms are named after the appropriate subject**) and examinations (oral and written) will take place in those rooms. Each subject will be allocated teachers (examiners) who will conduct the examinations.

If it is an oral exam, no code to enter the room will be allocated!

The teacher will invite a student who is scheduled to take the exam that day, to take the oral exam, after the teacher has created a meeting in the room (indicated by the name and surname of the examiner), by clicking on *show participants* and *invite someone* (by writing in the name and surname of the student)

Students must **check the exam schedule published in ISVU, their year's Whatsapp group, or on VEF-LMS, or their teacher will send them a notice with the exam schedule directly by e-mail. Students must log in to MS Teams several minutes (about 10 minutes) before the exam begins and wait for the examiner to invite them to the exam.**

If the exam is written, a code will be issued for entry to the room and sent by e-mail to student representatives or published in their group, and all registered students will be added to the assignment, whether it is a written exam or a mid-term test.

IMPORTANT!

If students have any difficulties at all at the beginning or during the exam (e.g. they are unable to access the exam, the internet connection is interrupted etc.) we ask students to take a screen shot of the problem on their computer if possible, and send the screen shot and a note about the problem by e-mail to the head of subject, the Vice-Dean for integrated studies (to agudan@vef.hr, jgrizelj@vef.hr), and the Office for Integrated Studies (to mjovic@vef.hr) to enable us to react in good time, by postponing the exam or arranging a new time for the exam.

Vice-Dean for Integrated Studies and Students

Associate Prof. Dr. Sc. Andrea Gudan Kurilj

Vice-Dean for International Cooperation and Studies in English

Prof. Dr. Sc. Juraj Grizelj