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Art. I

General information

This document summarizes relevant information and instructions regarding forms of verification of knowledge and skills, fulfillment of learning outcomes set in subjects using tools and appropriate methods in accordance with results-oriented learning at higher education and the principles of quality education at AMBIS University, as (hereinafter referred to as "**AMBIS**").

The relevant dates regarding the examination period are part of the valid academic year schedule. The form of completion of subjects must always be in accordance with the subject objectives and learning outcomes, which are part of the information provided in the subject syllabus, and further specified in the conditions of completion of the subject specified in the AMBIS study information system (hereinafter referred to as "**IS**") for the subject in a given semester in the section Organization of teaching or Teaching materials. The guarantor of the subject is responsible for the accuracy and relevance of the information provided.

Art. II

Exam dates and posting exam dates

- (1) All exam dates for compulsory subjects in full-time and combined forms of teaching will be implemented from the school environment. **An exception to this rule may be approved by the Vice-Rector for Pedagogical Affairs on the initiative of the head of the department, the Vice-Rectorate for Strategy and Development, or the school's rectorate.**
- (2) **Elective and compulsory elective subjects can be completed in the form of online tests in IS or online oral exams in MS Teams from an environment outside of school throughout the examination period.**
- (3) **Distance learning exam dates are held online with a supervisor.**
- (4) **The subject guarantor is responsible for listing the exam dates for the course, who can delegate this duty to individual teachers/examiners for the course.**
- (5) In the case of completing subjects **through** the AMBIS testing center (hereinafter referred to as "**TC**"), i.e. for exam dates taking place **in the school's PC classrooms, the TC manager** is responsible for listing the exam dates , who lists the exam dates for TC for subjects in accordance with the information on testing obtained from the guarantors of subjects included in the TC.
- (6) The course guarantor is responsible for **a uniform form of course completion for all seminar groups in the course in a given form** (full-time, combined, distance learning). The form of course completion may vary in individual forms of study.
- (7) If the course is completed with credit before the exam, this condition must be set for the exam date (the teacher can ask the TC manager to set the prerequisite).
- (8) The final assessment in a subject may also include the condition of fulfilling the student's participation in the course or scoring ongoing activities during the course, if this is determined by the subject guarantor at the beginning of the semester.
- (9) The course guarantor or TC manager has the right to also list a limited number of advance exam dates during the end of the semester, if the scheduled teaching in the course has already taken place at that time.

Art. III

Individual exam date

- (1) **An individual exam date** (this is an exam date at the student's request, i.e. an exam taking place outside the exam dates for the course listed in the IS) can be permitted upon the student's request only for a course that the student is duly enrolled in in a given semester. The date requested by the student must fall within the regular exam period or the extended exam period specified in the AY schedule. AMBIS has the right to reject the request for organizational reasons or because disciplinary proceedings have been initiated against the student requesting an individual exam date.

Art. IV

Rights and obligations of teachers and students during examinations

- (1) **The examiner or, in the case of an examination before an examination board, the chairman of the examination board is responsible for ensuring that the result of each student's course completion is recorded in the IS no later than seven working days after the date of the examination, if the course completion includes a written part, which is the last part of the course completion. In the case of an oral examination, the assessment result is recorded no later than the working day following the date of completion of the course.**
- (2) **The teacher is obliged to provide feedback on the seminar paper or other written assignments in the subject to students using notepads at the submission desk, which is set up for the purpose of submitting the seminar paper or other written assignment in the subject in a given semester, no later than two weeks after the first deadline set by the teacher for submitting the seminar paper or other written assignment in the subject.**
- (3) According to the Study and Examination Regulations, a student has the right to take the final exam in three terms, with the first successful assessment being counted. If a student fails and exhausts 3 attempts, he or she has the option to submit a request for a rector's term through the Office in IS.
- (4) Students will not be able to take final exams in subjects if they do not have their photo uploaded to the IS.
- (5) The subject guarantor is responsible for the examination of subjects taught in the study programs Business Economics and Management and Hospitality Management and within the ERASMUS+ program; subjects included in these study programs are not tested in the testing center. An exception to this rule may be granted by the Vice-Rector for Pedagogical Affairs after justification by the subject guarantor. Extraordinary examination dates are only allowed for full-time students; students must submit a request for an extraordinary date through the IS Office. The study department registers students for extraordinary dates based on an application approved by the Vice-Rector in the IS Office.
- (6) The study department registers students for the rector's appointments based on an application approved by the rector in the IS Office.
- (7) The rector's exam dates will take place after the regular exam period and will be scheduled for the 20th–25th day of the given month.
- (8) Teachers are obliged to list 2 dates within the extended examination period for combined and distance learning students; the TC manager is responsible for listing the

examination dates for subjects included in the examination in the TC during the extended period.

- (9) The student is obliged to obey the instructions of the teacher or supervisor during the exam period.
- (10) If a student fails to appear for the course on the date for which he/she was registered without a proper excuse, he/she will be assessed as absent (displayed in the IS as "-"). Any excuses for the exam must be addressed to the teacher of the given course no later than 3 days after the expiration of the exam date for which he/she was registered and for which he/she was unable to appear. An excuse submitted later can only be accepted in exceptional and duly justified cases.

Art. V

Distribution of dates during the exam period

- (1) Exam dates are listed in such a way as to ensure sufficient capacity for students registered for the course, individual dates are spread over the regular exam period, with regular dates usually listed in the first half and make-up dates in the second half. Students must therefore register for exam dates on time, it is recommended to register from the beginning of the exam period.
- (2) In the case of testing in a school environment, the scheduling of exam dates is coordinated with regard to the capacities of the PC classrooms within the testing center. Coordination and preparation of tests in subjects included in the TC takes place after agreement with the TC manager (e-testy@ambis.cz).
- (3) **In the case of completing a course in the form of a test in the TC, due to the limited capacity of the PC classroom during the examination period, it is absolutely necessary for the teacher not to list other, own exam dates without agreement with the TC manager.**
- (4) If the teacher chooses any other form of verification of knowledge and skills than testing in the PC classroom, he/she writes the exam dates himself/herself, or in agreement with the TC manager. Completion of subjects outside the TC (e.g. scanning papers, oral exams, seminar papers, assignment assignments, etc.) is ensured by the teacher himself/herself or in cooperation with other teachers in the subject.
- (5) Teachers cannot reserve PC classrooms for exam dates; reservations are made by the TC manager in connection with the announced exam dates for the TC. Only in the case of free PC classroom capacities can these capacities be offered for other subjects that are not tested in the school's TC.
- (6) The TC Manager publishes exam dates for tests taking place in the TC in the IS for subjects no later than 10 working days before the start of the regular exam period. Students must choose from these published dates, with additional dates being published during the exam period only being allowed in exceptional and duly justified cases.
- (7) Each subject must have separate exam dates for individual school branches.
- (8) In the case of subjects with a credit and exam ending, it is possible to have registration for the exam date conditional on the credit being completed (entered in the notebook). The subject guarantor must inform the testing center manager of this fact in advance.
- (9) A student can usually register for the exam no later than 3 days before the exam and can usually deregister no later than 3 days before the exam.

- (10) In the case of testing in a school environment, shared dates are listed for full-time and part-time students in order to make optimal use of PC classrooms. When listing dates, the situation of part-time students is taken into account, who are offered exam dates on weekends or in the evenings during weekdays.
- (11) For subjects with a smaller number of students and for selected retake dates (at the end of the exam period), the dates are shared for multiple subjects and the student has the opportunity to choose which test to take during the exam period.
- (12) It cannot be guaranteed that students who have enrolled in subjects from lower years will have enough exam dates or pre-exam dates listed so that they will be able to take the immediately following state final exams. For example, in the case of a subject enrolled in a lower year in the winter semester, it is not possible to guarantee a sufficient number of exams in December for subsequent admission to the state final exam SZZ in January.

Art. VI

Possible forms of course completion, testing rules

- (1) **In the case of testing through a testing center (hereinafter referred to as TC) at school, the following rules apply:**

- a) Testing in PC classrooms:**

- Testing in TC takes place in the form of respondents in IS, unless otherwise specified.
- This form is recommended primarily for tests with closed questions, but it is also used for tests with open questions.
- The teacher may participate in supervision during their term, upon agreement with the TC manager. The teacher must ensure cooperation with the TC manager and other staff assigned to supervise testing terms at the school.
- **When testing in the PC classroom, supervision is always provided by the school**, which ensures the control of student documents, control against copying and provides basic advice in the event of a technical problem. The student is always obliged to obey the instructions of the teacher or authorized supervisor during the examination period. A student entering the TC on the examination date must always know his/her PIN and login details for the IS.
- Any taking of photographs or saving of a print screen of the test screen on a PC in the testing room is not permitted. In such cases, the student's exam will be terminated immediately, the student will automatically lose one attempt, and the entire process will be evaluated as unfair conduct.
- If a student does not obey the instructions of the examiner or supervisor during the examination period, commits copying or uses any unauthorized electronic devices or otherwise disrupts the course of the examination period with his/her behavior, he/she is asked to leave the examination period immediately. In this case, the student loses the exam attempt as if he/she had not participated in it without an excuse. Subsequently, this initiative of the examiner or supervisor is forwarded to the Vice-Rector for Pedagogical activities for a decision, who will decide whether to file a proposal to initiate disciplinary proceedings against the student.
- Any questions or suggestions regarding a specific test regarding the functionality of the test, submission or problems associated with completing the test, etc., the student is obliged to resolve no later than three working days after the specific

exam date via e-mail **e-testy@ambis.cz** . In their communication regarding such a suggestion, the student must always state the relevant subject code, their PIN, describe the nature of the problem that has arisen and ideally send a screenshot of the screen with documentation of the problem. In this case, the student must create the screenshot in cooperation with the supervisor at the test date in the TC.

- **Taking photos or copying test questions during testing is strictly prohibited, as is public dissemination of test questions.**
- The student has the right to use the teachers' consultation hours for individual consultations regarding errors in his/her evaluated test. The student requests such consultation in advance via e-mail from the teacher or guarantor of the given subject and is obliged to adapt to his/her time possibilities. He/she can also request to view the evaluated test at the study department. In such a case, the student will be given the opportunity to briefly view his/her test, however, it is not permitted to invite a person other than the person who took the specific test being viewed to view the test. It is not permitted to make any notes or extracts in order to prevent copying and spreading the wording of the test questions. For the same reason, viewing the test is only possible in the school building in the presence of a school employee; it cannot be done online. Viewing the test must be requested from the study department in advance, and the student is obliged to adapt to the deadlines set by the study department.
- **Tests at TC are scheduled for a specific time, and students must arrive at the given exam date no later than 15 minutes before the start of the test.**
- The procedures for creating test questions and criteria for creating tests are coordinated by the TC manager in cooperation with the subject guarantors.
- **Exact instructions for a given test are provided in the test description/answer sheet.**

b) Online testing:

- **Online testing in the IS is allowed exclusively for elective and compulsory elective subjects, for distance learning and for subjects taught within the framework of Erasmus+, or for subjects with substitute performance.**
- Online testing from outside the school environment is possible in exceptional cases, based on the approval of the Vice-Rector for Pedagogical Affairs for selected credit tests for compulsory subjects.
- In the case of an oral exam in an online environment for the above subjects, the student must have their camera turned on during the exam and must be prepared to present their identity document upon request.
- If a student experiences unexpected technical difficulties during online testing in the IS, they must immediately create a printscreen of the test screen, then send this printscreen of the entire screen to **e-testy@ambis.cz** and wait for further instructions, which will be sent to their school email. If the online testing is supervised by a school employee, the student must also immediately inform the supervisor.

(2) In the case of oral testing, the following rules apply:

a) Oral exam at school

- This is a form of verification of knowledge and skills, including argumentation skills, where the examining teacher has the right to ask additional questions verifying the fulfillment of the course objectives and learning outcomes.

- A student taking an exam at school must respect the AMBIS University Code of Ethics and be prepared to present their identity card for inspection.
- The examining teacher can choose an individual or, for example, a colloquial form of examination, where several students are examined at the same time.
- The exam dates for oral exams are always announced by the subject guarantor or a person authorized by him/her, for example, the instructor or examiner.
- In the case of an oral exam at school, the examining teacher is obliged to reserve one of the rooms in the school buildings according to the branch in which the subject was taught. Reservations of computer classrooms are not permitted for the oral exam due to their use by the Testing Center.
- Exam dates are always announced by the subject guarantor or a person authorized by him or her no earlier than 9 a.m.
- Room reservations are the responsibility of the examining teacher.
- **In the note on the scheduled oral exam date, the examining teacher will always indicate the room in which the oral exam will take place.**

b) Online oral exam

- This form of completion is only possible in the case of oral examinations in elective subjects or in selected cases in subjects in which sufficient control of the student's identity by the examining teacher is ensured.
- During online oral exams, the student must have their camera turned on at all times during the entire online exam, so simply turning on the sound is not enough. If the student does not have a camera, they cannot participate in such an exam and must register for the oral exam at school.
- Online oral exam dates are primarily implemented through the Microsoft Teams application.
- **In the note on the date of the oral online exam, the examining teacher must always specify how the exam will be conducted. Only specifically registered students will receive a link to register for the online oral exam, usually 24 hours before the exam, in their school email.**
- Students connect via a link created by the examining teacher to individual online exams from their computer or tablet, or, if the examiner agrees, it is possible to connect via mobile phone.
- Teachers have the option of recording online oral exams, but they must inform students of this at the beginning of the online oral exam.
- The student must be in the room from which he/she is taking his/her online oral exam, **completely alone, without the presence of other people, and must not leave the place where he/she is sitting during the online oral exam** (except in very exceptional situations with the consent of the examiner and except in situations where, for example, he/she is asked by the teacher to present an identity document at the beginning of the exam).
- During the online oral exam, the student must have both **hands placed in front of him on the table or next to the computer/electronic device** on which he is taking the exam.
- To ensure the regularity of the examination, the examiner may ask the student at the beginning of the examination to introduce himself/herself by his/her full name and state his/her PIN. This will allow the teacher to verify the student's identity not only based on the image displayed during the online broadcast, but also based on the student's photograph in the IS. In case of any uncertainty, the examiner may ask the student to present an identity card, and the student is obliged to comply with the request.
- The teacher **has the option to warn the student during the online oral exam:**
 - that he/she must not leave the device on which he/she is taking the exam,

- must be in the room where he/she is taking the exam completely alone,
 - must answer directly into the camera, look into the camera,
 - must speak clearly, repeat their answer when prompted,
 - may not use search for correct answers or use other assistive devices,
 - He must also have his hands visible so that it can be seen that he is not performing any unauthorized manipulation with them.
- In the event of unexpected technical problems causing confusion or difficulties, the examiner has the right to end the exam date and invite students to another date. The student who has completed the exam in this way will not fail the exam, but will be excused from it.
 - If the examiner finds that the student has not followed his instructions or recommendations for an oral online exam or credit, he has the right to immediately terminate the exam or credit date and assign the student an "N" grade in the case of credit and an "F – failed" grade in the case of an exam. The student will then forfeit the exam date.
 - At the end of the online oral exam, the teacher will inform the student of the final evaluation of this exam.
 - The teacher must officially complete the online exam.
 - In the case of an oral exam, the teacher will enter the evaluation result into the IS no later than the working day following the day of the exam.
- (3) In the case of completing the course in the form of a seminar paper or other assignment:**
- In the case of this form of course completion, the course guarantor determines the form, evaluation criteria, and minimum scope of the seminar paper or other assignment at the beginning of the course.
 - **The teacher must read, correct and provide written feedback to the student via the Notepad application in the IS, unless otherwise specified.** When evaluating the work, the teacher focuses on both the content and the formal aspects of the submitted text.
 - For better control and subsequent recording, students should always submit assigned seminar papers and final assignments to the subject drop-off point in the IS.
 - When creating term papers and other assignments, students are required to respect the rules of citation ethics, consistently cite the sources used, and cite them properly.
 - The student is obliged to respect the deadlines for submission set by the course guarantor and also respect the allowed number of corrections for the seminar paper or assignment set by the course guarantor.
 - The student is entitled to use a pre-arranged consultation with the course guarantor regarding the processing of the seminar paper or assigned task if necessary to support their study success. In such a case, the student must have specific questions prepared for the course guarantor regarding the assigned seminar paper or assigned task in the course.
- (4) In the case of completing a subject with substitute performance:**
- Courses from study programs with pending accreditations may also be completed using an alternative form of completion, which will always be specified by the course guarantor, unless otherwise specified.
 - The rules set out in other points of this Measure apply to the form of testing determined by the subject guarantor in subjects from pending accreditations.

Art. VII

Specifics of distance learning student testing

- (1) The organization of exams in the distance learning form is set up to ensure the verifiability of the identity of students and the maintenance of regular conditions during testing.
- (2) Exam dates are made available to students in the information system, where they register for them via a link inserted directly into the posted date. The link is available to students no later than the day before the exam.
- (3) Before the exam begins, participating students are briefed by the invigilator about the testing conditions, exam rules, and technical requirements necessary for its proper completion.
- (4) In the case of online exam dates, the use of a device with a functional camera is required, which must be turned on throughout the exam for the purpose of identity verification and supervision of the regularity of the exam. Upon request by the examiner or supervisor, the student is required to prove his/her identity with a valid personal document.
- (5) The testing also requires the use of electronic proctoring tools that monitor activity on the student's device during the exam. Distance learners are required to ensure that these tools allow them to complete the test without technical obstacles, in accordance with the guidelines for distance learning testing.
- (6) Failure to join the exam in MS Teams or to launch the required proctoring tool is considered a failure to meet the testing requirements. In such a case, the attempt is automatically graded with a grade of F "- failed.
- (7) Further violations of the rules of examination regularity – including unauthorized acquisition or sharing of test materials or filling out answer sheets without following the instructions above – may lead to the invalidation of the examination and the filing of a motion to initiate disciplinary proceedings.
- (8) In the event of technical difficulties during the exam, the student is obliged to immediately inform the invigilator present, who will evaluate the situation and, if necessary, immediately contact the test center manager via the central address [e-testy @ ambis.cz](mailto:e-testy@ambis.cz). If an error is detected on the school's part, the student is entitled to repeat the exam.
- (9) Online written exams are recorded to ensure transparency and review of the testing process. The recording can serve as evidence in the event of suspected violations of the exam's regularity rules.

Art. VIII

Distribution list

- (1) Copy No 1 – administrative print
- (2) Copy No 2 – loan print