

Rules and Regulations for C1 Academic Examination Conducted in Hybrid Mode

The following Rules and Regulations are an annex to the **RULES AND REGULATIONS FOR C1 ACADEMIC EXAMINATION** available on www.sjo.pw.edu.pl. Unless specifically amended by these Rules and Regulations for C1 Academic Examination Conducted in Hybrid Mode all terms of the Rules and Regulations remain in full force and effect.

I. Organisation of C1 Academic Examination Conducted in Hybrid mode with online exam tools

1. The requirements and structure of the exam (written and oral part) remain unchanged.
2. The written part is administered on site, the oral part is conducted via MS Teams application.

II. C1 ACADEMIC EXAM

II.1. The written part

1. Exam registration
 - a) Candidates register for C1 Academic Exam in USOSweb. Students of Faculties which require a declaration of the exam in the faculty electronic system are obliged to do so. The registration deadline will be available on the Internet (www.sjo.pw.edu.pl) no later than 3 weeks prior to the exam. Registration after the deadline will not be possible.
 - b) The date of the exam is specified in the Timetable for the Academic Year and remains unchanged.
 - c) Students register for a given date and time of the exam and are automatically assigned to an exam room. Change of date, time or exam room will not be possible.
2. Students are obliged to arrive at their assigned exam room at least 10 minutes before the exam starts.
3. The examiner checks the student's identity based on two identity documents.
4. The examiner has the right to designate a place for the student in the room.
5. If during the examination there are substantial grounds to believe that cheating or other forms of malpractice occur, such student is removed from the room and receives a fail mark in the exam.
6. The structure of the written part:

The written part lasts 135 minutes (2 hours 15 minutes). The maximum mark available is 90 and the minimum pass mark is 50.

The written examination has the following parts:

- a) listening to a text on academic topics – 20 marks,
- b) reading a text on academic topics – 25 marks,
- c) knowledge of grammar and vocabulary (transformations, open cloze, word formation) – 25 marks,
- d) writing (e.g., descriptions of graphs, diagrams, processes, report, transactional letter) – 20 marks.

7. The results of the written C1 Academic Exam will be published within the personal accounts in USOS, in accordance with the C1 Academic Exam Timetable, available on www.sjo.pw.edu.pl.

8. When marking C1 Academic Examination, FLC reserves the right to compare the final grade against the results obtained by students at the end of individual semesters of the course in the language in which the exam is taken. If striking disparities are revealed, FLC reserves the right to conduct an additional examination and ask additional questions based on the written exam during the oral part. In the event of flagrant disparities, FLC/WUT reserves the right to invalidate the result of C1 Academic Exam of the student.

II.2 The oral part

Note: the oral examination can only be taken after passing the written part.

1. Students register for the oral exam in USOSweb, selecting the date and time of the exam.
2. After students register in USOSweb, the date of the exam will be recorded in MS Teams calendar. Students will receive an invitation for this date. Students are obliged to check whether the date is correct or not and if the date is incorrect, they should contact FLC. In order to start the exam, candidates join a conversation in MS Teams switching on both audio and video features.
3. Students are obliged to have a computer compatible with MS Teams application, including a webcam and microphone ensuring high quality of audio and video transmission.
4. Before participating in the oral exam, students are required to prepare a room in which the following conditions are fulfilled:
 - a) The room must remain closed during the whole exam.
 - b) Only the student taking the exam is permitted to be in the room during the exam.
 - c) Apart from the computer used by the student during the exam, no other electronic devices (computers, tablets, phones, recording devices, radio receivers, etc.) are permitted in the room.
 - d) If there are substantial grounds to believe that cheating or other forms of malpractice occur, the Foreign Language Centre (FLC)/WUT reserves the right to invalidate exam results of the student suspected of cheating.
5. After joining the conversation students are obliged to do the following before the exam starts:
 - 1) They show their identity card in the camera, which will allow for proving and confirming their identity. If the student's identity cannot be unequivocally confirmed, the Examination Board will not conduct the exam.
 - 2) They announce in front of the camera that they know, understand and accept the terms of conducting the exam and that they have fulfilled the conditions specified in section II.2.4.
 - 3) They declare that they are fully aware of the mode of the conducted exam and feel able to participate in the exam.
6. The course of the oral exam:

- a) There are 3 students taking part in the exam (candidates), an examiner asking questions (interlocutor) and an examiner assessing candidates (assessor). The exam lasts 22 minutes.
- b) The exam consists of questions asked by the interlocutor to candidates. Then candidates select topics for an individual 'long turn' and give speeches on their topics. Next candidates select a topic for a discussion by saying a random number from the list of questions. The interlocutor then reads out the discussion topic. All three candidates should participate in the discussion. After the exam the interlocutor and assessor grade individual candidates and then the interlocutor announces the grades to the candidates.
- c) The total exam grade (including the result of both written and oral part) will be recorded in the Protocol by the interlocutor. The Protocol will be sent to FLC WUT and the grade will be recorded in USOS system.

Note: scoring and grading principles comply with the Rules and Regulations for C1 Academic Exam. Rules for exemption from the oral examination remain in full force and effect.

III. Certificates

Students who wish to obtain a certificate should send a request via email to katarzyna.melaniuk@pw.edu.pl

IV. Final Provisions

1. Students who raise an objection as to the irregularities of the examination have the right to appeal to the Director of FLC within 4 days from noticing such irregularities.
2. The principles for the conditional C1 Academic Exam and its course are not subject to any changes and are described on www.sjo.pw.edu.pl. The conditional C1 Academic Exam is conducted via MS Teams application.

Warsaw, 23.02.2022