



UNIVERZITA KARLOVA

**Basic methodology for taking
the state final examination remotely (distance form)**

Faculty of Arts

(updated 7 May 2020)

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Options for organizing state final examination remotely

The COVID crisis act, Act no. 188/2020 Sb., on special rules for education and decision-making at universities in 2020 and on assessing the period of study for the purpose of other acts, allows state examinations to be held remotely, and they do not need to be public as long as they are recorded. Based on Government Resolution no. 491, dated 30 April 2020, individual activities of students are allowed always with a maximum participation of 15 people.

This methodology is based in full on the [Basic methodology for taking the state final examination remotely](#) published on the pages of the Charles University on 24 April 2020.

For taking a state final exam or a part thereof, a state PhD exam, and a dissertation defence (the “state exam”)¹ the following options are possible based on the above-stipulated act, the subsequent resolution of the Government, and the decision of the Rector’s Office of Charles University:

- 1) The state exam is held remotely with participation of the public, and the exam is recorded;**
- 2) Combined, i.e. some of the participants are on-site (max. of 15 persons) and some participate remotely, and the exam is recorded;**
- 3) The state exam is held on-site, where a maximum of one committee member and/or reviewer is connected remotely, and the exam is not recorded.**

It is also possible now to hold a state exam completely on-site.

By nature, this methodology focuses on options 1 and 2. As a part of distance testing for state examinations, tools have been selected that are supported by Charles University (“CU”). With respect to legal, safety, and technical requirements (typical for output videos and security), CU currently does not allow the use of tools other than Microsoft Teams and Adobe Connect for distance state examinations that need to be recorded.

The Faculty of Arts of CU will use only one of the tools: **Microsoft Teams** (“MS Teams”). **No other tool may be used for state exams at the Faculty of Arts of CU.**

[Basic information on the MS Teams application](#) together with the option of training for work with the app is available on the pages of the [Lifelong Learning Centre](#). You can find instructions for the tools and technical assistance on the pages of the [Centre for the Support of E-Learning](#).

¹ Article 8(1 e and f), Article 9, and Article 11 of the Code of Study and Examination of Charles University.

In all cases of distance testing for the state exams, transparency and fair treatment must be ensured, and an effort must be made to prevent cheating. Any alternative methods of evaluation in the individual subjects should require a study load comparable to the original methods. Distance exams are full-scale exams, although not the same as on-site exams. The transformation from on-site to distance testing should not reduce the workload of students disproportionately or significantly increase it. The state exam is intended to demonstrate primarily professional knowledge and orientation in the examined subjects. It is, therefore, important to try to prevent cheating, but also to put your trust in the students.

1) Distance state examinations with participation of the public

- To ensure participation of the **public** in a state exam, you must include **a link to the videoconference (url) created in advance** on the faculty's web pages, typically placed in the same location as the terms for the state exams. This is handled by the Research Office/Registrar's Office.
- The administrator² of the state exam is entitled to approve an additional participant. If another participant enters the meeting during the exam, the administrator does not have to accept the participant and can remove them from the videoconference (similar to an on-site state exam, only in exceptional cases can a person be admitted into the room after the exam has started).
- It must also be monitored whether the present guest has not started, intentionally or by mistake, recording the exam. Nevertheless, there is a risk that the recording will be made in another manner, outside the system used.

When proving one's identity (see commencing the examination), the GDPR must be taken into account, and this must take place exclusively between the committee and the examinee without the presence of the public.

- A state exam is **recorded** (or an audio or audio-visual recording is made) and the recording is then **stored for a period of five years** in the file service system (ESSS CU). The recording can only be provided to government authorities upon request. This request must be saved together with the recording. Recording and technical support during the initial months are handled by an IT Services employee who will be available by phone during the entire exam period in case of a technical emergency. Storing the recording in the file service is handled by the Research Office/Registrar's Office. The recording will be destroyed after five years as a part of a document shredding procedure.

² The administrator can be the programme guarantor, a member of the committee, or the secretary of the workplace, who will supervise in particular the technical side of the exam (e.g. participation of the public or setting up the recording process) and then checks for unsolicited manipulation of the recording, etc.

When recording a state exam, all parts of the exam must be recorded, i.e. the theoretical and practical parts.

- The technical parameters for recording are presented in an appendix to this document.
- In accordance with regulations, the protocol on the state exam must be signed by the chair of the committee and at least one other committee member. When the entire exam is held remotely, this may be done at a later time at the faculty.

2) Combined state examinations

- Based on the extraordinary measure of the MoH dated 15 April 2020, it is possible to organize a state exam where:
 - 1) A part of the committee and the student are present and the other participants in the exam (the committee or the public) are connected remotely;
 - 2) A part of the members of the committee are present and the student and the other participants in the exam (the committee or the public) are connected remotely.
- When using this form, it is important to have only a maximum of 15 people physically present at the exam.
- The detailed instructions and organizational measures of the MoH must also be followed.
- With respect to sanitary measures and the quality of the recording, each on-site member should have their own laptop; or arrange a room where it is possible to record the entire room.
- In addition, the examination is governed by the above-stipulated rules.

General rules for organizing and holding state examinations

Phase 1: Organizing the examination

As a part of distance state exams, more emphasis should be placed on communication with the student, not only due to sufficient advance notice when announcing terms, but also the method of technical support for the exam. Prior to commencing a state exam, the following steps should be taken:

- 1) **Set the term and manner** for holding the state exam in cooperation with the Research Office/Registrar's Office.
- 2) **Check the technical conditions** prior to commencing the state exam.

Terms and method of holding the state examination

When announcing the terms, the deadlines set out in the Special Rules for Studies at CU must be upheld and any adjustment to the rules for the state exam that the dean has established based on these Special Rules.

- The respective studies assistant creates an **online meeting** in MS Teams based on the information provided by the committee chair (date, time, current e-mail contacts of all participants, etc.). When planning the term, it is also important to consider sufficient breaks between the exams (to account for complications during registration, tuning the settings for ideal transmission, slowness of the transmission, etc.).
- Students register for the exam via SIS based on the announced terms. PhD students register through the Research Office. Announced terms for distance exams count towards the minimum number of terms announced by the faculty.
- It is important for the student to be **aware when registering for a specific term that it is a distance exam and what tool is being used**. For state PhD exams and dissertation defences, the term for students must be booked at least one and a half months in advance at the Research Office. For already arranged state PhD exams and dissertation defences, the committee and student will be contacted by the Research Office whether they agree to the distance form of the exam. If the student does not agree, the distance state exam cannot take place.
- Students must also be informed of what will be needed for the state exam (technical equipment, Internet connection, etc.).

- The Research Office/Registrar's Office sends the registration link to the student by e-mail to the student's address provided in SIS and also shares with the student the necessary information for organizing the state exam (or instructions for MS Teams). The Research Office/Registrar's Office places the registration link on the Official Bulletin Board of the faculty at least 15 days before the exam.
- It is also recommended to set the term for the test call in MS Teams (at least a day in advance). The term for the test call is set by the respective committee and is fully under its direction.
- The Research Office/Registrar's Office provides the examination committee with the student's telephone contact. This measure is used as an emergency contact in the event of technical difficulties during an exam.

Inspection of technical conditions

To ensure the technical aspects of meetings, MS Teams must be installed, ideally on more than one device (laptop, phone). Due to technical requirements, the software must be installed on the side of the **examiner and the examinee**. To prevent technical problems, it is recommended that all exam participants (administrators, committee members, and exam takers) do the following:

- Prior to testing, check that MS Teams is functioning and up-to-date (so that it does not start to update when the videoconference starts);
- Check the camera, microphone, and earphones (earphones are preferred to speakers because they produce less audio feedback which worsens the sound quality); check the Bluetooth connection for the earphones, etc.;
- Check software controls, switching of windows, opening a chat window for resolving problems, feedback, etc.;
- Make a test call in the software sufficiently in advance verifying all key functions (sound, picture, sharing desktops, and recording).³

The technical support prior to and during an exam is handled by an IT Services employee who will be responsible for recording the exam in both programmes at least during the first months of distance testing. For recording videos, **OBS Studio** is also used. This must be installed by the person who is responsible for making the recording – see the instructions and for installation and setting up OBS. In this software, a separate recording will be started at the same time as the exam in MS Teams. When set correctly, the output format will be suitable for saving

³ In the settings, MS Teams allows you to make a test call without connecting, but with respect to tuning any possible technical deficiencies, it is recommended to make a test call between the administrator and the student.

to ESSS CU without further modification. In addition, a double recording prevents potential problems when making recordings (typically a Wi-Fi outage, a damaged recording in the test tool, etc.).

If a student does not have appropriate technical equipment (e.g. a laptop with a video camera, microphone, and speakers, Internet connection), they may contact the Carolina Centre to borrow such equipment: centrumcarolina@cuni.cz (however, the capacity of the Carolina Centre is limited).

Phase 2: Commencing the examination

The following procedure is adapted for testing that is not preceded by individual student preparation, and the exam begins with verification of identity. If individual preparation (so-called wristbands) is necessary, the procedure differs slightly.

- I. The student and committee members (or also the administrator) connect to the planned online meeting.
 - A designated committee member commences the state exam: a designated committee member informs the student that the exam will be recorded and that nobody may manipulate the recording process. An IT Services employee or a designated committee member then **turns on the recording of the distance exam**. The exam is recorded in two places simultaneously – in MS Teams and also in **OBS Studio**.
 - The examiner **requests that the student turn on the microphone and the video camera and identify oneself** by stating their first name and surname and also, for example, by showing their state or student ID to the camera.
 - The examiner requests that the student show the environment around them using their video camera (circling the room with the camera to ensure that nobody else is in the room and that there are no textbooks or other devices, etc. behind the computer or on the desk.
 - **ATTENTION!** The part for verifying one's identity must take place between the committee and the examinee only, without the presence of the public! **Thus, in the case of the public, it is important that this part take place first and only after should access be allowed to the public.**
 - The administrator allows access to the public (waiting in the tool's lobby), and thus no longer allowing additional members to join.

- II.** Due to subsequent documentation, the examiner must always state the **exact date and time for the start of the exam.**
- III.** The examiner requests that the student share the entire screen of their computer, not just one application (verify the visibility of the Windows/MacOS/Linux main application panel).
- IV.** The examiner requests that the student turn off all active applications or applications running in the background, except the application in which the exam is running (possible to check using the following programs: Windows: Task Manager; MacOS: Activity Monitor; Linux: System monitor).
- V.** If it can be verified that the student has cheated, this is considered a disciplinary offence.⁴

Phase 3: Holding the examination

- **Drawing questions:** If questions need to be drawn, we recommend following the regular rules. The drawing can be done in this case by the examiner. However, the credibility of the process must be verified (e.g. show that set of questions is complete and will be drawn in front of the camera; drawing by an electronic tool guaranteed by the faculty, etc.). Drawings may be organized, for example, by using Microsoft Forms.
- The examiner can view the transmission primarily from the student's camera and check if the student is trying to cheat (frequent movement of eyes when the student is trying to read something; whether other voices are not heard in the room; whether the camera does not film another person, etc.).
- Designated committee members should also check the shared desktop of the student's computer.
- For the entire period of testing, the student should only have the exam application displayed or a text editor with their preparations for the exam, or other permitted applications if required by the nature of the exam.
- For a more natural environment for the student, it is recommended that the examiner turn on their camera. In this way, the student may respond more naturally to the questions.
- It is recommended that the committee members who are not speaking turn off their microphones and turn them on only when speaking. If noise disturbance occurs during the distance exam, the examiner will turn off all microphones except for their own and will inform all present persons of the disturbance, including the student, and request

⁴ For more information, see, for example, Section 64 of the Higher Education Act and the Code of Ethics of Charles University: <https://cuni.cz/UK-9490.html>.

that it be corrected. After being corrected, the examiner requests that the student turn on their microphone again and then let's the student speak again.

- **If the connection is lost or if there is a technical difficulty** that leads to the exam being interrupted, the examiner must first and foremost attempt to reconnect with the student. If the exam is definitively interrupted, it is in the competence of the committee to determine whether the current progress made in the exam is sufficient for verifying the student's knowledge. Either studies will be evaluated in a standard fashion (e.g. if a substantial part has already taken place, and based on this, it is possible to evaluate the student) or the student will need to be tested again, or a substitute question will be asked. A term cannot be missed due to technical problems, either on the part of the student or the examiners. The faculty may specify the rules according to the process of controlling the study of a subject, but it must acquaint the students with them in advance. An IT Services employee is ready to help with technical problems for the entire time of the exam. The committee obtains the telephone contact for this employee prior to starting the exam.
- After answering all of the questions, the examiner **ends the exam**, and the recording is **stopped**.
- The voting process is not recorded and does not take place in the presence of the student or the public.
- If requested by a member of the state PhD exam committee or the dissertation defence committee, the voting must be done by secret ballot. The technical tool for voting by secret ballot will be specified at a later time.
- Various options are used to secure the **voting of the exam committee**, typically according to the selected application for testing, e.g.
 - a) In addition to the exam, the committee may also open an online chat in which it may discuss/vote. In such a case, it must be verified that it is actually a chat outside the exam and that the student is not present during the voting.
 - b) Another option is an Excel file created in advance with the names of the examinees in rows and the members of the examination committee in columns. This file will be available and shared in advance only with the members of the examination committee. When saving the file on a shared space in Office 365, it is possible to edit this document simultaneously by all committee members. In the case of state PhD exams and dissertation defences, it can be used even for secret ballot voting as long as the committee members open the file in an anonymous browser window.
 - c) **The student and the public are disconnected from the group**, and after voting, reconnected and then informed of the results.

It is important to ensure with all of the methods that the student is not present during the voting or that the voting table was not shared with the student. The IT Services employee must be contacted prior to the voting in order to arrange all technical aspects.

During the defence of a dissertation and state PhD exam, a record and the results of voting must be kept, in accordance with Article 11(13) of the Code of Study and Examination of Charles University. Thus, this record must be stored even for distance examinations, e.g. taking a snapshot of the screen (printscreen) during the online voting in a chat or archiving the shared table with a record of the voting. Due to the nature of the matter, the chair of the committee is responsible for recording the vote.

- Subsequently, the IT Services employee is contacted, the recording is restarted, and the committee communicates the results to the student. After communicating the result to the student, **the recording is ended.**

Phase 4: After the examination

A protocol on the state exam and voting that the committee approves (e.g. per rollam) is created in a standard fashion in SIS. It is recommended to proceed according to the standard rules for creating protocols as a part of on-site examinations.

- You must make sure that everyone leaves the online meeting (or that the exam administrator removes the participants).
- The IT Services employee/Administrator provides the recorded video to the Research Office/Registrar's Office, and the office saves the recording in ESSS CU – see instructions below.

Holding examinations in MS Teams

These instructions complement (but do not replace) the general rules for preparing and holding state examinations with respect to the specific characteristics of MS Teams. For ensuring all functions, it is recommended to have the MS Teams application installed as the desktop version.

Phase 1: Organizing the examination

Creating a term for the examination

MS Teams has many options for creating online meetings. We recommend creating a meeting via the calendar and the button "New Meeting" (see instructions for Creating and Scheduling

Meetings in MS Teams). **A separate online meeting/exam will be created for each student** (i.e. each student will have their own online meeting corresponding to the term and time schedule of the state exam).

The link for the public will be published on the official bulletin board. The committee and other exam participants must always log in to the new meeting.

Inspection of technical conditions

The Research Office/Registrar's Office **sets it up in Meeting options** so that only the student and the examiner are in the role of presenter and can share the desktop, manage the meeting, etc. and also so that only people from the organization can be automatically allowed entry from the lobby (so that an anonymous person without an invitation does not connect to the meeting) – see the instructions Creating and Scheduling Meetings in MS Teams.

In addition to the **general rules** (see above), you should **inform the student** of the following in the e-mail invitation to the online meeting:

- The student must install the MS Teams application in advance.
- The student must be logged in to the local MS Teams application via their Office 365 account **username@ff.cuni.cz** – see [instructions for logging in to MS Teams](#).
- The student may try the test call themselves in MS Teams (see [instructions](#)) – this call does not replace the option of a test call with the exam administrator. The instructions for setting up the camera and microphone can be found [here](#).

Note: You can also connect to the meeting in a supported web browser, Chrome or Edge, but the student will not be able to also use the camera and share the content of their computer's screen. Thus, it is highly recommended to install the MS Teams application in advance. When allowing participation of the public, participants other than the committee and the student do not need to install the application.

RECORDING: When recording in MS Teams, the recording is automatically saved to the Microsoft Stream service in MP4 format and made available even to the student. After finishing the recording in MS Teams and saving it to the Stream service, the IT Services employee/meeting administrator needs to remove the student's access to the recording or the IT Services employee/administrator needs to download the recording from the Stream service and then delete it in Stream, making the recording inaccessible to the student. Instructions for working with Microsoft Stream can be found here: <https://docs.microsoft.com/en-us/stream/>.

The recording also takes place simultaneously in OBS Studio on the local computer of the IT Services employee/administrator/examiner to prevent the recording from being intentionally

or unintentionally switched off by the student or the examiner or to prevent any technical difficulties with the processing of the recording on the part of MS Teams.

Phase 2: Commencing the examination

- The committee members must log in to the specific online meeting of the examinee.
- **The student connects** to their planned online meeting/exam in MS Teams.

One of the examiners/the administrator joins the online meeting, who will ensure the initial verification of the student's identity, check the settings on the side of the student, have the student draw a question (see general rules of the state exam), and supervise the student during preparation. Meanwhile, another student's exam takes place in another online meeting.

- The examiner informs the student that the exam will be recorded and that the student must not manipulate the recording (in order for the student to share their screen, they must be in the role of presenter, thanks to which they have the right to turn on/off the recording in MS Teams).

Phase 3: Holding the distance examination

- For a more natural environment for the student during distance examinations, it is recommended that the examiner also turn on their camera. In this way, the student may respond more naturally to the questions and not feel separated from reality (online exams without visual contact could be confusing/stressful for people who are not used to it, which could affect their exam performance). If a student has problems with the quality of their Internet connection, turn off the incoming video of the examiners in MS Teams (Turn off incoming video).
- If there is sound interference during the distance exam, the examiner turns off everyone's microphone except their own (Mute all), informs everyone present, including the student, asks them to correct it if the cause of the interference is on their side, asks the student to turn their microphone back on, and lets the student speak again.
- The examiners may also use chat during an exam, e.g. it is possible here to speak or ask another question.
- If there is a need among examiners to **vote on the results of an exam**, it is not possible to use chat/audio in an online meeting for the exam, because the student and the public can hear/see this (see above).

The examiners may consult each other using a private chat in MS Teams OUTSIDE the meeting.

- After informing the student of the results, the examiner **turns off the recording** in MS Teams and also the local recording in OBS Studio.

For technical problems, contact the respective IT Services employee.

Phase 4: After the examination

- It is recommended to **leave a time reserve between the individual exams of students** (e.g. 5 to 10 minutes) for resolving technical problems on either side, etc.
- **The records of online meetings/exams recorded in MS Teams are available in the Stream service. Note: If the exam was recorded in MS Teams, it is not desirable for the examinee to have access to the exam record.** The IT Services employee/meeting administrator or examiner who initiated the recording in MS Teams must remove the student's right to the record in the Stream service so that the student cannot access the record. **Alternatively, the IT Services employee, the meeting administrator, or the examiner who initiated the recording may download the recording, making the recording inaccessible to all participants in the online meeting.**

Note: Although the student in the default setting has the right to see the exam record (it is automatically shared with the student), the student is not entitled to download the record from the Stream service, provided the student has not initiated the recording themselves (see note on the ban on manipulation of the recording by the student in the text above).

Checklist – State final examinations in MS TEAMS

Organization of the state examination

- ☐ Preparation of the meeting/terms of the exam in Microsoft Teams according to the assigned terms in SIS. **Arranged by the Research Office/Registrar's Office**
- ☐ Informing the student of the time of the exam and preparations in MS Teams. **Arranged by the Research Office/Registrar's Office**
- ☐ Sending instructions for installation. **Arranged by the Research Office/Registrar's Office**
- ☐ Making the test call. **Responsibility of the committee**
- ☐ Inspecting the technical parameters. **Committee with the support of IT Services**
- ☐ Inviting the student to the online meeting for the state exam (according to the registered terms in SIS).

Holding the state examination

- ☐ All committee members and the student logging in to the online meeting.
- ☐ Turning on the recording. **Arranged by IT Services/administrator, or later with the support of IT Services**
- ☐ Verifying the student with an ID card, inspection of room and tech parameters (+ inspection of application), sharing of screen.
- ☐ Confirming the exam participants, waiting in the lobby. **IT Services/Administrator, or later with the help of IT Services**
- ☐ Informing about the exam.
- ☐ After the exam, the committee decides on a mark and communicates the results to the student = completion of the exam.
- ☐ Ending the recording of the state exam.

After the examination

- ☐ Downloading the record in MP4 format from Microsoft Stream (or removing the rights for participants of the state exam, including the student). **Arranged by IT Services, or later with the support of IT Services**
- ☐ Saving the record from OBS Studio. **Arranged by IT Services, or later with the support of IT Services**

☐ Saving the record to ESSS CU.

Arranged by the Research Office/Registrar's Office

Přílohy

Specifikace pro nahrávání a uložení audio/video záznamu státní zkoušky

Při nahrávání státní zkoušky je třeba zajistit výstupní formát⁵ nahrávky v následující podobě:

U audiozáznamu v podobě:

kontejner: mp4
kodec : mp4a-40-2 (AAC LC)
vzorkovací frekvence: 48000 Hz
počet kanálů: mono
bitrate: 128 kb/s
typ bitrate: CBR

U videozáznamu v podobě:

kontejner: mp4
kodec: H264 (isom/iso2/avc1/mp41)
rozlišení: 720x576
počet snímků/s: 25
prostor barev: YUV
bitová hloubka: 8
bitrate: 1000 kbit/s
typ bitrate: CBR

Z uvedených parametrů je závazný formát a kodec. Ostatní parametry jsou doporučené a ovlivňují kvalitu a datovou velikost výstupního souboru.

Pouze **v tomto formátu** bude možné vkládat soubory pro uložení po dobu 5 let dle zákona jako **součást typového spisu studenta**. Po 5 letech bude záznam zničen v rámci skartačního řízení.

Spolu s nástrojem, ve kterém bude uskutečňována státní zkouška, bude pro nahrávání záznamu spuštěn také nástroj OBS Studio. Nástroj zajistí zálohu záznamu v případě pádu platformy používané pro zkoušení (MS Teams). Zároveň je v nástroji možné nastavit konkrétní výše uváděné parametry nahrávky. Při správném nastavení tak bude možné výstupní záznam z OBS Studio rovnou vložit do ESSS UK. Postup práce s nástrojem OBS Studio, stejně jako návod pro vložení do ESSS UK, upravuje samostatná metodika.

Oddělení vědy/Studijní oddělení vkládá soubor do typového spisu studenta.

V elektronickém systému spisové služby (ESSS UK) byla vytvořena samostatná součást typového spisu studenta „**Dokumentace distančních zkoušek**“, kam je možné pořízené záznamy státních zkoušek vkládat.

Spolu s tím byla uskutečněna „*nouzová*“ **úprava Spisového a skartačního plánu UK** ve smyslu: Spisový znak: D/III/3

Věcná skupina: Dokumentace distančních zkoušek (součást typového spisu)

Skartační znak a lhůta: S/5

Pokud si orgán veřejné moci vyžádá poskytnutí záznamu, je tato žádost uchovávána spolu s videem.

⁵ Souborem ve výstupním formátu je míněn soubor, který bude vkládán k uložení v ESSS UK.

V případě problému s vložení souboru do ESSS UK se obračejte na:

josef.pisecky@ruk.cuni.cz

V případě problému s konverzí videa se primárně obračejte na Vaši **lokální IT podporu**. Konzultace problematických případů konverzí je možná na adrese: andrej.farkas@ruk.cuni.cz

Maximální velikost vkládaného souboru je **1,5 GB**.

S ohledem na skutečnost, že záznam obsahuje množství biometrických údajů, **není dovoleno jeho trvalejší uchování na zařízeních zaměstnanců**. Uchování bude zajištěno **pouze** prostřednictvím ESSS UK. **V případě nejasností ohledně ochrany osobních údajů** se obračejte na: gdpr@cuni.cz

V **SISu** bude k záznamu o státní závěrečné zkoušce doplněna (nepovinná) **možnost vložit link**, na kterém bude možné taktéž stáhnout záznam vložený do ESSS UK.

S ohledem na zajištění kompatibility, technické podpory a souladu s právními předpisy je doporučeno používat pro nahrávání SSZK nástroj Microsoft Teams.

Evidence záznamů distančních státnic v ESSS UK

- Maximální velikost přílohy záznamu ESSS UK je **1,5 GB** (U **audiozáznamu** v podobě: kontejner: mp4, kodec : mp4a-40-2 (AAC LC) a u **videozáznamu** v podobě: kontejner: mp4 kodec: H264 (isom/iso2/avc1/mp41))⁶

Postup evidence záznamů distančních státnic v ESSS UK:

- Vytvoření odchozího dokumentu (zvýrazněno žlutě).



- Záznam v ESSS UK je vyplněn následovně:

- V poli "**Agenda**" vybereme „UK - Studium“ a v poli "**Druh dokumentu**" zvolíme “Záznam distanční zkoušky”

- V poli "**Věc**" lze za automaticky doplněný text “Záznam distanční státní zkoušky studenta” doplnit jméno a příjmení studenta

⁶ Jiné formáty ESSS UK odmítne.

- V poli "**Typ dokumentu**" zkontrolujeme hodnotu digitální dokument
- V poli "**Adresát**" zkontrolujeme hodnotu "Student UK"
- Vyhledání studenta podle:
A) "**Identifikátoru osoby**" nebo "**ID studia**":
Zadáme identifikátor osoby, popř. ID studia a potvrdíme kliknutím na "Hledat ve WhoIS". Údaje studenta se automaticky propíší do záznamu viz obrázek

- B) **jména a příjmení**:
Zadáme jméno a příjmení studenta a potvrdíme kliknutím na "Hledat ve WhoIS". Údaje studenta se automaticky propíší do záznamu.

! V případě vícera studií – nutno vybrat konkrétní ID studia, ke kterému se váže závěrečná zkouška (viz obrázky níže). Následně se údaje studenta automaticky propíší do záznamu.

Vyberte odpovídající osobu 3 záznamy

ID STUDIA	WHOIS	PŘÍJMENÍ Jméno	FAKULTA	TYP STUDIA	STUD. PROGRAM	STUDIUM OD / DO
438620	19588818	XY	FF	B	B7310 Filologie	03.09.2014 29.09.2015
625649	19588818	XY	FF	N	N0322A120002 Archivnictví a pomocné vědy historické	23.09.2019
623637	19588818	XY	FF	B	B6145 Humanitní vědy	23.09.2019

Identifikátor osoby: 12345678 ID studia: 625649 Hledat ve WhoIS

Oslovení:

Titul před: X Příjmení: ? Jméno: Y Titul za: Datum narození:

Emailová adresa: xyosoba@email.cz

Ulice: Uliční č.p.: 0 č.orient.:

PSČ: 12345 Město/obec: Město Datová schránka:

Stát: Jiné:

Rekomando: Odesílací pošta:

Adresář ARES PSČ ISDS Vyčistit

- V poli "**Druh příloh**" zadáme "elektronické" a v poli "**Počet příloh**" zadáme množství vložených souborů
- V poli "**Způsob vypravení**" zkontrolujeme hodnoty "nedoručuje se" a "bez obálky",
- Vyplníme "**Datum vytvoření**" kliknutím na hodiny vpravo (viz obrázek níže),

Datum vytvoření: 20.4.2020 10:48:42 Datum vypravení:

Lhuta: 30 Vyřadit do: 20.5.2020

- V poli "**Spisový znak**" zkontrolujeme zadaný spisový znak **D/III/3 - Dokumentace distančních zkoušek (S5)**
- Záznam potvrdíme kliknutím na "**Uložit**"
- Následně se otevře okno s nabídkou součástí typového spisu studenta, zařadíme do spisu "**Dokumentace distančních zkoušek**" (viz obrázek níže)

Zařazení do typového spisu

Vyberte součást, do které bude dokument vložen 3 záznamy

NÁZEV
☐ Dokumenty trvalé hodnoty
☐ Dokumenty dočasné hodnoty
☒ Dokumentace distančních zkoušek

- Při zařazování může nastat prodleva, vyčkejte nahrání.

Zařazení do typového spisu
pracuji, čekejte...

Dokončit

Zavřít

- Uložený záznam je ve stavu “Chybí vypravení”. Nalezenete jej v přehledu svých dokumentů (ikona panáčka viz obrázek níže)

Elektronická evidence dokumentů									
	UKRUX1001863277	UKRUK/124752/2020 ve spisu S28810697/584120	20.04.2020 20.05.2020	XY, Uliční 0 12345 Město dokument z vlastního podnětu	Záznam distanční zkoušky XY	RUK Barbora Satrapová		D/III/3 S/5	chybí vypravení

- Přílohu k záznamu je vzhledem k objemu nahraného souboru nutné vložit až po uložení záznamu.
- Vložíme přílohu kliknutím na ikonu složky (viz obrázek níže), vyskočí nové okno, kde klikneme na ikonu “Přidat”

	UKRUX1001863277	UKRUK/124752/2020 ve spisu S28810697/584120	20.04.2020 20.05.2020	XY, Uliční 0 12345 Město dokument z vlastního podnětu	Záznam distanční zkoušky XY	RUK Barbora Satrapová		D/III/3 S/5	chybí vypravení
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UKRUK/124840/2020

PŘIDAT

Přílohy - Obrázky

0 záznamů

Přílohy - Ostatní

0 záznamů

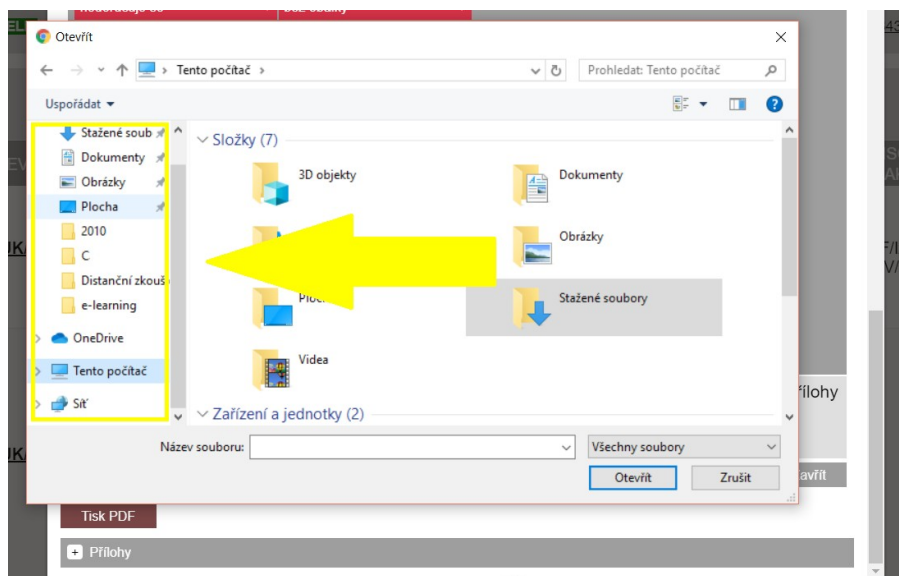
Pro novou verzi dokumentu použij ikonu editace na příslušné příloze !!!

Zavřít

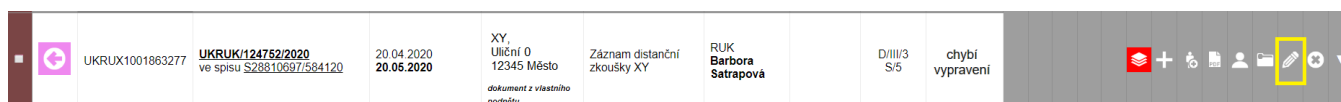
Niže jsou uvedeny přílohy pro konkrétní příjemce. Upload přílohy konkrétnímu příjemci je možný v editaci dokumentu.

Celková velikost souborů je 0B

- Maximální velikost videa je 1,5 GB (U audiozáznamu v podobě: kontejner: mp4, kodec : mp4a-40-2 (AAC LC) a u videozáznamu v podobě: kontejner: mp4 kodec: H264 (isom/iso2/avc1/mp41)). Nahrávání souboru bude, s ohledem na síťový provoz a systému, stejně jako velikosti videa, trvat více minut. ESSS UK je vybavena funkcionalitou, která kontroluje, zda je formát souboru vhodný pro dlouhodobější uchovávání.
- Otevře se systémová složka a nahrajeme soubor. V případě více souborů označíme pomocí myši a přidržením Ctrl.

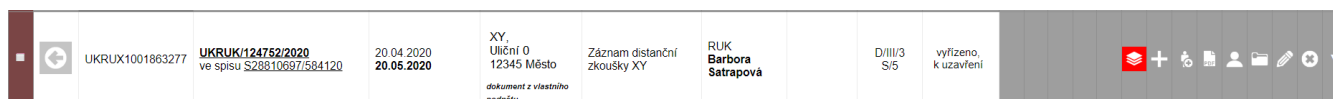


- Po nahrání souboru k záznamu klikneme na ikonu s tužkou (viz obrázek)



- V detailu záznamu vyplníme **“Datum vypravení”** (kliknutí na hodiny vpravo). V poli **“Důvod nedoručení”** zvolíme **“Vlastní záznam”** a vyplníme **“Datum nedoručení”** (kliknutí na hodiny vpravo).

- Záznam je nyní ve stavu **“Vyřízeno, k uzavření”**



- Detail dokumentu v typovém spisu

Zobrazit obsah typového spisu

Údaje o číspisu

LISTŮ	PŘÍLOH	LHŮTA PRO UZAVŘENÍ	DOSTUPNOST	ROK ZAČÁTKU ARCHIVACE	REŽIM	ULOŽENO V REGISTRATURĚ/SPISOVNĚ	POZN	
			Pro všechny oprávněné					

Přidat do tohoto dílu č./arch

Předat celý spis jinému útvaru nebo zpracovateli

Oprávnění k čí/spisu0 záznamů

Přidat oprávnění

S 12345678 /584120 - Student XY- chronologicky2 záznamyVytvořit nový odchozí dokument do sběrného archivu

SMĚR	JID ~	PID, EVIDENČNÍ, SPIS ◊	DATUM PŘIJETÍ, K VYŘIZENÍ DO ◊	ODESÍLATEL, ADRESÁT ◊	VĚC ◊	VYŘIZUJE ◊	VYŘIŽENO	SPISOVÝ ZNAK ◊	STAV ◊										
	UKRUX1001863277	UKRUK(124752/2020 ve spisu SZ6810997/584120)	20 04 2020 20.05.2020	XY, účetní B. 12345 Město (zastřežený podpis)	Záznam distanční zkoušky XY	RUK Barbara Satrapová		D III/3 S/5	vylíženo, k uzavření					+					

Video je možno uchovávat pouze v ESSS UK. Není dovoleno jeho trvalejší uchovávání na zařízeních zaměstnanců s ohledem na skutečnost, že záznam obsahuje množství biometrických údajů. Po uložení do ESSS UK je nutno video z veškerých dalších zaměstnaneckých zařízení smazat.

Postup pro použití aplikace OBS Studio na nahrávání záznamů distančních státnic

Tento návod Vám pomůže s přípravou záznamu distančního zkoušení. Vzhledem ke skutečnosti, že aplikace MS Teams nepodporuje videovýstup ve formátu vhodném pro dlouhodobější uložení a následnou elektronickou skartaci z Elektronického systému spisové služby UK (ESSS UK), přistoupili jsme k řešení prostřednictvím volně přístupného programu OBS studio.

Ten bude provádět záznam plochy Vašeho počítače, jehož pomocí budete vykonávat zkoušku. Tento záznam už je ve formátu, který ESSS UK podporuje. **Pamatujte, že se zaznamenává Vaše plocha, tedy ponechejte, prosím, MS Teams popředí po celý čas vykonávání zkoušky a nepřeklikávejte na jiný obsah/do jiných oken.**

Pro zjednodušení složitého nastavení jsme pro Vás připravili nahrávací profil, který si stáhnete a podle návodu importujete do OBS studio. Následně překontrolujete nastavení a porovnáte ho s tímto návodem, protože různé počítače mohou mít odlišnou konfiguraci.

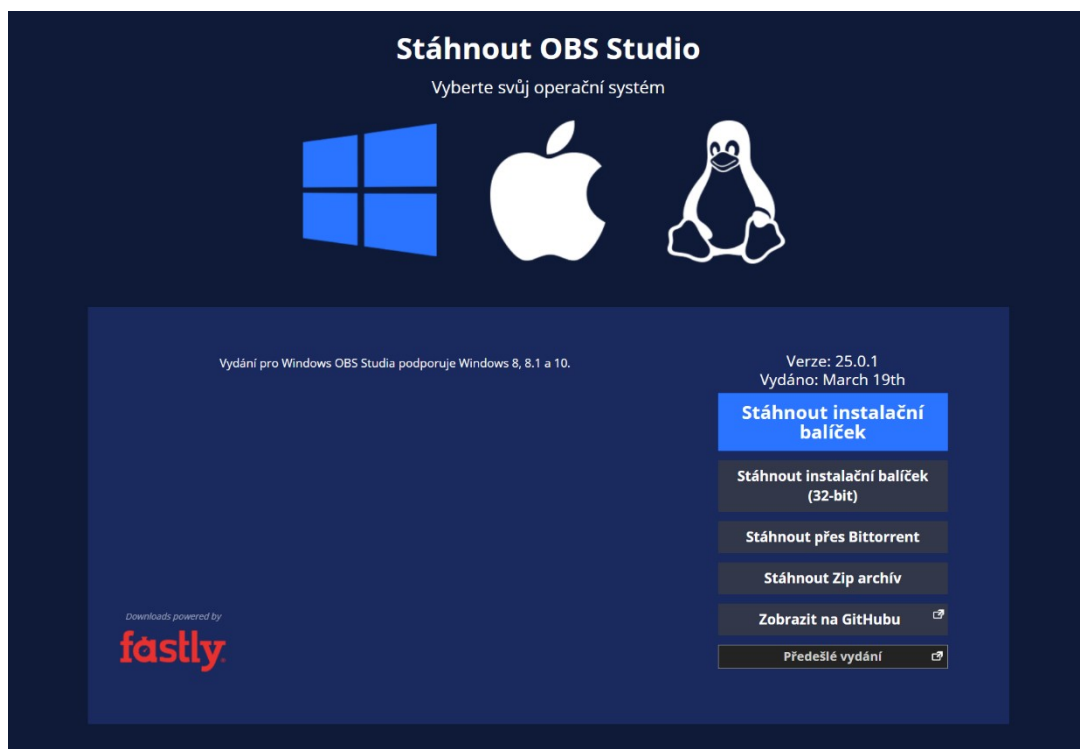
K provedení této instalace budete potřebovat:

1. Počítač v plné konfiguraci s připojením na internet (tzn. máte připojený mikrofón, kameru a jiné zařízení jako v den zkoušky)
2. Administrátorský přístup k danému počítači
3. Program WinRar anebo jiný program na otevírání .zip souborů (7zip...)
4. Soubor s profilem pro OBS (Profil_Statnice.zip), stáhnete ho na této adrese:
<https://cczv.cuni.cz/CCZV-283.html>

Pro lepší pochopení můžete sledovat i video návod na této adrese: (video je aktuálně v tvorbě, odkaz bude doplněn- pozn. RUK)

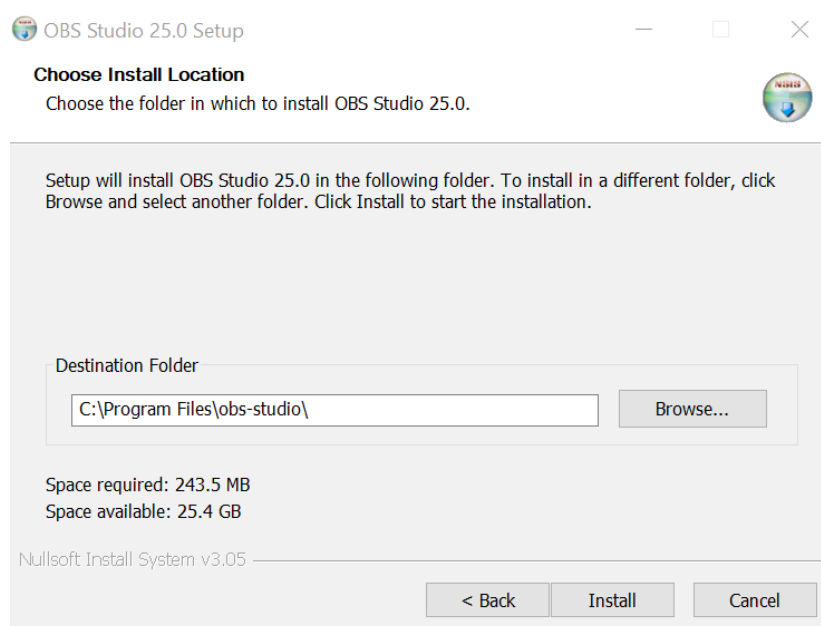
V případě dalších dotazů či nejasností se můžete obracet na mail: andrej.farkas@ruk.cuni.cz

1. Instalace OBS Studio



Na adrese <https://obsproject.com/cs/download> si stáhnete instalační balíček OBS Studio pro Windows pomocí kliknutí na modré tlačítko " Stáhnout instalační balíček "

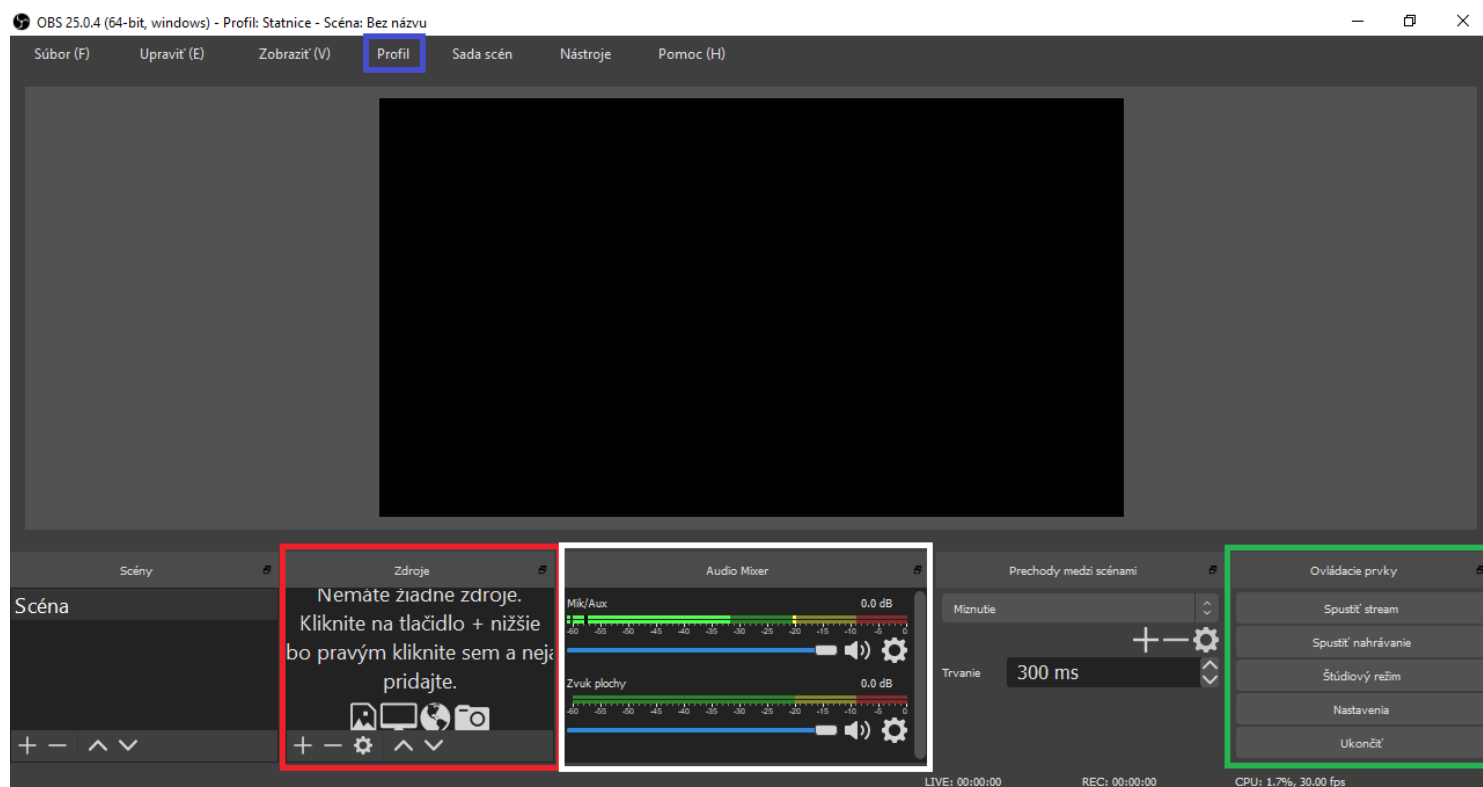
Instalaci aplikace OBS Studio proved'te standardně, stačí se jí proklikat. Zkontrolujte však instalační složku " **...\Program Files\obs-studio** "



2. Spuštění a nastavení OBS Studio

Při prvním spuštění se aplikace zeptá na spuštění průvodce, toto nastavení je možné přeskočit.

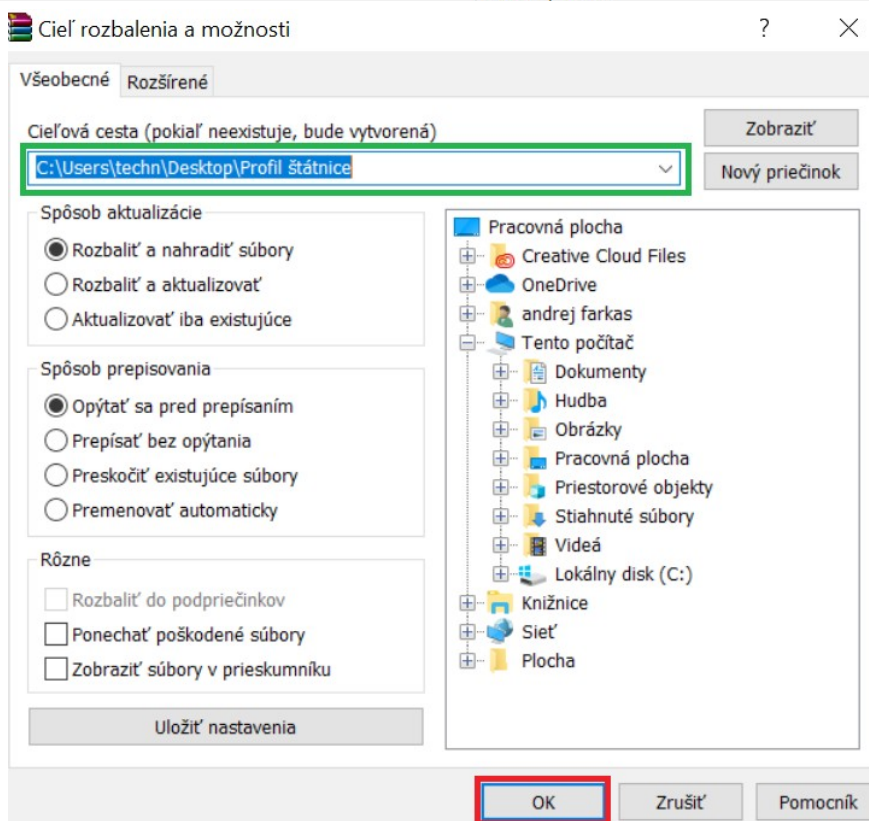
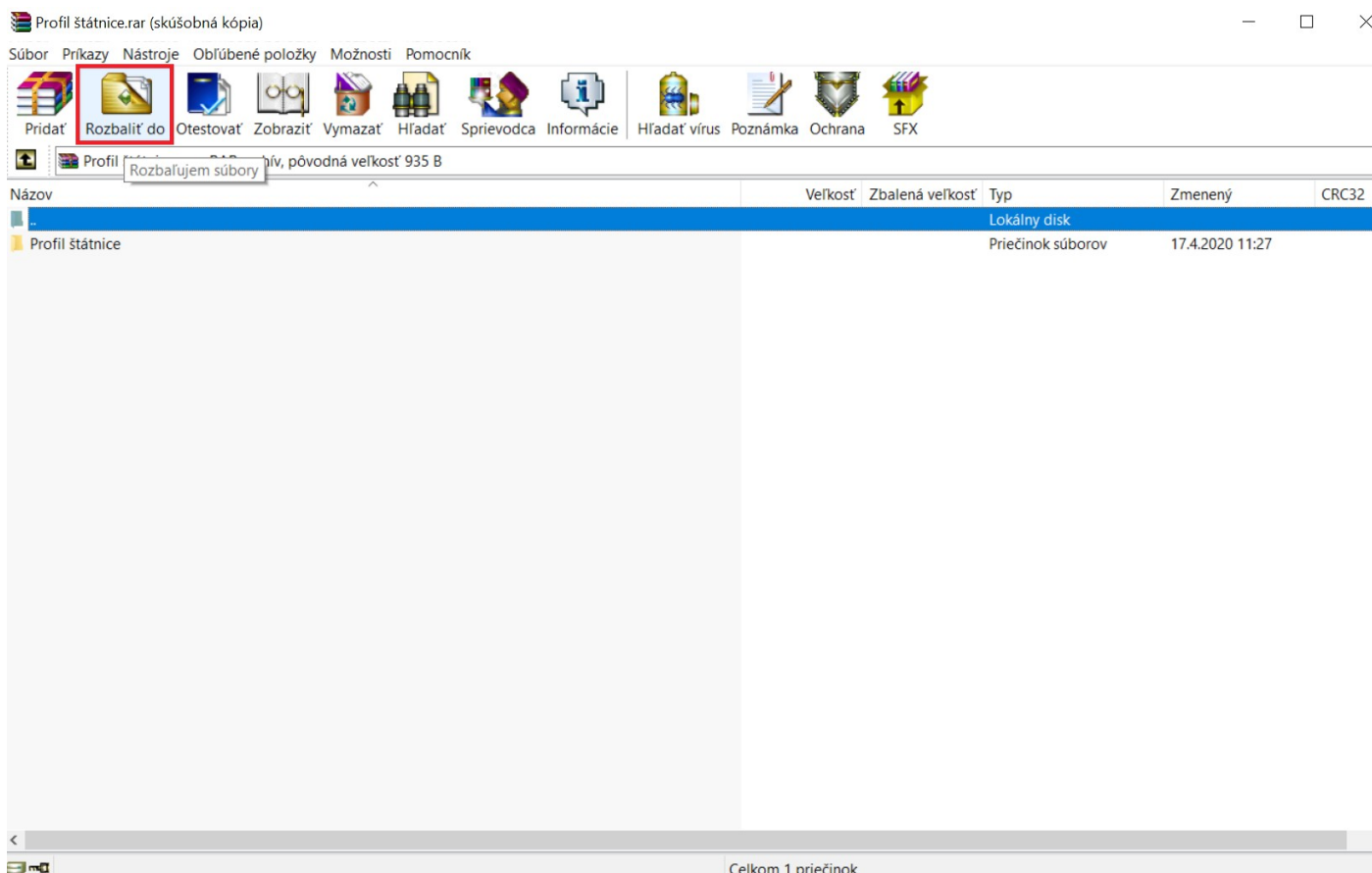
Okno aplikace je standardně rozdělené na horní panel možností, náhled budoucího obrazu uprostřed a dolní část ovládání a nastavení.



V dolní části jsou pro Vás podstatné hlavně položky "Zdroje" (červená), "Audio Mixer" (bílá), skupina tlačítek "Ovládací prvky" (zelená) a položka "Profil" (modrá) v horní liště. Ve skupině "Ovládací prvky" se nacházejí tlačítka "Nastavení" a "Spustit nahrávání". Pro nás podstatné tlačítka jsou zvýrazněné.

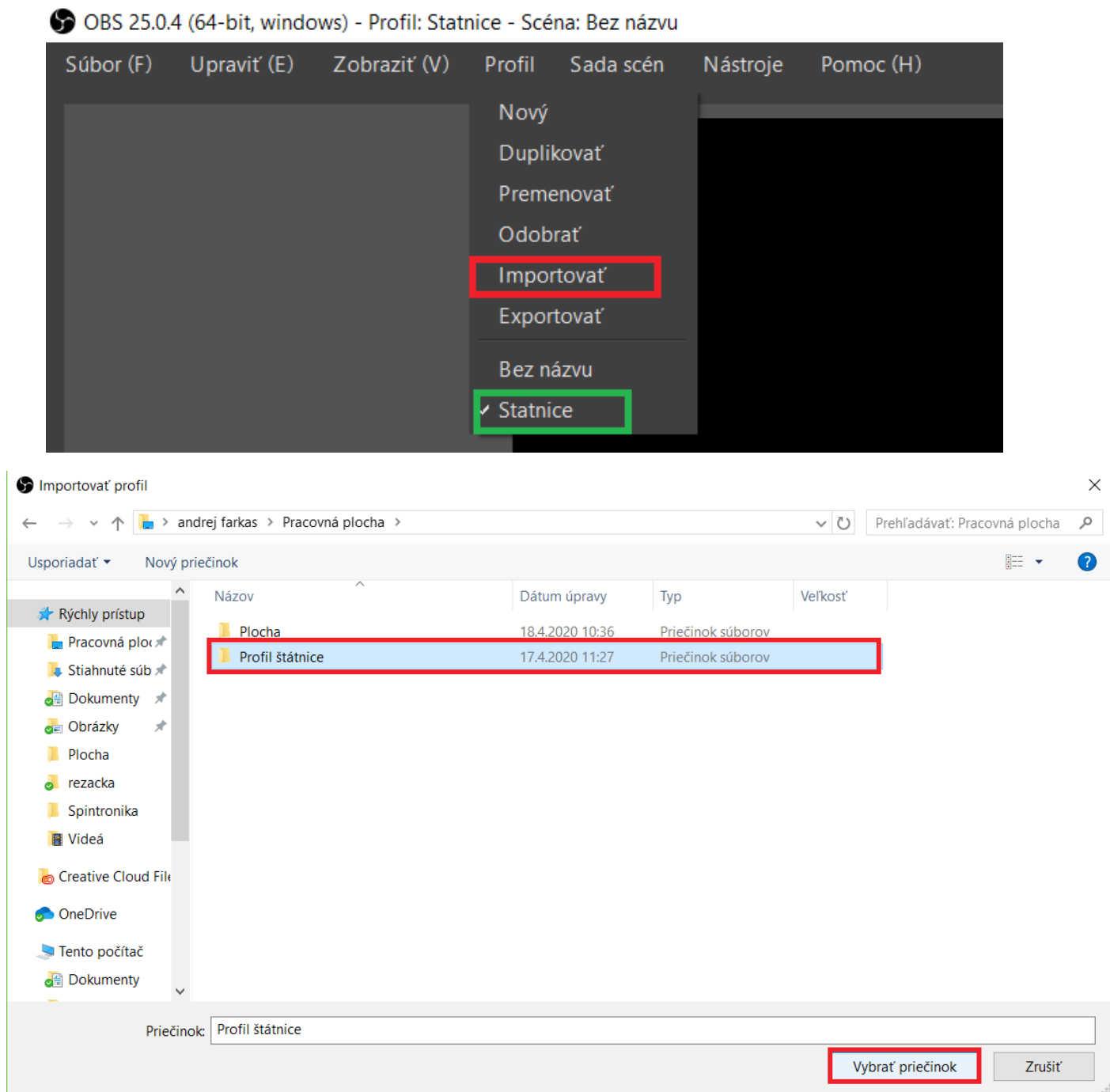
Zatím v programu OBS Studio nenastavujete nic. Nejdřív vložíte profil, který jste stáhli. Ten se postará o většinu nastavení. Na to použijeme program WinRar, anebo jiný program na otevírání archivů .zip.

Otevřete soubor “Profil_Statnice.zip” a rozbalte ho (Extrahovat, červená). Tím vytvoříte složku “Profil státnice” na místě, kde se nacházel stáhnutý soubor “Profil_Statnice.zip”. Pokud ho chcete rozbalit jinam, změníte to v zeleném poli.



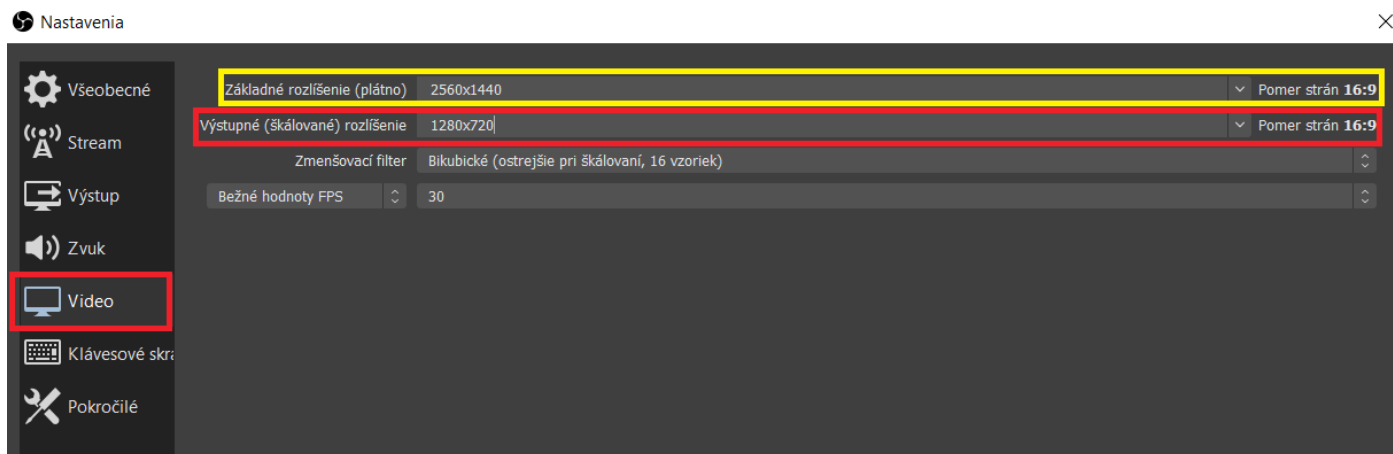
Nyní se vraťte do OBS studio. Klikněte na tlačítko "Profil" v horní liště, následně zvolte možnost "Importovat" (červená). V dialogovém okně vyberte složku "Profilu štátnice" (červená), který jste si rozbali v předcházejícím kroku. Tím nakonfigurujete záznam do požadovaných

parametrů. Následně klikněte opět na tlačítko "Profil" a zvolte profil "Statnice"(zelená), který jste naimportovali.

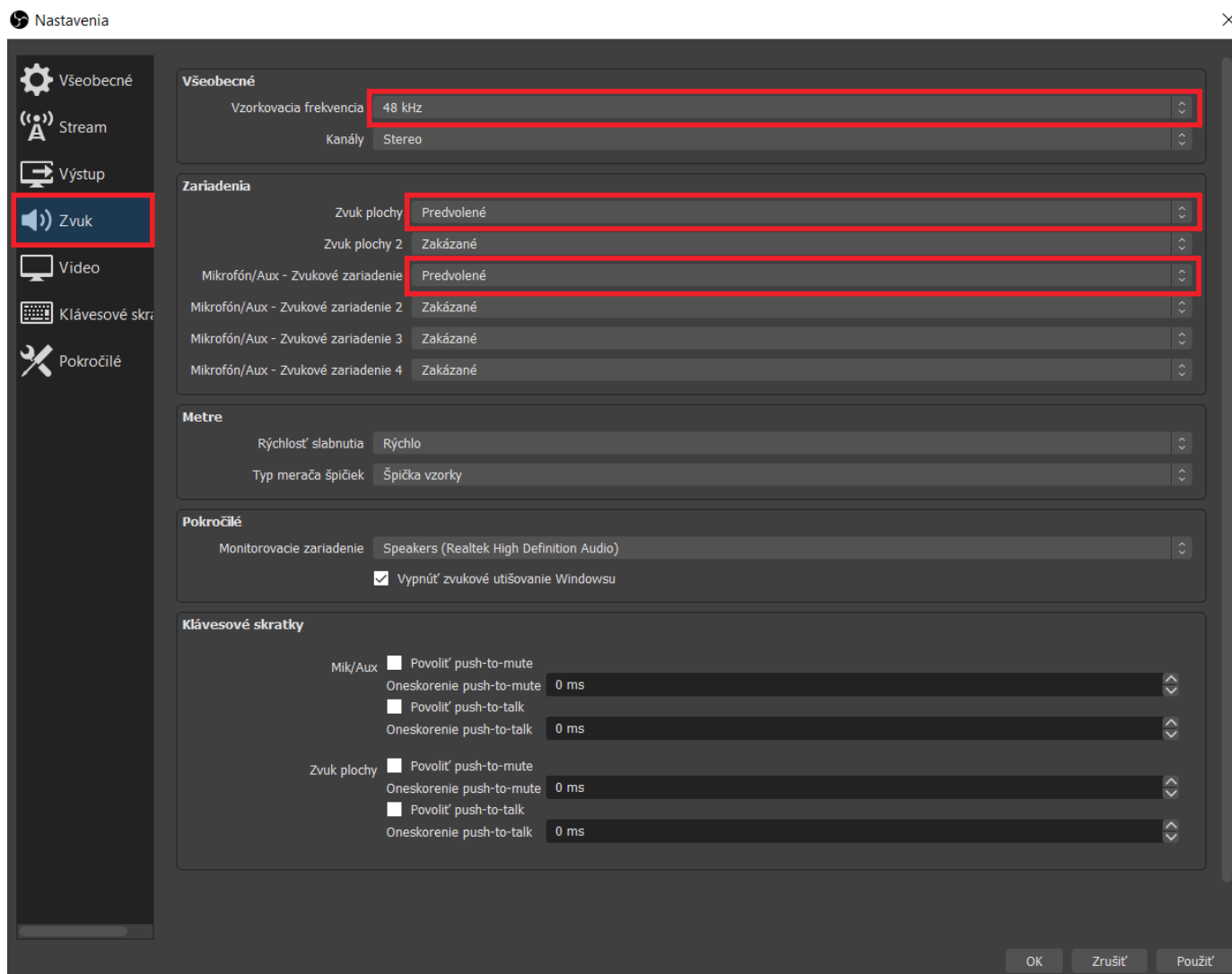


Následně zkontrolujete, zda máte všechna nastavení v pořádku. Ve skupině tlačítek "Ovládací prvky" (úplně vpravo) zvolte položku "Nastavení". Všechny položky můžete porovnat s obrázkem na začátku kapitoly 2.

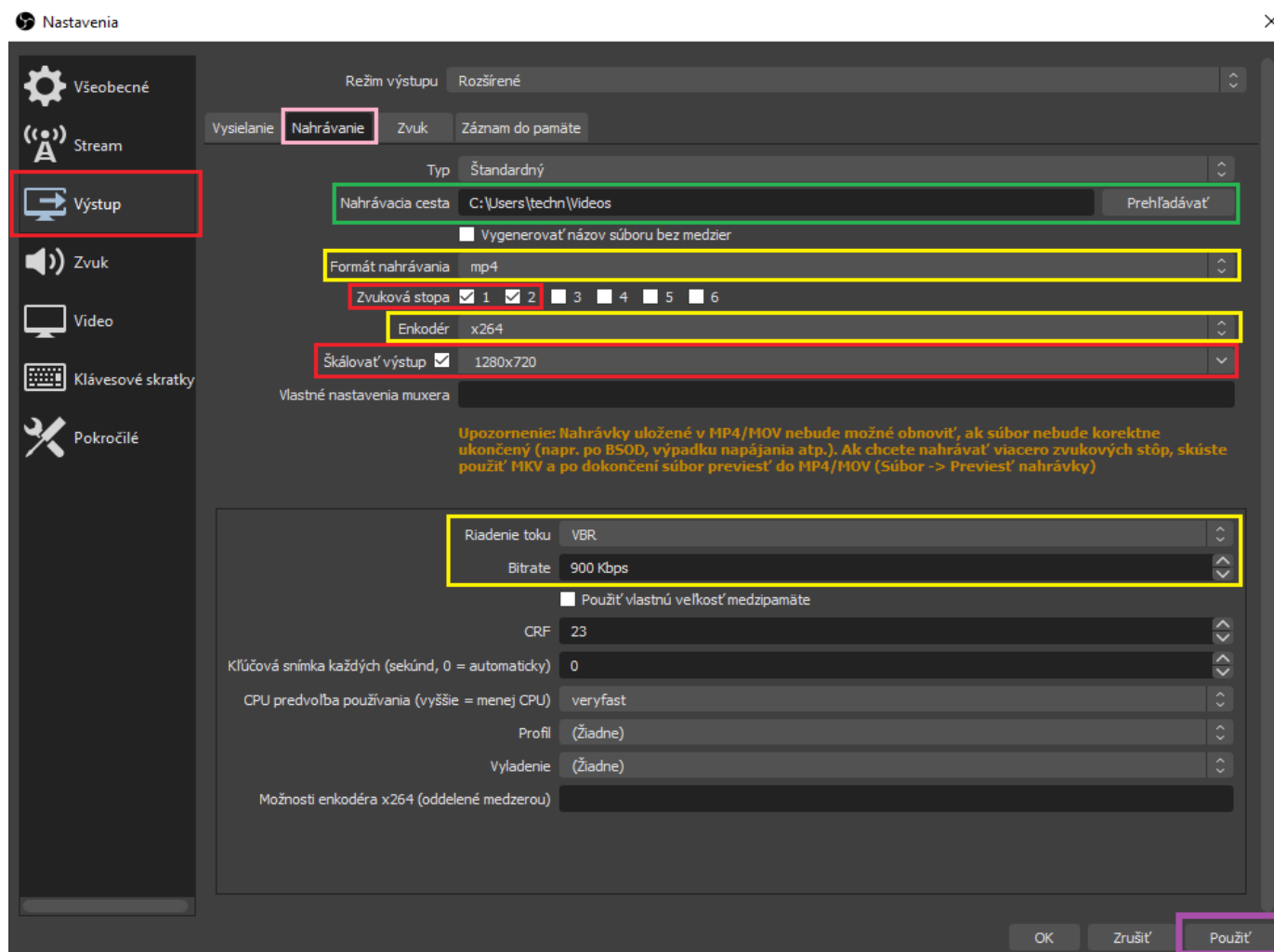
Zvolte sekci "Video" a zkontrolujte, zda je výstupní rozlišení 1280x720. Základní rozlišení by mělo být stejné jako rozlišení Vašeho monitoru (žlutá). Pro kontrolu můžete kliknout na položku Základní rozlišení a zvolte nejvyšší položku z nabídky.



Nyní zvolte sekci “Zvuk”, ve které zkontrolujete, že v možnostech zařízení máte zvolený “Zvuk plochy” jako “Předvolené” a obdobně v položce “Mix/Aux”. Ve všeobecných byste měli mít zvolenou možnost “48kHz”.

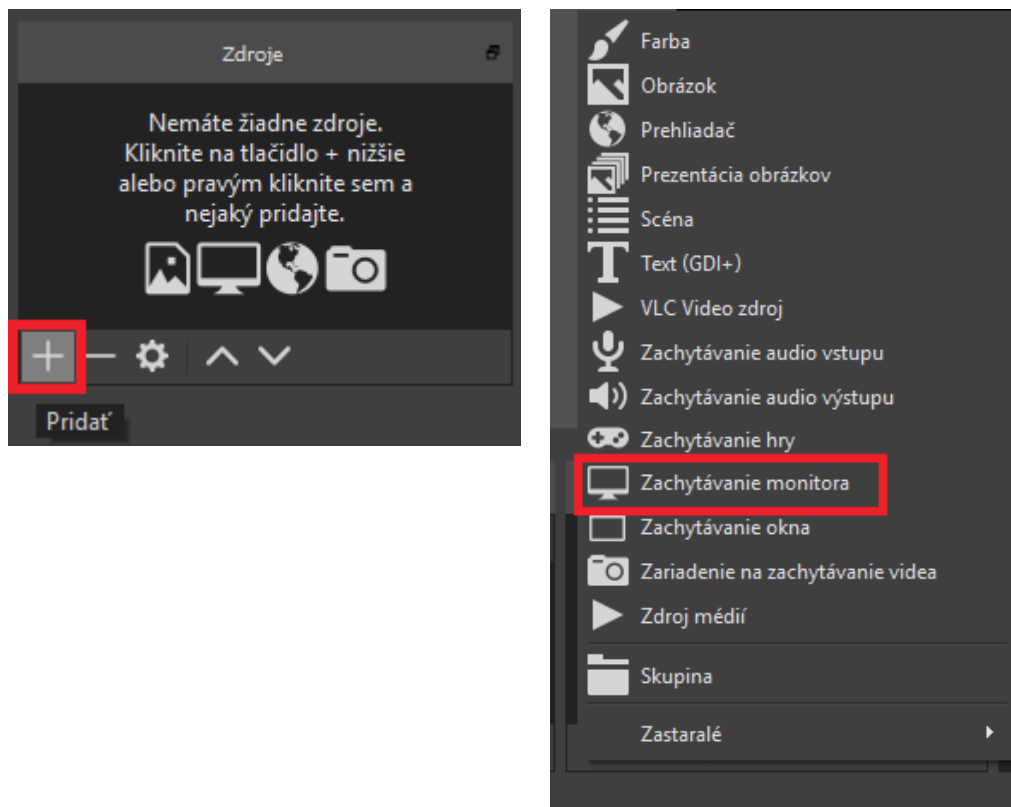


Jako poslední zkontrolujete položku “Výstup”. Nejdříve zvolte “Režim výstupu” jako “Rozšířené”. (modrá) Zvolte kartu “Nahrávání” (růžová) a vyberte si složku, do které bude nahrávka uložena. (zelená) Potom zkontrolujte, zda je zaškrtnutá volba “Zvuková stopa” 1 a 2. (červená) Ostatní nastavení porovnejte s obrázkem. (žluté)

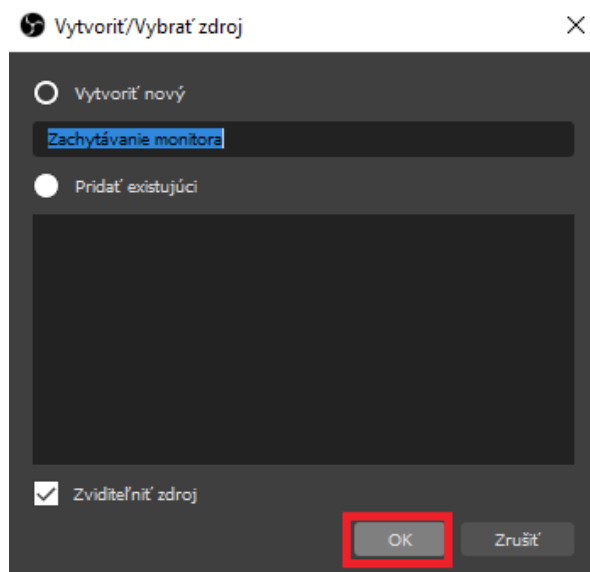


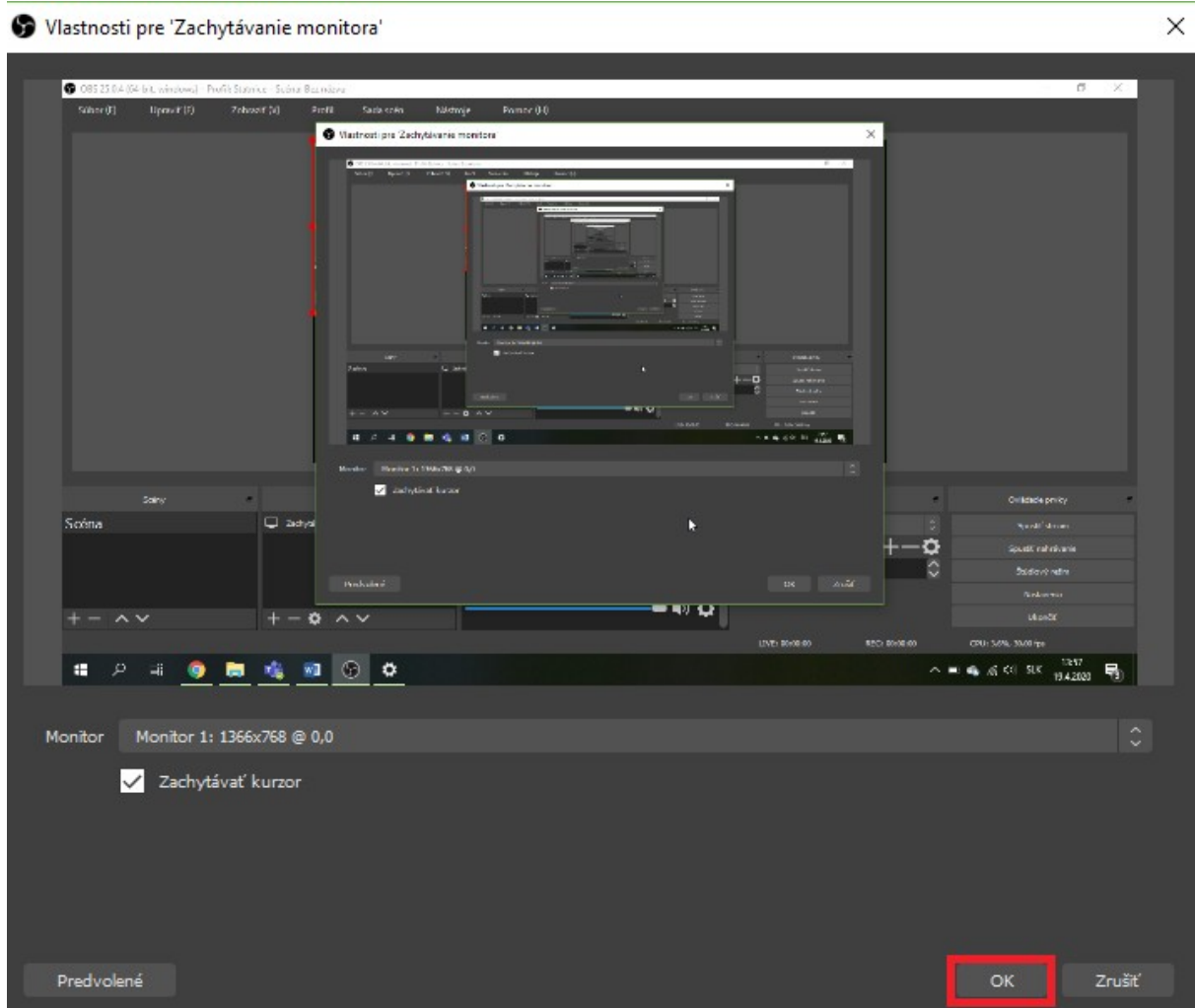
Nyní klikněte na tlačítko “Použít” (fialová) a zavřete Nastavení.

Jako poslední krok nastavíte zdroj obrazu. V sekci "Zdroje" (druhá položka zleva) klikněte na tlačítko "+" a z nabídky vyberte "Zachycování monitoru".

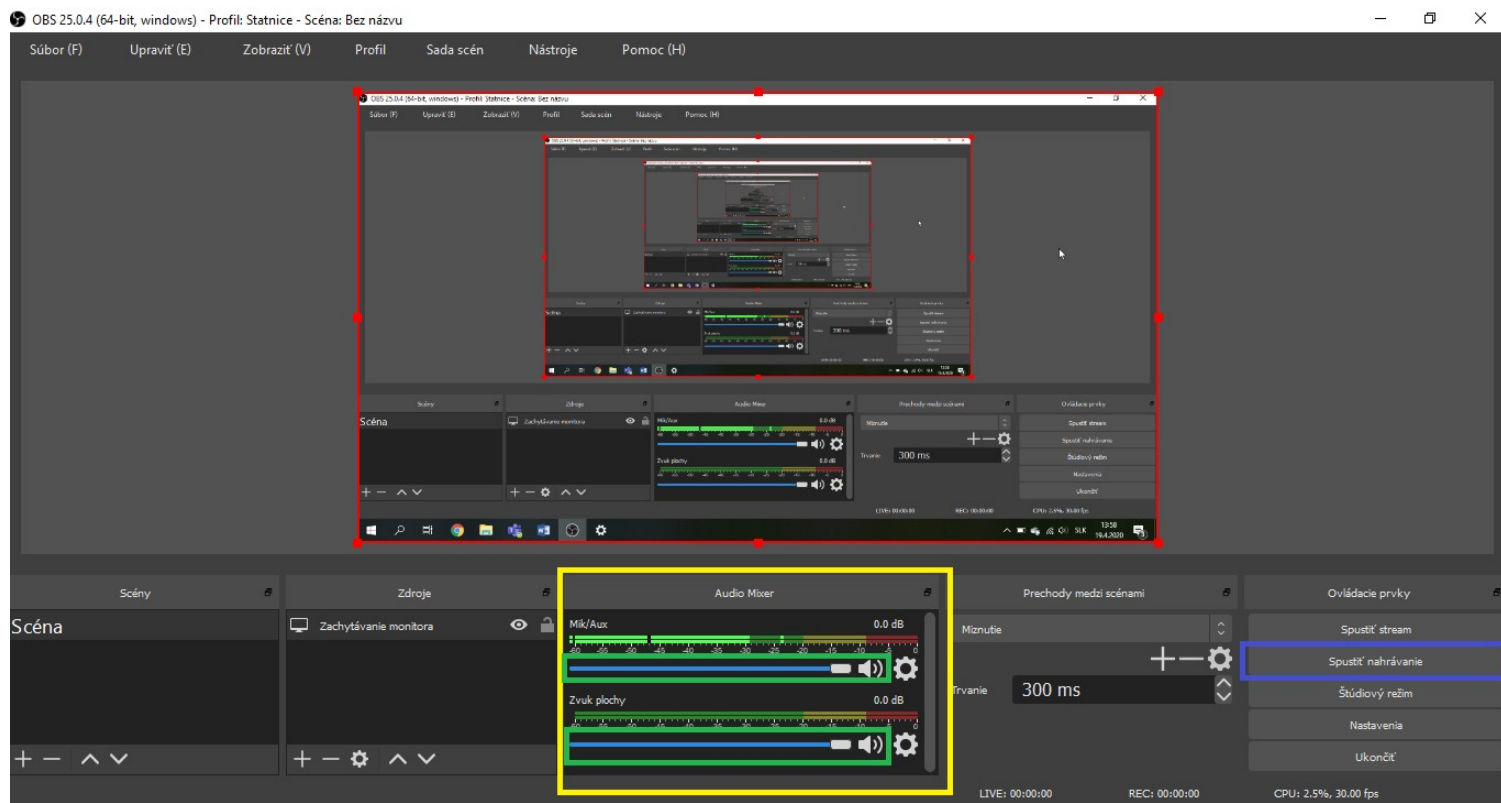


Pokud máte počítač jen s jedním monitorem, stačí, abyste v obou vyskakovacích oknech kliknuli na OK, pokud máte více monitorů, musíte vybrat ten, na kterém budete mít otevřené okno MS Teams





Zkontrolujte, že obraz ve středu okna programu OBS je plně vyplněný obrazem Vašeho monitoru. Pokud tomu tak není, použijte červené body v rozích na jeho roztažení.



Tímto máte OBS studio nastavené.

Před nahráváním však vždy otestujte spojení se studentem. Pokud Vám funguje správně zvuk i video, vraťte se do programu OBS a v sekci "Audio Mixer" (žlutá) nastavte posuvníkem (zelená) úroveň hlasitosti tak, aby byla při běžné řeči úroveň v oranžových hodnotách. Horní posuvník je váš mikrofon, spodní zvuk studenta.

Nahrávání můžete spustit tlačítkem "Spustit nahrávání" (modrá) v sekci "Ovládací prvky".