

## 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](mailto:agudan@vef.hr), [jgrizelj@vef.hr](mailto:jgrizelj@vef.hr)), and the Office for Integrated Studies (to [mjovic@vef.hr](mailto: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