



ACTION GUIDE OF THE FACULTY OF ECONOMICS AND BUSINESS ON THE INSTRUMENTS AND PROCEDURES FOR REMOTE EXAMS IN THE JUNE AND JULY CALLS FOR THE 2019/20 COURSE DUE TO COVID-19

The teaching staff and students must comply with the provisions of the following regulations approved by the University of Murcia:

1. Extraordinary regulation for the urgent adaptation of assessment and revision instruments and procedures for their non-attendance modality in the June and July calls for the 2019/2020 academic year due to the health crisis situation caused by the COVID disease - 19) Approved by the Governing Council on May 8, 2020.

<https://www.um.es/documents/1073494/16819020/comunicado14-%20SG+Reglamento+extraordinario.pdf/b821d389-c665-4aae-b0f4-2f6cba008463>

2. Contingency Plan of the center V2.0-COVID-19. Approved by the Governing Council on April 29, 2020.

<https://www.um.es/web/economiayempresa/conoce-la-facultad/actualidad-covid-19>

Some aspects derived from the approved regulations are detailed below:

- TECHNICAL EQUIPMENT NEEDED FOR THE EVALUATION
- DEVELOPMENT OF THE VARIOUS TYPES OF EXAMINATION
- EXAMINATION ANNOUNCEMENTS
- PROCESSING OF PERSONAL DATA

TECHNICAL EQUIPMENT NEEDED FOR THE EVALUATION

To carry out the exams remotely, the student must access the “Aula Virtual” (AV) (<https://aulavirtual.um.es/portal>) and make videoconferences with audio and video with the ZOOM tool (<https://umurcia.zoom.us/>).





Therefore, the student must have a computer and a correct internet connection, as well as a camera and an audio / microphone system for the computer, mobile phone or tablet.

In those calls in which it is specified that it is necessary to scan the manuscript exam and upload it to the Virtual Classroom, this procedure will be carried out with the cameras of the mobile phone or the computer, in which an application will have been previously installed for this purpose.

If any student does not have the possibility of having any of the necessary technological resources (computer, internet data, camera or audio / microphone), they should send an email to the addresses vic3c@um.es (Vice-Rectorate for Quality, Culture and Communication) and decaeco@um.es, with your name, surname, faculty, studies, telephone number and contact email. All requests must be justified.

In any case, each student must check the correct operation of their technical equipment and, where appropriate, report any incident to the ÁTICA User Service Center (CAU) (<https://www.um.es/web/atica/cau>), at least five business days before the start of the examination period at the corresponding faculty.

DEVELOPMENT OF THE VARIOUS TYPES OF EXAMINATION

The exams can be of three types:

- Oral and TFG / TFM defenses in court. The video conferencing tool <https://umurcia.zoom.us/> will be used. The exam must be recorded by the teacher as evidence of the evaluation.

- Multiple choice. The AV Exams tool (“Exámenes”) will be used. The admission and supervision of the students will be done through the tool <https://umurcia.zoom.us/>.

- Written exam. You can use the AV Exams (“Exámenes”) or Tasks (“Tareas”) tools. The admission and supervision of the students will be done through the tool <https://umurcia.zoom.us/>.

In multiple choice exams and written exam, the student who abandons the exam during the first 15 minutes will opt for the grade of Not Presented as long as it is communicated immediately to the teacher by private message by the AV.





EXAMINATION ANNOUNCEMENTS

They will be done through the Virtual Classroom Calls (AV) tool, at least 15 days before the exam.

The announcement will incorporate the specifications that are necessary in relation to the computer tools that will be used.

In the appeal, students can be summoned with enough time to make the admission through the tool <https://umurcia.zoom.us/>, in order to guarantee the beginning of the exams at the pre-established times.

PROCESSING OF PERSONAL DATA

Carrying out the evaluation exams by telematic means at the University of Murcia is a requirement of fulfilling its obligations and, also, of carrying out a mission carried out in the public interest, under the provisions of Organic Law 6/2001, of December 21, of Universities, and Royal Decree 1791/2010, of December 30, by which the Statute of the University Student is approved. Specifically, the processing of your personal data is essential for the performance and supervision of exams, the evaluation of knowledge and skills, the review of qualifications and, where appropriate, the processing and resolution of claims, according to the provisions of the Regulations of call, evaluation and minutes of the University of Murcia (RCEA).

The treatment of the data can only be carried out by the University of Murcia using the official means that this has arranged, so that students are not authorized to make recordings, broadcasts or publications of the assessment exams. Therefore, the University of Murcia itself will adopt the measures to guarantee the right to record them in the case of oral exams. For their part, the teaching staff and the organs of the University of Murcia are subject to the duty of confidentiality.

Thus, in the current circumstances of suspension of face-to-face academic activities, the taking of assessment exams may involve:

- The listening of voices and the visualization of images, both of the teaching staff, of students and, as the case may be, of the equipment used for its realization. To this end, it is recommended that the environments where the exam is to be carried out be adequately prepared to prevent inappropriate third parties, images, scenes or inappropriate places from appearing in the home.





- In the case of oral exams, the recording of voices and images, both of the teaching staff and students. To this end, it is recommended that the environments where the recording is to be carried out be adequately prepared to prevent inappropriate registration of third parties, images, scenes or inappropriate places in the home.

Given that the exams will be carried out in the domicile of the evaluated person and that telematic means will be used, the importance of adequately preparing the environments for carrying them out is emphasized in order to prevent third parties, their voices or images from the domicile being improperly displayed. Consequently, the University of Murcia is not responsible for the incidental capture of images or voices of third parties, nor for the conditions in which the room from which the exam is carried out is located, which may affect privacy, the image or their honor.

Once the exams have been carried out, the University of Murcia will keep the evaluation documents for two years and, in the case of oral exams, the recordings made, in the terms established in the Call, Evaluation and Minutes Regulations. For this purpose, only official storage systems of the University of Murcia will be used and the appropriate security measures will be adopted as established by the competent bodies.

For the treatment of personal data associated with the evaluation processes, only the use of programs and applications officially authorized by the University of Murcia is contemplated. Consequently, any other means different from the above are not allowed, even when technical problems that prevent the exams are carried out, since the measures to be adopted in these cases will be those determined by the competent bodies of the University of Murcia for each case.

You can exercise your rights of access, rectification, deletion, opposition and limitation through the official register of the University of Murcia (<https://sede.um.es/registro2/PR-SG-001/Acceso.seam? Cid=296>). However, prior to taking the exam and sufficiently in advance, you can contact decaeco@um.es in order to inform the Faculty of Economics and Business of any incident that may affect the evaluation process.

We remind you that for the formulation of claims related to the protection of your personal data you can contact the Data Protection Officer of the University of Murcia through the email privacy@um.es In any case, you can contact before the Spanish Data Protection Agency for the exercise of your rights.

