

## NOTICE ABOUT ONLINE ASSESSMENT

Access to the online exam supervision systems implies that the student declares knowledge about and acceptance of the following terms and conditions according to those established in the UPCT assessment regulations and the academic integrity guide for students of UPCT:

1. Students should communicate well in advance via email connectivity disabilities or technical barriers that could affect the normal performance of the online assessment. This information enables the University to establish individual solutions or adaptations for each case in order to guarantee the right of each student to be adequately evaluated.
2. Each student will have the option to pre-enroll in each online exam with the aim of aiding in the scaling up of the system, though this is not considered a required condition to taking the exam.
3. During the online assessment, the student must have a computer or tablet and a smartphone with camera and microphone, both with internet connectivity, available.
4. During the exam, the student can be identified through the photo uploaded in the Aula Virtual. The student is responsible for providing a sufficiently up-to-date photograph in order to ensure proper identification through telematic tools. In any case, the day of the exam the student must have an identification document with a photo (for example, a passport) for verification purposes if necessary.
5. Professors will carry out real-time surveillance by means of a system of retransmission of image and sound obtained from the smartphone
6. The video transmission system allows chat interaction between the student and the professor. This tool is intended to solve doubts that can appear related to the interpretation of the questions during the exam.
7. The camera of the smartphone must be positioned to obtain adequate visualization of the student and the surrounding space, screen, and keyboard. It's very important that the student arrange a neutral space in their home without personal information or belongings.
8. It is also very important that students inform the people who live with them about the exam in order to avoid blocking the camera's viewing area.
9. UPCT is exempt from any responsibility related to incidental viewings of personal and/or family images.
10. Recording and broadcasting images are prohibited. Those students who disseminate this type of information are responsible for the legal consequences, and data protection authorities could be informed. Infraction of this prohibition could result in administrative, disciplinary, or civil liability.
11. In the case of written exams on paper, a recording of the student at the end of the exam could be carried out with the aim of recording the student showing his or her exam as evidence of the work done, and as a backup in case of transmission or delivery problems with the files associated to this physical evidence in addition to possible suspicion of fraud during the exam.
12. In addition, the professor that supervises the exam could record moments of the exam as evidence of its proper functioning, particularly when acts that infringe on the academic integrity guide for students of UPCT are detected.
13. Once the exam has ended, the connection will be automatically cut off without the possibility of it being reactivated.
14. With the aim of verification and monitorization, connectivity data will be registered in the databases of the University during the period of time legally imposed. In any case, these records will not affect the privacy of information.
15. The use of **UPCTevalúa** requires download of the App **Wowza GoCoder** in the smartphone. It is available for iOS and Android. Using the computer, the student will access the task/questionnaire in the Aula Virtual. This platform will offer two options for linking the supervision tool **UPCTevalúa** and the exam: A URL that is sent via email, and a QR code that contains the same link. The **Wowza GoCoder** App will advise the student of this retransmission showing a red light.
16. Supervision through videoconferencing tools can only be carried out by means of the corporative videoconferencing platform that observes the terms of the Royal Decree 3/2010 of 8 January, concerning the regulation of the National Security Framework for the electronic administration, that ensures the access, integrity, availability, authenticity, privacy, traceability and preservation of data.

Cartagena, May, 2020