

FINAL EXAMS. IMPORTANT INFORMATION

All the information you need to know for the online examinations: Frequently Asked Questions and Answers.

The Studies and Student Welfare Service announces that the final exams for the DL programs of study and for the Conventional Programs of Study: Master in Business Administration, International Trade & Shipping Management, Maritime Law & Shipping Management will take place remotely (online).

FREQUENTLY ASKED QUESTIONS

1. Which are the methods/forms of alternative remote assessment methods that will be applied by the University?

Based on the proposed framework of final assessment set by the Agency of Quality Assurance and Accreditation in Higher Education and after the approval of the Senate, Frederick University will apply the following alternative methods of final evaluation:

- Type A. Electronic Written Examination and Invigilation (Open book)
- Type D. Electronic Written Examination and Invigilation (Closed Book)

The assessment form for each course is decided by the program coordinator and the instructor of the course after considering the needs of each subject area.

2. What equipment do I need in order to be able to participate in the online final exams?

I need:

- A computer
- Internet Access
- Second Device with camera (e.g. Smart Phone or a Tablet)
- The successful completion of the identification process

More information regarding the procedures can be located in the course "FINAL EXAMS GUIDES".

4. In which platform will the final exams take place?

All exams will take place on the Exams Platform <https://exams.frederick.ac.cy/>

5. What are the prerequisites for participating in the online invigilation?

The online invigilation is carried out via ZOOM. In order to be able to participate in the online exams with invigilation, you must log in to the invigilation through a second device that has a camera, microphone and internet access (e.g. smart phone or tablet). The second device (with camera) should be placed in a suitable position, next to you, in order to show your workplace, keyboard, computer as well as you during the examination.

6. What will happen if I haven't completed the identification process?

Proceed immediately to complete the identification process via the extranet student platform.

7. How can you ensure the integrity of the exams since everyone will be taking them from home?

The University based on international practices implemented by worldwide top Universities and following the approved framework of the Cyprus Agency of Quality Assurance and Accreditation in Higher Education has followed appropriate and adequate mechanisms in order to ensure the integrity of the examination procedure. A relevant guide has been created for each alternative method and will be provided during the students' training process.

8. Will I have the opportunity to practice the alternative forms of assessment and online invigilation in order to get more familiar during the exam period?

Yes. All students will be informed and trained appropriately in order to get familiar with the alternative assessment methods and online invigilation. Furthermore, an exam webinar will take place in order to ensure the successful use of the necessary digital tools by all students. Your participation in this education/training is necessary since it will also help to reduce the stress you may have in relation to the online exams and final examination process. You may exercise as many times as you want in the [Mock Exam](#).

9. Are there any particular limitations or requirements in relation to the place where I will take my final exams?

During the examination:

- You should be in a space without the presence of third parties, while communication with anyone other than the invigilator is prohibited.
- You must not be in possession of unauthorized material. You can only have the material you are entitled to for the examination as determined by the instructor.
- You should not use headphones.

10. What happens if I encounter technical problems during an examination (e.g. weak internet connection)?

In case any technical issues occur during the exams you should follow the steps below:

- On the exams platform (<https://exams.frederick.ac.cy/my/> click "Technical support" (<https://help.frederick.ac.cy/seb/> and then "Technical Support" and fill in the relevant form.

Or

- Contact the Technical Support via academic email at dl-support@frederick.ac.cy and write on the topic "**exams now**". Always mention your registration number, your full name, your phone number and the problem you are facing.

11. My books and notes are in digital form and I do not have a printer. Will I be able to access them during the exam?

In Type A examinations it is possible to use the Resource Folder. The Resource Folder is uploaded in the examination area. The content of the folder depends on each instructor. Some instructors may choose not to make use of the resource folder. In any case, you will be informed by the instructors of each of your courses.

12. Can I use the toilet during the exam?

It is forbidden to move from the exam area or turn off the camera during the examination. Depending on the exam duration, the exam may be broken into two sections in order to allow a short break after the completion of Section A and before the beginning of Section B.

13. I am a student who is eligible to special accommodations during my exams. Will these also apply to the alternative assessment methods?

Yes, the accommodation that are provided to you by the Counselling Centre will also apply during the online examination period. For further information it is important to contact the Counselling Centre, tel. 22 394336. If you encounter any problem with a particular evaluation method due to special needs then get in contact with the Distance Learning Unit.

14. I am not quick enough in typing. How will this affect my examination?

Additional time has been provided for the duration of an exam considering that not all students can type at the same speed.

15. I do not have the necessary equipment to participate in the exams. What is expected to happen?

To enrol in a distance learning program, it is a **prerequisite** to possess the following:

- Computer supplied with speakers
- High-speed access to internet connection (2Mbps+)
- Be computer literate and possess core computer competences, to be able to use office applications (word processing, presentations, etc), manage files, and browse the Internet.
- Webcam to facilitate your communication and learning experience

Furthermore, in order to be able to participate in the online exams, you must possess a second device that has a camera, microphone and internet access (e.g. smart phone or tablet). Therefore, you should acquire all the above in order to be able to take part in the final exams.

16. What will happen if I can't take the exam online or if I am sick?

In the rare occasion of not being able to attend a final examination, you have to submit a supporting document to the Distance Learning Unit dlu@frederick.ac.cy up to one week after the date of the final exam. The supporting document will be examined by a special committee and only if it's approved you will be given the chance to take the course exam, with no additional charge, in the next exam period. Supporting documents that are overdue submitted as well as supporting documents during the Second Exam period are not accepted. In case your request is not approved, you will be informed accordingly.

17. How can you ensure the protection of personal data during remote examination and electronic invigilation?

For the implementation of online assessments, the University applies procedures fully compliant with the provisions of the European Personal Data Protection Regulation 2016/679 and the provisions of Law 125 (I) / 2018 in relation to the protection of personal data. Following the instructions of the Cyprus Agency of Quality Assurance and Accreditation in Higher Education all evaluations should be recorded for checking purposes and also to ensure the quality and the credibility of the exams. The recorded exams which will contain personal data, will be saved in insured electronic databases with the right of access only to authorized persons and to the Cyprus Agency of Quality Assurance and Accreditation in Higher Education if requested for checking purposes.