

# **CONDITIONS AND INSTRUCTIONS FOR COMPETITIVE ONLINE EXAM IN BIOLOGY FOR CANDIDATE STUDENTS FOR THE SPECIALTIES VETERINARY MEDICINE**

**THE PRELIMINARY EXAM IN BIOLOGY WILL BE HELD ON JUNE 2<sup>nd</sup>,  
13.00 PM, BULGARIA LOCAL TIME**

## **1. Conditions for admission and participation in exam**

Candidate students who have submitted an on-line application and paid the exam fee are admitted to the exam. Applicants must have a reliable internet connection, a computer configuration with “Microsoft Windows” OS (Operating System), a working web-camera and a microphone. Eligible browsers are Chrome, Mozilla Firefox, Edge, Internet Explorer. The video and audio connection during the exam will be established using the Skype application. Applicants must have valid Skype accounts.

Online exam in biology will be held in **platform Blackboard**. Two days before the exam, each applicant will receive on his email address, specified in the application, username, password and a link to access the online platform Blackboard.

One day prior the exam applicants will receive their quaestor's Skype account in their emails, so they can contact him.

To start the exam each candidate must:

- 1) Show his ID card to the quaestor. The photo and full name must be clearly visible;
- 2) Share his/hers computer screen;
- 3) Open in the browser of his choice the link to the Blackboard platform for conducting the online exam and to identify himself in it, using the username and password provided;
- 4) Provide consent with the terms of the exam, and confirm it by pressing the Save and Submit button on the screen.

**Whoever does not fulfill the specified conditions will not be admitted to the exam!**

## **2. Ensuring information security**

The University of Forestry guarantees information security while using the exam documents and a reliable environment for conducting the exams. Video surveillance is provided during the exam in accordance with the Personal Data Protection Act (PDPA) and the General Regulation on Personal Data Protection (Regulation (EU) 2016/679, applied from 25.05.2018), incl. Art. 4, § 2 of the Regulation on the handling of personal data. According to Art. 6, § 1, point "E" of the Regulation, the processing of personal data is lawful if it is used for the performance of a task in the public interest or in the exercise of official powers conferred on the controller.

Video surveillance is one of the measures to counteract the manipulation of the results. University of Forestry complies with all requirements when using technical means for processing personal data. It is used only for the purposes of the candidate student campaign.

Only officials engaged in the conduct of the exam have access to the information. The University is a controller of personal data in compliance with the Higher Education Act requirements. Once the exam process is completed, the administrator will destroy all information collected through the video surveillance.

The full duration of the exam is recorded. The IP addresses of the computers from which the system is entered, the start and end time, the answers and corrections, the candidate's behavior and the surrounding environment are recorded.

### **3. Technical rules and requirements**

During the exam, the web-camera must be pointed so that the quaestor can see the candidate's work at all times.

During the exam applicants are not allowed to use any notes, textbooks and internet resources. Presence of other persons in the room with the candidate-student is inadmissible. Leaving the workplace, determined before the start of the exam (through video surveillance), is not allowed.

Candidates have no right to provide any information about their work on the test to another address or social network, before the results of the exam are published on the website of University of Forestry.

**The exam is canceled if any of the above requirements is violated, as it will compromise the anonymity of the candidate.**

### **4. Specific instructions for the Biology exam**

The exam test consists of 50 questions and is divided in two parts. The first part - reading and comprehension, the second one – multiple choice questions from biology education in secondary/high school (Biological topics are given in the website):

1) The Reading Comprehension section tests the ability to read and comprehend biology texts. There are 10 questions that follow the test and three possible answers. Only one of them is correct and it must be marked by the candidate. Each correct answer is worth 2 points.

2) The second part consists of 40 multiple choice questions. For each question, the applicant has to choose the correct answer from four possible answers. Each correct answer is worth 1 point.

The maximum possible number of points is 60. The minimum number of points is 30 which is equivalent to grade 3.00.

Candidates do not lose any points for wrong answers. **Up to three interruptions are allowed for technical reasons.** In case of interruption, re-entering is allowed, following the same process as in the initial entry.

### **5. Duration and completion of the exam**

The duration of the exam is 120 (one hundred and twenty) minutes. The candidate works consistently on all questions, and the answers can be given in any order. It is possible

to change the answer, but before the overall work is completed. The candidate's work can be completed at any time, but not later than the specified time.

The candidate-student must give a sign for ending the test and press the "**Save and Submit**" button on the screen.

#### **6. Duties of the quaestors**

Upon noticing inadmissible actions or use of inadmissible resources by a candidate, the quaestors have to inform the Central Examination Commission, which provides a resolution on the case, up to termination or invalidation of the exam.

#### **7. Announcement of results**

The results of the test shall be published on the website of the UF on June 6 (Tuesday) after 10:00. The access to the results shall be personal for each applicant student.

**BEST SUCCESS AND GOOD LUCK WISHES TO ALL OF THE CANDIDATE STUDENTS!**