	<p style="text-align: center;">WORKING PROCEDURE REGARDING THE EXAMINATION OF STUDENTS STARTING WITH THE ACADEMIC YEAR 2022-2023 CODE: PL-118</p>	Edition: 1
		Revision: 2
		Page: 1 din 22

WORKING PROCEDURE
REGARDING THE EXAMINATION OF STUDENTS STARTING
WITH THE ACADEMIC YEAR 2022-2023


	WORKING PROCEDURE REGARDING THE EXAMINATION OF STUDENTS STARTING WITH THE ACADEMIC YEAR 2022-2023 CODE: PL-118	Edition: 1
		Revision: 2
		Page: 2 din 22

TABLE OF EDITIONS AND REVISIONS

Edition: Revision: Date of application :	No. Chapter / Subchapter and revised page	Modification type:		
		Modified	Added	Deleted
Ed1Rev2/19.09.2023	Chapter. 1/pag.4	X	X	X
	Chapter 2/pag.4			X
	Chapter 3/pag.5	X		
	Chapter 4.1.a/pag.5		X	
	Chapter 4.1.c/pag.6			X
	Chapter 4.2/pag.6-7	X	X	
	Chapter 4.3/pag.7	X	X	
	Chapter 4.3.1/pag.8-9	X	X	X
	Chapter 4.3.2/pag.9-10	X	X	X
	Chapter 4.4/pag.10	X		X
	Chapter 4.5.a/pag.11	X	X	
	Chapter 4.5.b.1/pag.12-13	X	X	X
	Chapter 4.5.b.2/pag.13-18	X	X	X
	Chapter 4.5.c/pag.18	X		
	Chapter 4.5.d/pag.19	X	X	
	Chapter 4.6/pag.20			X
	Chapter 4.7/pag. 20	X		
	Chapter 5/pag.21-22			X



	WORKING PROCEDURE REGARDING THE EXAMINATION OF STUDENTS STARTING WITH THE ACADEMIC YEAR 2022-2023 CODE: PL-118	Edition: 1
		Revision: 2
		Page: 3 din 22

TABLE OF CONTENTS

Chapter	Name
0	Contents
1	Aim
2	Field of application
3	Reference documents
4	Description of procedure
6	Responsibilities

	WORKING PROCEDURE REGARDING THE EXAMINATION OF STUDENTS STARTING WITH THE ACADEMIC YEAR 2022-2023 CODE: PL-118	Edition: 1
		Revision: 2
		Page: 4 din 22

1. Aim

Description of the procedure for conducting the examination of students from the undergraduate programs (Medicine, Dental Medicine, Pharmacy, Medical Bioengineering) starting from the 2022-2023.

The purpose of this procedural change is to:


1. Standardize the evaluation / examination of students in a certain discipline, by consensus between the course holders (evaluation during the year, practical exam, grid exam) who will form a team involved in writing the subjects of the various examination tests;
2. Prepare students for the residency exam, through the content of the theoretical evaluation, based on the residency bibliography and through the form of examination, translated into simple and multiple complement grid tests;
3. In the case of notions that are part of the preparation topic for the residency exam, at least 80% of the subjects in the grid exam must be based on these notions; for the other notions from the subject list of the discipline, the bibliography of the discipline (recent and up-to-date) will be respected, with the specification of the chapters from which these subjects come.

2. Field of application

This procedure applies to all students enrolled in undergraduate study programs (Medicine, Dental Medicine, Pharmacy and Medical Bioengineering), as well as teaching staff who have didactic activity in the mentioned programs. The procedure is applied starting with the academic year 2022-2023 and during the overdue exams, credit, change of qualification sessions as well as in the case of the forms of clinical practice/internship provided in the curriculum.

3. Reference documents

1. **SR EN ISO 9000:2015** – Quality Management Systems. Fundamental principles and vocabulary.
2. **SR EN ISO 9001:2015** – Quality Management Systems. Requirements.
3. **SR EN ISO 9004:2018** – Managementul calității. Calitatea unei organizații. Indrumări pentru obținerea unui succes durabil.

	WORKING PROCEDURE REGARDING THE EXAMINATION OF STUDENTS STARTING WITH THE ACADEMIC YEAR 2022-2023 CODE: PL-118	Edition: 1
		Revision: 2
		Page: 5 din 22

4. **OSGG no. 600/2018** for the approval of the Code of internal managerial control of public entities
5. Law no. 199 / 4.07.2023 of Higher Education, with all subsequent updates.
6. Regulations for academic undergraduate studies

4. Description of procedure

4.1. Requirements to participate to exams


a. Course and practical work / internships Attendance

The condition for students to participate in the exam are in accordance with the Regulation of academic undergraduate studies in force. The situation of students' participation in the didactic activity (course and practical work / internships / seminars) is recorded weekly by the teaching staff on the e-learning Platform. Attending practical work / internships / seminars is mandatory; the existence of undone absences exceeding the number of admitted ones entails the impossibility to participate in the practical exam and the grid exam. Course attendance is also mandatory; the student loses his right to appear for the practical and grid exam if he has a number of absences from the course that exceeds 30%.

b. Redoing absences

At the beginning of each academic year or semester (for semester subjects), each subject will display the recovery method for practical work / internships / seminars. In the case of students who have absences from internships / practical work / seminars, they can redo a maximum of 30% of the total number of practical work / internships, seminars, until the 12th week of the semester. The redoing of absent works is done only on the basis of a certificate issued after the approval of the dean of the faculty and under the guidance of the teaching staff of the group to which the student belongs, or with another teaching staff, with the consent of the course holder or group assistant. It is not allowed to redo absent works during sessions or vacations. Failure to recover the absent practical works or exceeding the allowed limit of 30% of the practical activity, entails the loss of the student's right to participate in the exam, until the time of recovery of the absent works. Students who have exceeded the limit of 30% absences for practical work / internships / seminars, will have to redo the absent work:

- (1) in the following semester of the same year (if the respective didactic activity exists), with other study formations, only with the approval of the teaching staff who organizes the redoing or (2) in

	WORKING PROCEDURE REGARDING THE EXAMINATION OF STUDENTS STARTING WITH THE ACADEMIC YEAR 2022-2023 CODE: PL-118	Edition: 1
		Revision: 2
		Page: 6 din 22

the following academic year, under conditions of outstanding credit, with fee. If the absences have a medical, force majeure or other reason considered legitimate, the work can be redone without charge, with the approval of the didactic activity coordinator and the dean's office.

c. Mandatory attendance at the knowledge verification tests during the semester

The student is obliged to participate in colloquiums / knowledge verification tests during the semester, which will be completed with a grade that is included in the calculation of the grade during the semester / year (evaluation during the course). If the student has excused absences from the tests, they will be able to be retaken during make-up sessions organized by each discipline..

d. Paying the tuition fee


In the case of fee-paying students, there is an obligation to pay certain installments of the total amount in order to participate in the grid exam (according to the provisions of the individual contract signed by each student at the beginning of the academic year) . Payment of this amount must be made before the first day of an ordinary session. In the absence of compliance with this clause, the student will not be admitted to the grid exam, his access to the IT system being blocked.

4.2. Establishing the database for the grid exam

Course holders from each subject, under the guidance of the didactic activity coordinator, have the obligation to jointly create the database of statements for the exam and are responsible for data security. The statements will be elaborated on the basis of a unique bibliography agreed by all course holders in the discipline. The bibliography will be displayed in the course (in the second week of the semester at the latest) and is identical to the one in the course sheet found on the university website.

The teaching staff of each subject, under the guidance of the didactic activity coordinator, will generate a new database by November 1, 2023. Every academic year the database will be updated by November 25 of the respective year.

In the case of subjects that have notions in the subject of study that are part of the preparation for the residency exam, at least 80% of the topics in the grid exam related to these notions must be based on the bibliography of preparation for the residency exam. For clinical subjects that have few study topics in the residency exam topic (under 25 pages in the residency training manuals) 50% of the questions will focus on these topics, and the other half of the questions will focus on the other topics in the study topic of the object. For the subjects that are not found in the residency

	WORKING PROCEDURE REGARDING THE EXAMINATION OF STUDENTS STARTING WITH THE ACADEMIC YEAR 2022-2023 CODE: PL-118	Edition: 1
		Revision: 2
		Page: 7 din 22

training topic, these subjects will be written based on the discipline's bibliography, specifying the related chapters.

The database will consist of statements that are followed by 5 true statements and 5 false statements. Based on these, the software will generate simple complement or multiple complement questions. The number of statements in the database of each discipline is consistent with the number of course hours/week of each discipline.

The database will contain:

- 150 statements for disciplines that have at most 1 hour of class / week/ semester
- 300 statements for disciplines that have at most 2 hour of class / week/ semester
- 450 statements for disciplines that have at most 3 hour of class / week/ semester
- 600 statements for disciplines that have at most 4 hour of class / week/ semester
- 750 statements for disciplines that have at most 5 hour of class / week/ semester


The statements will be formulated at a medium level of difficulty. The didactic activity coordinator has the obligation to verify the correctness and degree of difficulty of the questions contained in the database, he will assume under his signature these elements and forward the signed paper to the Dean's office.

The didactic activity coordinator or the person designated by him (whose name will be announced to both the Communications Center and the Dean of the Faculty) will upload the grid on the platform dedicated to the exams and hand over to the Dean of the Faculty the statement base by December 15 for the exams in the first semester and until May 15 for the exams of the year and those of the second semester.

4.3. Scheduling exams

For disciplines where grading is done by grid-type exam, student assessment will be carried out by two types of testing: the practical exam (organized and scheduled at the discipline level) and the grid exam (organized at the university level).

For subjects in which student evaluation is done through colloquiums, it will take place at the discipline, and the scheduling of the colloquiums will be made after reaching consensus between the head of the course and the student representative. The dates for supporting the colloquiums will be announced to the Dean's Office by the didactic activity coordinator.

	WORKING PROCEDURE REGARDING THE EXAMINATION OF STUDENTS STARTING WITH THE ACADEMIC YEAR 2022-2023 CODE: PL-118	Edition: 1
		Revision: 2
		Page: 8 din 22

4.3.1. For practical exam

It is organized at the level of each discipline; the students, together with the course instructor, will determine the date, time and place of the practical exam. The schedule will be displayed at the discipline. The didactic activity coordinator has the obligation to submit to the Dean the schedule of practical exams for all study groups.


The exams are scheduled to take place between 7:30 a.m. and 7:30 p.m. In exceptional situations, on the basis of consensus between the students and the examining teachers, it is allowed to exceed the time of 19.30, but not later than 21.00.

The manner of conducting them will be decided by each discipline, uniformly for all teaching series, by consensus between the course holders and the didactic activity coordinator. Practical exams will be organized by each discipline. At the beginning of each semester, each discipline must display, within a maximum of 2 weeks from the beginning of the teaching activity, the method of conducting the practical exam. The student's participation in the practical exam in a certain discipline is conditional on attending at least 70% of the practical didactic activity (courses/internships/practical works/seminars) and obtaining a minimum average of 5 (five) in the evaluation test/tests during the knowledge organized at discipline level. The practical exams will take place before the grid exam. For the modular exams, the practical exams will be set outside the teaching process at the end of the module period.

The determination of the dates of the practical examination is made by mutual agreement between the head of the series and the course holder. The head of year centralizes the appointments from the series heads. The scheduling of the practical exams for each study group is communicated by e-mail to the Dean of the Faculty by the didactic activity coordinators and by the head of year, specifying the date, time and place of the practical exam. In exceptional cases, the student who, for objective reasons, cannot appear for the practical exam with his group, may request in writing to the Dean's office to reschedule with another group.

In the case of re-examination and credit exams, if the student has not passed the practical exam, he will be required to participate in a practical exam organized by the discipline. In these cases, the practical exam must take place before the grid exam, but during that exam session.

The practical exam(s) from the re-examination session will be organized by each discipline only in the first three days of the session, with the obligation to display the results of this examination within a maximum of 24 hours from the test.

	WORKING PROCEDURE REGARDING THE EXAMINATION OF STUDENTS STARTING WITH THE ACADEMIC YEAR 2022-2023 CODE: PL-118	Edition: 1
		Revision: 2
		Page: 9 din 22

The practical exam during the credit exam session will be organized by each discipline only once per semester. The examination date will be determined by each subject within a maximum of two weeks from the beginning of the semester. The date, time, and location of the practical exam will be posted for each subject and communicated to the Dean's Office in writing by the educational activity coordinator. The practical exam will only take place during weeks 3-7 of the semester. After the practical exam, the examiner is obligated to announce the results within a maximum of 72 hours from the exam's completion. Passing this test will allow the student to access the computer system to choose the date and time for the multiple-choice exam.


4.3.2 Scheduling for the grid exam

In the case of regular exam sessions, starting from the 14th week of educational activity (alongside the publication of the assessment results throughout the semester on the e-Learning platform), students will be able to access the dedicated platform for registering for exams in regular sessions and choose the day and preferred time slot for a particular subject. Once the scheduling is completed, it can be modified, but not less than 48 hours before the chosen exam interval.

Registration for exams (semester, year, re-examination, credit for exams to be taken starting from the winter session of 2023-2024) is only possible if the conditions of attendance and a minimum grade of 5 have been met in the ongoing semester evaluation.

Each discipline (through the course instructor) uploads the grades from the in-semester examination and the qualification from the practical exam to the examination platform no later than two days before the start of the regular session. This allows the computer system to block the participation of students who have not passed the previous exam components (in-semester examination and practical exam). The Dean's Office secretariat will send the list of students who will not be able to participate in the exam due to unpaid tuition fees to the Communication Center. Based on these lists, the Communication Center will block the student's presence either at a specific multiple-choice exam or at all exams in that session.

The registration of students for the re-examination exam depends on passing the practical exam. If a student has passed the practical exam in previous sessions, they can register for the multiple-choice exam on the computer platform starting from the first day after the conclusion of the second regular session.

	WORKING PROCEDURE REGARDING THE EXAMINATION OF STUDENTS STARTING WITH THE ACADEMIC YEAR 2022-2023 CODE: PL-118	Edition: 1
		Revision: 2
		Page: 10 din 22

II. For other students, registration will depend on passing the practical exam during the retake session. Each subject (through the course instructor) uploads the qualification from the practical exam to the examination platform within a maximum of 24 hours, allowing the computer system to block the participation of students who have not passed the practical exam. This will enable the student to regain access to the computer platform.

The grid credit exams are scheduled to take place only on days without current didactic activity of the examined students and the respective examiners. These exams will only be held during weeks 9-12 of each semester. Students' enrollment in the credit exam depends on passing the practical exam. If the student has passed the practical exam, he will be able to register for the grid credit exam, on the computer platform starting from the first day of the semester. For other students, enrollment will depend on passing the practical exam in the credit session. This will become possible after unlocking the student's access to the computer platform that will be provided by the Communication Center after receiving the list of students who passed the practical exam in the credit session. For students who have credit exams from sessions prior to the 2022-2023 academic year, the credit exam will be conducted according to the procedure in force at the time the exam was not passed.


4.4. Establishment of examination commissions

The examination committees are established by the didactic activity coordinator.

For ordinary sessions, the examination committee is made up of the teaching staff who taught the respective course, assisted by a different teaching staff. The examination committee will be the same for the entire series of students. The composition of this committee will be communicated by e-mail to the Dean's Office no later than 72 hours before the start of the exam session. This commission is obliged to participate in the practical examination of the entire study group, to generate and sign the catalogs of the study group.

For re-examination exams, the examination board will be the same as the one from the ordinary session.

For the credit exams, the didactic activity coordinator will nominate a committee consisting of two teaching staff (of which at least one course holder) for the entire cohort of students. This

	WORKING PROCEDURE REGARDING THE EXAMINATION OF STUDENTS STARTING WITH THE ACADEMIC YEAR 2022-2023 CODE: PL-118	Edition: 1
		Revision: 2
		Page: 11 din 22

commission will be established in the first two weeks of the semester and will be communicated (within 72 hours maximum since its appointment), in writing, by e-mail to the Dean's Office.

The examination committee is responsible for the conduct of the examination in good conditions.


4.5. Conducting the exams

The final examination depends on the method of examination provided for in the educational plan of the study group. For the subjects in which the assessment by exam is mentioned (abbreviated by the letter E in the curriculum), the student's grading will be based on two grades (the weight of which is mentioned in the subject sheet): **the grade from the assessment during the semester and the grade from the grid exam, combined with passing the practical exam, by obtaining the admitted qualification.** The weight of the two types of examination is: 20% and 80%, respectively. In order to pass the exam, the student must obtain a minimum grade of 5 (without rounding) in each of the examination forms.

a. The grade in the evaluation during the semester

The in-semester evaluation is quantified based on the grade(s) obtained in periodic assessments, which are determined according to the specific requirements of each subject and represent 20% of the final grade. The number of assessment tests depends on the duration of practical activities within the subject. For subjects with less than 14 hours of practical activity, it is mandatory to have a minimum of 1 (one) assessment test. In the case of other subjects, students must be evaluated through a minimum of 2 (two) assessments during the practical activities. Each subject is obligated to provide information on the conduct of assessment tests. The structure of the assessment tests is uniform across all teaching series and is determined in consensus by the course instructors and the educational activity coordinator. The grade from the assessment test is communicated to the student in the first week after the test is taken. The final grade (in the case of taking 2 tests per semester) for the in-semester evaluation will be uploaded to the e-Learning platform no later than the first day of the exam session. If the grade from the in-semester evaluation is less than 5, the subject organizes a retest (either a single test or one of the two tests, as chosen by the student, in the case of assessment through 2 tests) in the penultimate week of the semester/academic year.

To be eligible to participate in the practical exam and, subsequently, the multiple-choice exam, the student must obtain a minimum grade of 5 (five) during the year/semester.

	WORKING PROCEDURE REGARDING THE EXAMINATION OF STUDENTS STARTING WITH THE ACADEMIC YEAR 2022-2023 CODE: PL-118	Edition: 1
		Revision: 2
		Page: 12 din 22

Student attendance, the reworking of practical assignments, and all grades obtained during the semester will be recorded by each teaching staff member in the group register specific to each subject and on the e-Learning platform. Group registers specific to each subject must be kept by the course instructor for a minimum of 2 years.


b. Examination of students in subjects with evaluation method by exam

Subjects that are provided, in the curriculum, with an EXAM type of examination, the exam will be held in two stages: the practical exam and the grid exam.

4.6.b.1. The practical exam

The practical exam takes place for each subject in the presence of the examination committee. The manner in which the practical exam is conducted is determined by the educational activity coordinator of each subject in collaboration with the course instructors. The practical exam will be held uniformly for a specific study direction. The procedure for conducting the practical exam will be communicated to the students (through posting) and to the Dean's Office (via email) within the first 2 weeks of each semester. The practical exam necessitates an oral examination (based on a minimum of two topics selected from the subject's topic list), either in conjunction with or separately from written tests that may include essay questions, multiple-choice questions, clinical cases, or laboratory practical exercises. Each subject can choose one of the mentioned formats or a combination of them. The practical examination topics are part of the practical activity / internship / clinical case curriculum. The educational activity coordinator and the course instructor are obligated to establish suitable time intervals that allow for optimal examination conditions for each student group. The schedule for the practical exam and the time slots allocated to each student group will be posted for the subject and communicated electronically and in writing (with the educational activity coordinator's signature) to the Dean's Office.

The assessment of the student's practical knowledge is done by assigning the grades "PASSED" or "FAILED." Obtaining a "PASSED" grade allows the student to schedule the multiple-choice exam. In the case of an oral examination, after drawing the examination question, the student will be given approximately 10 minutes for preparation, following which the examination committee will listen to the student's presentation and ask questions. After the examination of each student, the committee will communicate the result obtained by the student.

	WORKING PROCEDURE REGARDING THE EXAMINATION OF STUDENTS STARTING WITH THE ACADEMIC YEAR 2022-2023 CODE: PL-118	Edition: 1
		Revision: 2
		Page: 13 din 22

If the subject also opts for a written exam format (in addition to the oral examination), the time allocated for answering the questions will be 30-45 minutes. The examination committee is obligated to upload the results of the practical exam to the e-Learning platform within a maximum of 48 hours after the exam's conclusion.

Course instructors are required to upload the grades obtained by each student in the practical exam to the examination platform, so that in case of non-passing the practical exam, the computer system can block these students' access to the multiple-choice exam.


4.5.b.2. The grid exam

The multiple-choice exam will take place in the university amphitheatres equipped with tablets. For each of the amphitheatres where multiple-choice exams will be conducted, there will be 5 time slots available each day during the exam session (7:30 AM – 9:30 AM; 10:00 AM – 12:00 PM; 12:30 PM – 2:30 PM; 3:00 PM – 5:00 PM; 5:30 PM – 7:30 PM). Each time slot will be supervised by a committee consisting of three members, with a minimum of two teaching staff members. For each amphitheater, over a day of examinations, supervision will be provided by two committees: one for the 7:30 AM – 2:30 PM interval and the other for the 3:00 PM – 7:30 PM interval. The supervision committees will be formed and announced on the university's website by the Dean's Office, and the teaching and auxiliary teaching staff are obligated to periodically check the university's website.

Upon entering the exam room, students will be required to present a photo identification document to the supervision committee in physical form (ID card or passport).

Each amphitheater will have multiple examination stations where students from different study programs, different study years, and for different subjects will be examined simultaneously.

Each student will receive an individualized multiple-choice questionnaire (MCQ) generated by the computer program from the question bank that each subject is obligated to submit to the Communication Center no later than one week before the start of the regular session. Each MCQ questionnaire will contain an equal number of single-answer and multiple-answer questions. The number of questions in the questionnaire will vary depending on the number of lecture hours per

	WORKING PROCEDURE REGARDING THE EXAMINATION OF STUDENTS STARTING WITH THE ACADEMIC YEAR 2022-2023 CODE: PL-118	Edition: 1
		Revision: 2
		Page: 14 din 22

semester or academic year for the respective subject. Therefore, the number of questions in the questionnaire will be as follows:


- 24 questions (12 single-answer and 12 multiple-answer) for subjects with 7 lecture hours per semester or academic year (or less);
- 32 questions (16 single-answer and 16 multiple-answer) for subjects with 14 lecture hours per semester or academic year (or between 8 and 13 hours);
- 48 questions (24 single-answer and 24 multiple-answer) for subjects with 21 lecture hours per semester or academic year (or between 15 and 20 hours);
- 64 questions (32 single-answer and 32 multiple-answer) for subjects with 28 lecture hours per semester or academic year (or between 22 and 27 hours);
- 80 questions (40 single-answer and 40 multiple-answer) for subjects with more than 28 lecture hours per semester or academic year;

Each student participating in an exam will have access to the examination station, randomly assigned by the computer system, based on their credentials from the e-Learning system. After authentication, at the start of the exam period, the tablet interface will become active and allow the opening of a window containing the questionnaire for the subject being examined.

The exam duration will depend on the number of questions in the examination questionnaire:

- 35 minutes for an exam with 24 questions
- 45 minutes for an exam with 32 questions
- 65 minutes for an exam with 48 questions
- 85 minutes for an exam with 64 questions
- 105 minutes for an exam with 80 questions

The student will provide answers to each question in the questionnaire and save the answers at the end of the exam period. The final saved form will be automatically evaluated by the computer system at the end of the exam period, generating the corresponding grade for the multiple-choice exam. At the end of the allocated examination time, the tablet interface will become inactive, preventing any further input.

	WORKING PROCEDURE REGARDING THE EXAMINATION OF STUDENTS STARTING WITH THE ACADEMIC YEAR 2022-2023 CODE: PL-118	Edition: 1
		Revision: 2
		Page: 15 din 22

After the exam, students will have a 15-minute period to review their answers, comparing them with the correct answers (answer key). Students can access their own paper only within the examination room during the 15-minute period following the completion of the exam. Students have the possibility to contest the result in comparison with the answer key by filling out an electronic form on the examination platform. The Dean's Office informs the educational activity coordinator, who is responsible for verifying any discrepancies reported until the end of the session and accepting or rejecting the student's challenge by completing the corresponding challenge form.

The scoring method for each question follows the one used in the National Residency Examination. The maximum score for each question is 5.

For single-answer questions, the student will receive the maximum score of 5 if they select the correct answer and do not select any wrong answers. If candidates mark more or fewer than one correct answer for these questions, the question will be invalidated, resulting in a score of 0.


For multiple-answer questions, with 2–4 correct answers, each question with correct answers will be worth 5 points. If the candidate marks fewer than two or more than four answers, the question will be invalidated, resulting in a score of 0.

The calculation method for the multiple-answer variants is as follows (in the tables below, X represents the chosen answer for the question taken into consideration):

a. Variant with 2 correct answers

<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>Score</i>
X		X			
1	1	1	1	1	5

<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>Score</i>
X			X		
1	1	0	0	1	3

	WORKING PROCEDURE REGARDING THE EXAMINATION OF STUDENTS STARTING WITH THE ACADEMIC YEAR 2022-2023 CODE: PL-118	Edition: 1
		Revision: 2
		Page: 16 din 22

<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>Score</i>
X		X	X		
1	1	1	0	1	4

<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>Score</i>
X			X	X	
1	1	0	0	0	2

<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>Score</i>
	X		X	X	
0	0	0	0	0	0


<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>Score</i>
X	X		X	X	
1	0	0	0	0	1

<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>Score</i>
X		X	X	X	
1	1	1	0	0	3

b. Variant with 3 correct answers

<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>Score</i>
X		X	X		
1	1	1	1	1	5

<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>Score</i>
X		X		X	
1	1	1	0	0	3

	WORKING PROCEDURE REGARDING THE EXAMINATION OF STUDENTS STARTING WITH THE ACADEMIC YEAR 2022-2023 CODE: PL-118	Edition: 1
		Revision: 2
		Page: 17 din 22

<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>Score</i>
X	X			X	
1	0	0	0	0	1

<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>Score</i>
X			X		
1	1	0	1	1	4

<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>Score</i>
X				X	
1	1	0	0	0	2


<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>Score</i>
	X			X	
0	0	0	0	0	0

<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>Score</i>
X		X	X	X	
1	1	1	1	0	4

<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>Score</i>
X	X	X		X	
1	0	1	0	0	2

c. Variant with 4 correct answers

<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>Score</i>
X		X	X	X	
1	1	1	1	1	2

	WORKING PROCEDURE REGARDING THE EXAMINATION OF STUDENTS STARTING WITH THE ACADEMIC YEAR 2022-2023 CODE: PL-118	Edition: 1
		Revision: 2
		Page: 18 din 22

<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>Score</i>
X	X	X		X	
1	0	1	0	1	3

<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>Score</i>
X		X	X		
1	1	1	1	0	4

<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>Score</i>
X	X	X			
1	1	1	0	0	3


<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>Score</i>
X		X			
1	1	1	0	0	3

<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>Score</i>
X	X				
1	0	0	0	0	1

The student's grade will be automatically uploaded to the eLearning platform and, together with the grade corresponding to the assessment during the semester/year, will constitute the final grade obtained by the student in the subject.

Failure to attend the multiple-choice exam will result in the student not passing the exam, and they will be considered absent.

During the multiple-choice exam, students are prohibited from using any electronic computing devices, including mobile phones, laptops, tablets (other than the one fixed at the examination station), smartwatches, or other gadget-type devices. The discovery of any such devices by the

	WORKING PROCEDURE REGARDING THE EXAMINATION OF STUDENTS STARTING WITH THE ACADEMIC YEAR 2022-2023 CODE: PL-118	Edition: 1
		Revision: 2
		Page: 19 din 22

supervisory personnel will lead to the cancellation of the exam. The supervision committee will inform the Dean's Office in writing through a report signed by all committee members about the recorded violation. Following such a situation, the measures stipulated in article 96 of the Undergraduate Studies Regulations will be applied, including notifying the University Ethics Committee.

4.5.c. Examination of students in disciplines with colloquium evaluation method

In subjects that are scheduled, in the curriculum, with a colloquium examination format, the assessment will proceed according to the course outline through tests and oral evaluation. In order to pass the examination, the grade must be at least 5.00 (five), certifying the acquisition of the minimum knowledge related to a subject, the successful completion of an examination, and the attainment of the allocated credits for the subject.


4.5.d Student obligations

Students are required to present themselves for the examination at the designated time and location as specified in the schedule posted on the university's website and for the respective subject, while maintaining a decent attire befitting the status of a student at "Grigore T. Popa" University of Medicine and Pharmacy in Iași.

Upon entry to the examination room, students must physically present a valid photo identification document (identity card or passport). Students will be authenticated by teaching staff based on these documents. Failure to meet these conditions will result in the student not being admitted to the examination room and being marked as absent.

Substituting a person during the examination constitutes fraud and is subject to penalties as stipulated in Article 96 of the Bachelor's Degree Studies Regulations.

Any attempt to cheat during the examination (e.g., using mobile phones, laptops, tablets, smartwatches, other electronic communication devices, crib sheets, etc.) will lead to the exclusion of the student from the examination. The coordinator of the examination supervision team in the examination room is obliged to report such incidents to the Dean's Office through a written report

	WORKING PROCEDURE REGARDING THE EXAMINATION OF STUDENTS STARTING WITH THE ACADEMIC YEAR 2022-2023 CODE: PL-118	Edition: 1
		Revision: 2
		Page: 20 din 22

signed by all members of the supervision committee immediately after the respective examination session, for the purpose of sanctioning those responsible, in accordance with Article 96 of the Bachelor's Degree Studies Regulations. If such an incident is not reported and person substitution or cheating attempt is proven, the responsible teaching staff will be proposed for disciplinary sanctions, and the University Ethics Committee will be notified.

Bags, outerwear, and all electronic devices set to silent mode (mobile phones, laptops, tablets, smartwatches, other electronic gadgets) must be deposited in the locations specified by the supervising teaching staff and not near the students. All students' electronic devices must be turned off upon entering the examination room and must remain off throughout the examination.

During the examination, students are not allowed to have mobile phones or other electronic devices that allow interpersonal communication or data consultation in their possession.

Communication among students during the examination is prohibited.

Any requests or questions can only be addressed aloud and with the permission of the teaching staff supervising the examination.

4.6. Recording Grades


The final grade obtained by the student reflects their performance during the semester/year (20%), practical knowledge (validated by the pass/fail grade), and theoretical knowledge (80%). The assessment of a student's knowledge is done by assigning whole grades (from 1 to 10) and grades. The score for a study discipline is calculated only if the grade is at least 5 (five), as follows:

Score = Grade x Number of credits allocated to the discipline

The score corresponding to each grade is filled in the examination register under the "Score" column.

The grade corresponding to each score is filled in the examination register under the "Grade" column, as follows: 10 = A, 9 = B, 7-8 = C, 6 = D, 5 = E, 4 = F.

The grade obtained following the examination is automatically recorded on the e-Learning Platform. In case the calculated average of the grades on the e-Learning platform is below the value of 5, the final grade for the examination will be 4 (four).

	WORKING PROCEDURE REGARDING THE EXAMINATION OF STUDENTS STARTING WITH THE ACADEMIC YEAR 2022-2023 CODE: PL-118	Edition: 1
		Revision: 2
		Page: 21 din 22

4.7. Completing Examination Registers and Transmitting Them to the Faculty Deans

The completed register will be signed by all members of the examination committee and will be transmitted by the course instructor to the secretary of the Dean's Office responsible for the respective year of study within 48 hours of the completion of the examination session. The year secretary will only receive the examination register if it is completed correctly and bears all the signatures of the examination committee members. In the event of a delayed submission of the examination register or irregularities in its completion, the year secretary will request the course instructor to revise/complete the register and will inform the Dean of the faculty.


5. Responsibilities

Deans, Department Directors, and the Director of the Communications Center are responsible for monitoring the compliance of their subordinate staff with the procedures outlined in this document and are accountable for its timely implementation.

5.1 Series Coordinator: Conveys students' examination preferences for practical examinations/colloquia to the course instructors; sends the consolidated examination data for the entire series for all disciplines conducting examinations/colloquia to the Year Coordinator.

5.2 Year Coordinator: Sends the Faculty Deans' Office the consolidated examination data for the entire year of study for all disciplines conducting examinations/colloquia in the respective semester.

5.3 Course Instructor(s): Collaborate with the Academic Affairs Coordinator to establish a uniform evaluation method for students throughout the year/semester, as well as a uniform procedure for conducting practical examinations; participate with other course instructors and the Academic Affairs Coordinator in building the database for the multiple-choice question (MCQ) examination; set the practical examination date for each group in agreement with the students, complete the examination register, and send it to the year secretary.

	WORKING PROCEDURE REGARDING THE EXAMINATION OF STUDENTS STARTING WITH THE ACADEMIC YEAR 2022-2023 CODE: PL-118	Edition: 1
		Revision: 2
		Page: 22 din 22

5.4 Academic Affairs Coordinator: Coordinates the course instructors' activities to ensure consensus and uniformity in evaluation throughout the semester/year and for practical examinations; coordinates the course instructors' activities to ensure consensus and uniformity in the database for the MCQ examination; compiles and verifies the database and sends it to the Communications Center and the Dean's Office; establishes examination committees.

5.5 Examination Committee: Verifies the identity of participating students in the practical examination, conducts the examination, and signs the examination register.

5.6 Year Secretary: Sends the list of students who have not fully paid the tuition fee to the Communications Center; receives examination registers and ensures they are correctly completed.

5.7 Communications Center: Responsible for the technical and logistical support for the MCQ examination, including: the operation of the dedicated platform for student examination scheduling, the functioning of the computer system responsible for generating the MCQ grid, the 10-answer grid, and the examination grade for each student; archiving the examination papers and importing the grades from the MCQ examination into the e-Learning platform; posting the University's examination schedule on the website, posting the examination surveillance committees for MCQ examinations corresponding to each lecture hall and time slot; responsible for checking the tablets and their computer systems at the end of each examination day, evaluating the entire batch of tablets at the end of the examination period, and taking immediate action in case of malfunctions during the MCQ examination.

5.8 Faculty Deans' Office: Receives the database from the Academic Affairs Coordinators and verifies its correctness.

5.9 Grid Test Examination Surveillance Committee: Legitimizes participating students in the MCQ examination, verifies that students do not have electronic devices with them, reports any irregularities observed to the Dean's Office at the end of the examination, as well as students who attempted to cheat on the examination, and communicates tablet or computer system malfunctions to the Communications Center during the grid test.