**Protokol ustnega izpita na daljavo**

NAMEN: omogočiti študentom, da lahko opravijo izpit preko videokonference.

**Najprej se pravočasno prijavite na razpisani izpitni rok.**

**Navodila študentu na dan izpita:**

* **Pomembno:** Na videokonferenco se ob predvidenem času povežite preko računalnika.
* **Vklop:** Kliknite na poslano povezavo, morate imeti vklopljen mikrofon, zvočnik (ne slušalk) in kamero. Imejte odprto samo okno videokonference, ostala okna zaprite.
* **Preverjanje**, da ni nedovoljenih pripomočkov, da med spraševanjem nimate ničesar na mizi:
	+ Tik pred izpitom izpraševalcu pokažite zapiske za predmet (odprite in podržite pred kamero) in jih nato odložite na vidno polico ali na tla.
	+ Vpričo izpraševalca nato s telefonom poslikajte računalnik in izpraševalcu pokažite, da na njem ni kakih listkov ali drugih odprtih oken, razen videokonference, nato boste ugasnili telefon in ga prav tako odložili na tla ali na polico za seboj.
* **Potek**
	+ Izpraševalec vam bo preko powerpoint diaprojekcije zastavljal vprašanja.
	+ Način izpraševanja velja kot na fakulteti: dobite vprašanje, imate čas za pripravo in poveste odgovor.
	+ Število in obliko vprašanj določa izpraševalec.

**Instructions to the Erasmus student for oral exam**

THE PURPOSE: enable individual students at home to take the exam via videoconference.

* **Important:** video conference is adapted for the use of personal computer.
* **Get involved:** click on the received link, you need to have a microphone, speaker (not headset) and camera turned on. Keep the videoconference window open only, close the other windows.
* **Initial check**, that there are no not-allowed gadgets, that you have nothing on the table during the questioning:
	+ Just before the exam, show the examiner your notes for the subject (open and support in front of the camera) and then place them on the shelf or on the floor.
	+ In the presence of the examiner, you will then take a picture of your computer with your phone and show the examiner that there are no slips or other open windows other than video conferencing, then turn off your cellphone and put it on the floor or shelf behind you.
* **Examination:**
	+ The examiner will ask you questions via a Powerpoint slide show.
	+ The way questions are asked is the same as at the faculty: you will receive a question, you have time to prepare, then your answer follows.
	+ The number and format of the questions are determined by the examiner.