

Operating Rules of the FEM Test Centre

Article 1

Introductory information

1. The FEM Test Centre (TC) is available at the FEM CZU Prague.
2. The TC is operated by the FEM CZU Prague (hereinafter referred to as the administrator).
3. The TC is intended for students to take properly created exams in the moodle.czu.cz system based on prior reservation.
4. The TC is located on the ground floor of the Rector's Office of the CZU Prague.
5. The use of the TC is governed by these Operating Regulations.
6. The administrator of the TC is the Centre of Information Services (CIS) of the FEM CZU Prague (hereinafter referred to as CIS).
7. CIS is represented in the TC by appointed persons exercising technical and pedagogical supervision (hereinafter referred to as TC supervision).

Article 2

Hours of Operation

1. The TC is normally open on weekdays from 8:00 a.m. to 8:00 p.m. The opening hours of the TC correspond to the opening and closing times of the faculty. When the faculty building is not open, access to the TC is only possible with the permission of the administrator (CIS).
2. The administrator reserves the right to change the operating hours.

Article 3

General conditions for the use of TC

1. Every visitor to the TC is obliged to read the TC Operating Rules and to act and behave in accordance with these rules.
2. By entering the TC premises, the visitor agrees to the TC Operating Regulations.
3. The visitor enters the TC premises at his/her own risk.
4. The TC premises are monitored by a camera system, in accordance with the Czech Act No. 110/2019 Coll., act on personal data processing, Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) and the internal regulations of CZU.
5. To enter the TC, a valid chip identification card issued by the Card Centre of the CZU Prague (ISIC, ALIVE or student) (hereinafter referred to as the card) is used. It is not possible to enter the TC and take exams without identification by means of this card.
6. Exams can be taken in the TC only after prior reservation in the moodle.czu.cz system.
7. Students are not allowed to bring electronics, metal items, study materials, their own stationery, papers, or any other items not approved by the TC supervisor into the interior of the TC.

8. TC supervision is entitled to ask visitors to the TC to present their cards for identification (even repeatedly).
9. Students may not be allowed to take the exam in the event of a violation of these operating rules.

Article 4

Connecting exams to TC

1. Exams are available to students in the TC only if they are properly attached to the TC by the educator.
2. Connection of a exam to the FEM Test Centre is subject to approval by an authorised employee of the FEM Centre of Information Services (contact: tc@pef.czu.cz). CIS guarantees approval of the connection of a exam to the TC if:
 - a. the exam is part of the departmental plan for the use of the TC, which has been submitted to the FEM management by the deadline;
 - b. the exam is created in Moodle and the request for its connection to the TC is sent no later than 14 days before its planned launch;
 - c. the length of the exam (time limit parameter) will be a minimum of 5 minutes and a maximum of 50 minutes;
 - d. the exam does not use the Safe Exam Browser module;
 - e. the interval for exam composition (Exam Access - Exam Close interval) is set to a minimum of 14 calendar days;
 - f. the value of the exam parameter 'Number of attempts allowed' is not greater than 3;
 - g. the exam is part of a course that is provided by an FEM academic.
3. The educator is solely responsible for all exam settings. If he/she needs to change these settings for an already approved exam, he/she shall not submit a new request for approval. If the change does not violate any of the conditions for guaranteed approval and does not materially alter the examining date (especially by moving it to the last two weeks of the semester or to the exam period), the change will be made. In other cases, it is recommended that the CIS be consulted about the change. If a gross violation of these conditions is found, the exam may be removed from the TC.
4. Exams are allowed only from FEM courses, for other faculties only on an exception granted by the Dean of FEM, usually through the FEM Vice-Dean for Quality. The Dean of FEM also decides on the procedure in cases not affected by these Operating Regulations.
5. The approval of exams is done through the "Test Centre 2" module, which is available in moodle.czu.cz.
6. Any extra requirements for the organization of exams in TC (e.g. patterns, charts of accounts, etc.) are handled exclusively along the GAELP axis of the department - CIS, not the educator - CIS. All such materials are supplied to the TC by the instructor or department.

Article 5

Reservation of exam dates

1. Students book the dates of approved exams for TC using the module "Test Centre 2", in moodle.czu.cz and - well in advance according to the current instructions issued by the TC administrator and can check out before the booked time - again at the time set by the TC administrator.
2. Students should only communicate with their educator about bookings, exam setup, illness or other absences at the booked time.

3. Students may arrive for the exam no earlier than 10 minutes before the selected (reserved) time and no later than the reserved time. In case of late arrival, the reservation is cancelled.
4. The exam can only be taken at the pre-booked time.
5. Only one reserved exam can be taken per reservation. For any additional exams, you must go through the entire check-in process again.
6. Students should resolve any problems with exams with their educator, not the TC supervisor (who only needs to be made aware of problems with the exam).

Article 6

Examining procedure

1. Upon arrival, students report to the self-service kiosk located outside the TC entrance.
2. At this self-service kiosk, students prove their identity with a ČZU chip identification card and take their photo for the purpose of monitoring TC activities.
3. After verifying their identity and taking their photograph, students registered for the exam at the booked time are printed a ticket with the assigned computer number, storage box number and barcode, which is further used to gain access to the interior of the TC. Without a printed ticket, students are not allowed to enter the internal areas (workstations) of the TC.
4. Students may use the assigned storage box to put away their belongings. When entering the TC interior (workstations), students will pass through a security frame and identify themselves with a barcode from the self-service kiosk printed on the ticket.
5. Students are allowed to enter the interior of the TC only if they pass through the security frame without a light or sound warning. Therefore, students are required to choose appropriate clothing and footwear so that they can pass through the security frame without difficulty.
6. If students are using necessary equipment that makes it impossible for them to pass the safety frame check, they must request an exception based on reasonable cause (e.g., an implant wearer's ID) through the TC Supervisor at the time designated for this purpose (per paragraph 7 of this article).
7. Students can try out the safety frame passage every working day (on days of TC operation) from 07:00-07:45. Only during these times can any problems with the passage be solved and, if necessary, a request for an exception to be allowed into the TC despite the sound signal being triggered be submitted to the Dean via the TC Supervisor. The request for an exception must be properly justified and if approved (by the Dean's designee), the person is allowed into the TC for the duration of the validity period and verified by a handheld scanner by the TC staff.
8. Students may be asked to remove clothing or equipment that potentially triggers a safety frame response to the assigned storage box. In the event of refusal to remove the item or repeated detection, the student will not be allowed inside the TC and must attend the exam on an alternate date.
9. If a student needs to use paper or writing utensils to complete the exam, the student will request them from the TC Supervisor. If the instructor is permitted to use other materials (e.g., samples, charts of accounts, etc.) for the exam, the student may request to borrow them from the TC Supervisor.
10. It is not allowed to run (or open) programs other than the web browser with moodle.czu.cz, Excel, MS Windows Calculator and selected statistical software on the workstation. It is not allowed to open any pages on Moodle other than the login, the course title page and the exam itself (which students have booked in a given time period).
11. The workstation on which the exam is run will automatically log itself out when the reservation expires, regardless of the student's completion of the exam. Students must not exceed the time of the computer reservation and it is their own responsibility to complete the exam properly within the reservation time.

12. Upon completion of the exam, the student is required to leave the interior of the TC without undue delay. Students are required to return all borrowed equipment (samples, pencil, paper, etc.) to the TC supervisor upon leaving the TC interior).
13. Students leave TC immediately after removing their personal belongings from their assigned storage boxes.
14. In the event of a problem with an assigned workstation or storage box, students must notify the TC supervisor, who will inform the TC administrator of the situation.

Article 7 **Monitoring of activities**

1. The TC has a camera monitoring system in place to record student activity.
2. TC is under constant CCTV surveillance. By entering the premises of the TC, students acknowledge that their image, voice and expressions of a personal nature, including all communications, will be recorded and in the event of a suspected violation of these regulations or for the purpose of carrying out control activities, may be forwarded and used for review by the TC administrator, lecturers and the Disciplinary Committee of the Faculty of Economics and Management of the CZU Prague.
3. All student activities at the workstation are monitored, recorded, and if a violation of these regulations is suspected, may be forwarded to and used for the purposes of review by the Test Centre Administrator and instructors. In addition, all available data may be forwarded to the Disciplinary Committee of the Faculty of Economics and Management of the CZU Prague for review.
4. After logging on to the assigned workstation, where the student uses his/her login credentials to the ČZU systems, monitoring software is run to record the activities taking place on the computer, take screenshots and capture photos from the computer's camera. The student is required to leave the computer camera on during the entire exam.
5. In accordance with the GDPR principle of transparency, it is stipulated that personal data processed during the student check-in process are:
 - a. Personal data from Moodle data.
 - b. Card number converted to student identity, photograph taken by the student.
 - c. CCTV footage from TC.
 - d. Photographs from computers, screenshots of screens during student activity. Information provided by the student (login and any information displayed by the student on the screen).

The period of retention of personal data is limited to the time necessary for processing, any investigation of suspicions and the period provided for appealing against the decision of the competent authorities of the ČZU.

The TC controller informs the DPO of the CZU Prague, who acts as a contact for data subjects and the supervisory authority, about the details of the processing. The contact details of the DPO of CZU Prague are available at <https://gdpr.czu.cz>.

Article 8 **Other regulations**

1. In order to maintain the regularity of the examination process, it is the duty of the TC supervisor not to allow students or other persons who are not performing their duties here to enter the TC premises and to inform the instructor and the administrator of any violation of these regulations.
2. It is the responsibility of the supervisor to maintain a quiet and peaceful environment for exam taking throughout the TC.

3. It is also the duty of the TC supervisor to exclude students or other persons who violate the TC operating rules from the TC premises, and in the case of disobedience to the request to leave the premises, to inform and request the assistance of the ČZU security service.
4. Persons present in the TC are obliged to behave quietly in the TC premises, not to play music or other sound outputs and to maintain a quiet and dignified environment for writing exams. In case of non-compliance with this condition, such persons are obliged to leave the TC immediately.
5. Persons under the influence of narcotic or psychotropic substances are not allowed to enter the TC.

Article 9

Final regulations

1. These Operating Rules shall be valid and effective as of October 25, 2023.

doc. Ing. Tomáš Šubrt, Ph.D.
Dean of FEM CZU Prague

Prague, October 25, 2023