# The procedures regarding the exam – Department of psychiatry, narcology and medical psychology

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### 1. Preparing for the exam

- 1. Please prepare a secure space in which you can be alone for two hours. Make yourself sure that you have a device (laptop, desktop computer, smartphone) with microphone, camera and which has an internet connection and has installed on it google-meet application or a compatible browser for google-meet online.
- android <u>https://play.google.com/store/apps/details?id=com.google.android.apps.meetings&hl=ro</u>
- iOS <u>https://apps.apple.com/us/app/hangouts-meet-by-google/id1013231476</u>
  - In case you have two devices, make sure that at one of them the microphone and the speakers are disabled for prevention of eco phenomenon and other noises during the session.
  - In case you use a smartphone, make sure you enabled the Airplane mode with connection by WiFi to the internet, in order for no one to disturb you during the exam.
  - If you do not use WiFi as connection to internet of your smartphone and you still need the GSM connection in order to have internet, make sure that the **automatic answer the call function** is disabled and **do not answer** any call during the session in order not to be disconnected from the online session.
- 2. You will receive a link to the introduction of the exam, by the SIMU message system. Please verify attentively your messages in SIMU the day of the exam and the day before it.
- 3. The first link it will be provided in SIMU with the information regarding the hour when you need to be online.

### 2. The session of Introduction to the exam

4. At the session of introduction you need to be present with your camera ON and with microphone OFF, we will make a check-up of who is present for students and the members of the commission.



5. After that, we will present you the list of the group, a table with each student's names in it. Each student has a line in which he/she will find the numbers for each question for the 2 parts of the exam (practical and theory), as well as the information to which commission you will respond.

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	12	Nicolai	3		45		79		102		130		165		12	COSCIUG I., DELIV,	

- 6. **BEFORE** the student will copy the information regarding the exam (it could be done on a paper, or a photo, or a screenshot) it will be done the process of randomization of the questions. The organizer will randomize the sequencies of questions, then copy this table into a WORD file and thus stopping the process of randomization.
- 7. Each student will copy the sequence of questions from his line, and the names of the professors that are attached to him/her from the commission. (usually 2-4 students for one commission)
- 8. You will be informed about the fact that the introduction meeting is finished and that you need to go on to **your** commission, at that point you will push the button of sign-out from the call (the middle button/ the button with red phone). You will enter immediately after that into <u>SIMU</u> <u>http://ums.usmf.md/</u> and you will wait for a message with the links to the commissions.



#### 3. The session of exam in a commission

9. Immediately after you receive the message in SIMU with the link, choose the link to YOUR commission, the professors will be waiting for you to enter, you will have 30 minutes in order to prepare for your answers. The rules are: **camera and microphone should be always ON during the entire exam**, only the student that is answering the questions and the members of the commission could talk.



**NB.** The time for preparing the answer **IS ONLY ONLINE**, during the session with the commission and **NOT before it**. If the student that was online during the Introduction session, will get late to enter to his commission of examination this will be interpreted as absence at the exam and could lead to **fail of the exam in that day and the need for re-examination**.

10. The questions for the exam could be found on the site of the department, as well as in the messages that were given before in SIMU and in didactical material at the theoretical course on the platform. (The list of questions for MIXT exam practical / theory for online examination) <a href="https://psihiatrie.usmf.md/en/studenti-">https://psihiatrie.usmf.md/en/studenti-</a>

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