



CHARLES UNIVERSITY

**Basic guidelines for conducting
state final examinations remotely (distance form)**
Faculty of Arts
(updated 16 October 2020)

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Chyba! Záložka není definována.	

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.

The present guidelines are based in full on the [Basic methodology for taking the state final examination remotely](#) published on the web pages of Charles University on 24 April 2020.

When holding a state final exam or a part thereof, a state PhD exam, and a dissertation defence (the “state exam”)¹, the following only option is possible based on the above-stipulated act, and the decision of the Rector’s Office of Charles University and the Faculty of Arts, while also respecting the requirement to make state exams public: **the state exam is held remotely and recorded.**

To make remote state examinations possible, tools have been selected that are supported by Charles University (“CU”). With respect to legal, safety, and technical requirements (typically for output videos and security), CU currently does not allow the use of tools other than Microsoft Teams and Adobe Connect for remote state examinations that need to be recorded.

The Faculty of Arts of CU will be using 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 web pages of the [Lifelong Learning Centre](#). Instructions for the tools and technical assistance can be found on the web pages of the [Centre for the Support of E-Learning](#).

Wherever candidate assessment in state exams is conducted remotely, 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. Remote exams are full-scale exams, although not the same as on-site exams. The transition from on-site to remote testing should neither disproportionately reduce nor significantly increase the workload of students. 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 trust in the students.

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

Remote state examinations with participation of the public

- To allow participation of members of the general **public** in a state exam, you must publish **a link to the videoconference (url)**, **created in advance**, on the faculty's web pages, typically placed in the same location as the dates of the state exams. This is handled by the PhD and Academic Qualifications Office/Student Affairs 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 need to accept the participant and can remove them from the videoconference (similarly to an on-site state exam, where it is only possible in exceptional cases to admit people 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 a recording might 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 may 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 PhD and Academic Qualifications Office/Student Affairs Office. The recording will be destroyed after five years as a part of a document shredding procedure. 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, they may come to sign the protocol at the faculty at a later time.

² The administrator can be the programme guarantor, a member of the committee, or the secretary of the department, who will supervise in particular the technical aspects 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.

General rules for organizing and holding state examinations

Phase 1: Organizing the examination

In remote state exams, more emphasis should be placed on communication with the student, not only with sufficient advance notice when announcing exam dates, but also as regards the method of technical support for the exam. Prior to commencing a state exam, the following steps should be taken:

- 1) **Set the date and manner** for holding the state exam in cooperation with the PhD and Academic Qualifications Office/Student Affairs Office.
- 2) **Check the technical conditions** prior to commencing the state exam.

Dates and method of holding the state examination

When announcing the dates, the deadlines set out in the Special Rules for Studies at CU must be respected as well as any modifications to the rules for state exams that the Faculty Dean has stipulated based on these Special Rules.

- The respective student affairs officer creates an **online meeting** in MS Teams based on the information provided by the committee chair (date, time, up-to-date e-mail addresses of all participants, etc.). When planning the dates and times, 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 dates. PhD students register through the PhD and Academic Qualifications Office. Announced dates of remote exams count towards the minimum number of exam dates announced by the faculty.
- It is important for the student to be **aware when registering for a specific date that it is a remote exam and what tool is being used**. For state PhD exams and dissertation defences, the date must be booked at least one and a half months in advance at the PhD and Academic Qualifications Office. For state PhD exams and dissertation defences already arranged, the committee and student will be contacted by the PhD and Academic Qualifications Office as to whether they agree to the remote form of the exam. If the student does not agree, the remote 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 PhD and Academic Qualifications Office/Student Affairs Office sends the registration link to the student via 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 PhD and Academic Qualifications Office/Student Affairs 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 arrange a date for the test call in MS Teams (at least a day in advance). The date of the test call is set by the respective committee and is fully under its direction.
- The PhD and Academic Qualifications Office/Student Affairs Office provides the examination committee with the student's telephone number. This is used as an emergency contact in the event of technical difficulties during an exam.

Inspection of technical conditions

To make the meeting possible technically, 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 examinees) 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 remote 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 for installation and setting up OBS. In this software, a separate recording will be started at the same time as the exam in MS

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.

Teams. When set correctly, the output format will be suitable for saving 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 is necessary, the procedure differs slightly.

- I. The student and committee members (or, as the case may be, the administrator) join 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 remote 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 themselves** 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 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! **Therefore, this procedure must take place first and only then should access be allowed to the public.**
 - The administrator allows access to the public (waiting in the tool's lobby or waiting room), and thus no longer allowing additional members to join.

- II.** Due to subsequent documentation, the examiner must always state the **exact date and time of the start of the exam**.
- III.** The examiner asks the examinee to 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 asks the examinee to turn off all active applications or applications running in the background, except the application in which the exam is running (this can be checked 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 the 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 trying to read something; other voices heard in the room; another person appearing on the camera, 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 remote 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 that it be corrected. After being corrected, the examiner requests that the student turn on their microphone again and then asks the student to speak again.

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>.

- 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 date cannot be missed due to technical problems, either on the part of the student or the examiners. The faculty may specify the rules to better reflect the different scenarios of exams, but it must inform the students of the rules in advance. An IT Services employee is ready to help with technical problems for the entire time of the exam. The committee is given this employee's telephone number prior to starting the exam.
- After the examinee has answered 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) Secret voting should take place via the online application at <http://th.ff.cuni.cz/>
 - in the application, two options are available: voting for a state exam and voting for a dissertation defence
 - the application verifies and requires a minimum of three committee members
 - the link to the vote is active for 30 minutes; after this time, the evaluation is deleted and a new vote must be launched; this is for security reasons to prevent anyone from taking a vote at a later time or misusing an incomplete voting
 - the link to the results of the vote is valid for the same time as the vote itself and is therefore active for the remainder of the voting time; however, the results will be shown automatically once the

vote is completed, and if the page is not refreshed by the user, the results will be shown for a substantially longer time.

- c) 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.
- d) **The student and the public are disconnected from the group**, and after voting, reconnected and then informed of the results.

Whichever of the above methods is used, it is important to ensure 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 the voting must be saved, in accordance with Article 11(13) of the Code of Study and Examination of Charles University. Thus, this record must be stored even for remote 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 in 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 submits the recorded video to the PhD and Academic Qualifications Office/Student Affairs 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 meeting 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 date 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 PhD and Academic Qualifications Office/Student Affairs Office **sets it up in Meeting options** that only the student and the examiner are in the role of presenter and can share the desktop, manage the meeting, etc. and also that only people affiliated with the school 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), **the student should be informed** 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 simultaneously use the camera and share their

computer's screen. Thus, it is highly recommended to install the MS Teams application in advance. When allowing the 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 to the student as well. 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 remote examination

- For a more natural environment for the student during remote 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 the format, which could affect their exam performance). If a student has problems with the

quality of their Internet connection, they can turn off the incoming video of the examiners in MS Teams (Turn off incoming video).

- If there is sound interference during the remote 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.
- **Recordings 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 recording.** The IT Services employee/meeting administrator or examiner who initiated the recording in MS Teams must remove the student's right to the recording in the Stream service so that the student cannot access the recording. **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 recording (it is automatically shared with the student), the student is not entitled to download the recording 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/dates of the exam in Microsoft Teams according to the assigned dates in SIS. **PhD and Academic Qualifications Office/Student Affairs Office**
- Informing the student of the time of the exam and preparations in MS Teams. **PhD and Academic Qualifications Office/Student Affairs Office**
- Sending instructions for installation. **PhD and Academic Qualifications Office/Student Affairs 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 date in SIS).

Holding the state examination

- All committee members and the student logging in to the online meeting.
- Turning on the recording. **IT Services/Administrator, or in cooperation with IT Services**
- Identifying the student through 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 in cooperation with 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 recording in MP4 format from Microsoft Stream (or removing the rights for participants of the state exam, including the student). **IT Services/Administrator, or in cooperation with IT Services**

- Saving the recording from OBS Studio. **IT Services/Administrator, or in cooperation with IT Services**
- Saving the recording to ESSS CU. **PhD and Academic Qualifications Office/Student Affairs 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 codec. 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

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

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

V případě problému s vložením souboru do ESSS UK se obracejte na:
josef.pisecky@ruk.cuni.cz

V případě problému s konverzí videa se primárně obracejte na Vaši **lokální IT podporu**. Konzultace problematických případů konverzí je možná na adresu: 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 uchovávání na zařízeních zaměstnanců**. Uchování bude zajištěno **pouze** prostřednictvím ESSS UK. **V případě nejasnosti ohledně ochrany osobních údajů** se obracejte na: gdpr@cuni.cz

V **SISu** bude k záznamu o státní závěrečné zkoušce doplněna (nepovinná) **možnost vložit link**, na kterém bude možné také 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, kódování: mp4a-40-2 (AAC LC) a **u videozáznamu** v podobě: kontejner: mp4 kódování: H264 (isom/iso2/avc1/mp41))⁶

Postup evidence záznamů distančních státnic v ESSS UK:

1. Vytvoření odchozího dokumentu (zvýrazněno žlutě).



2. Záznam v ESSS UK je vyplněn následovně:

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

⁶ Jiné formáty ESSS UK odmítne.

- V poli "Věc" lze za automaticky doplněný text "Záznam distanční státní zkoušky studenta" doplnit jméno a příjmení studenta
- 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 potvrďme kliknutím na "Hledat ve WhoIS". Údaje studenta se automaticky propíšou do záznamu viz obrázek

Adresát
Student UK

Identifikátor osoby **ID studia**

12345678 | 584120 | Hledat ve WhoIS

Oslovení

Titul před **Příjmení** **Jméno** **Titul za** **Datum narození**

Emailová adresa
xyosoba@email.cz

Ulice **č.p.** **č.orient.**
Uliční | 0 |

PSČ **Město/obec** **Datová schránka**
12345 | Město | ?

Stát **Jiné** | ?

Rekomendo **Odesilací pošta**

Adresář **ARES** **PSČ** **ISDS** **Vyčistit**

- B) **jména a příjmení**:

Zadáme jméno a příjmení studenta a potvrďme kliknutím na "Hledat ve WhoIS". Údaje studenta se automaticky propíší do záznamu.

Adresát
Student UK

Identifikátor osoby **ID studia**

| | Hledat ve WhoIS

Oslovení

Titul před **Příjmení** **Jméno** **Titul za** **Datum narození**

Emailová adresa

Ulice **č.p.** **č.orient.**

PSČ **Město/obec** **Datová schránka**
? | Město | ?

Stát **Jiné** | ?

! 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.

Adresát
Student UK

Identifikátor osoby **ID studia**

| | Hledat ve WhoIS

Oslovení

Titul před **Příjmení** **Jméno** **Titul za** **Datum narození**

Vyberte odpovídající osobu							3 záznamy
ID STUDIA	WHOIS	PŘÍJEMNÍ JMÉNO	FAKULTA	TYP STUDIA	STUD. PROGRAM	STUDIUM OD / DO	
438620	19588818	XY	FF	B	B7310 Filologie N0322A120002 Archivnictví a pomocné vědy historické	03.09.2014 29.09.2015	
625649	19588818	XY	FF	N	B6145 Humanitní vědy	23.09.2019	
623637	19588818	XY	FF	B		23.09.2019	

The screenshot shows a search form for identifying a person. At the top, there is a field labeled "Identifikátor osoby" containing "12345678" and a field labeled "ID studia" containing "625649". A yellow arrow points from the "ID studia" field to the "Hledat ve Whois" button. Below these fields are dropdown menus for "Oslovení" and "Titul před" (with "X" selected), and input fields for "Príjmení" (with "? Y" selected) and "Jméno". Further down are fields for "Emailová adresa" (containing "xyosoba@email.cz"), "Ulice" (containing "Uliční" with "0" in the č.p. field), "PSČ" (containing "12345" with "? Město" selected), "Město/obec" (empty), "Datová schránka" (empty), "Stát" (empty), and "Jiné" (empty). At the bottom are buttons for "Rekomando", "Odesilaci pošta", and several small buttons for "Adresář", "ARES", "PSČ", "ISDS", and "Vyčistit".

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

The screenshot shows a date selection interface. It features two input fields: "Datum vytvoření" (containing "20.4.2020 10:48:42") and "Datum vypravení" (empty). Each field has a small circular icon with a clock symbol to its right. Below these fields are dropdown menus for "Lhuta" (containing "30") and "vyndit do" (containing "20.5.2020").

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

The screenshot shows a selection interface for adding documents to a typewritten thesis. At the top, it says "Zařazení do typového spisu". Below this is a table titled "Vyberte součást, do které bude dokument vložen" with a header "NÁZEV". The table contains three rows, each with a radio button and a label: "Dokumenty trvalé hodnoty", "Dokumenty dočasné hodnoty", and "Dokumentace distančních zkoušek". The third row is highlighted with a yellow box. A yellow arrow points from the "Dokumentace distančních zkoušek" label to the "Dokončit" button at the bottom right.

- Při zařazování může nastat prodleva, vyčkejte nahrání.

Zařazení do typového spisu
pracují, čekejte...

[Dokončit](#) [Zavřít](#)

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

The screenshot shows a list of documents. One document is highlighted with a yellow border. The document details are as follows:

- UKRUX1001863277
- UKRUK/124752/2020 ve spisu S28810697/584120
- Datum: 20.04.2020 / 20.05.2020
- Místnost: XY, Uliční 0, 12345 Město
- Záznam distanční zkoušky XY
- RUK: Barborá Satrapová
- D/I/II/III: S/5
- Status: chybí vypravení

On the right side of the interface, there are various icons for document management, such as add, edit, and delete.

- 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"

This screenshot shows the attachments section for the same document. The document details are identical to the previous screenshot.

On the right, there is a button labeled "PŘIDAT" (Add). Below it, two tabs are visible:

- Přílohy - Obrázky (Attachments - Images): 0 záznamů
- Přílohy - Ostatní (Attachments - Others): 0 záznamů

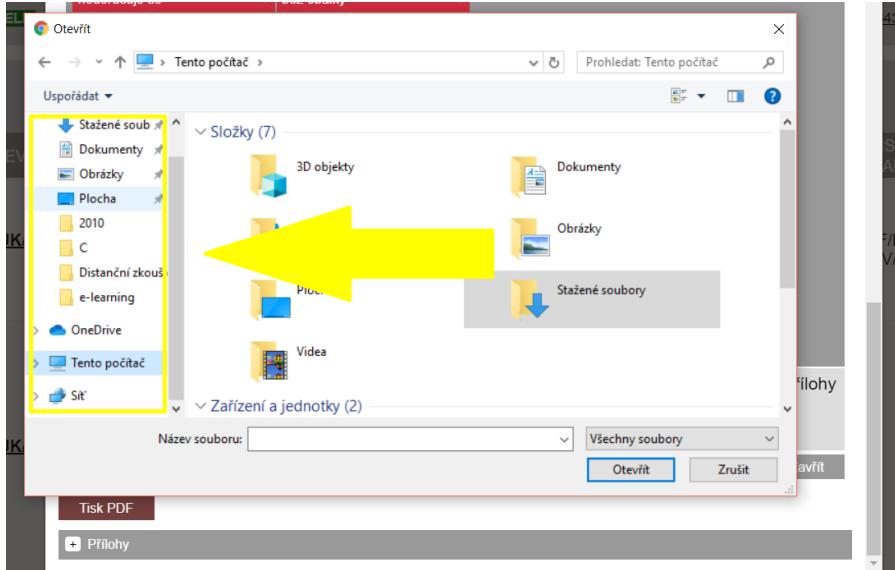
Pro novou verzi dokumentu použij ikonu editace na příslušné příloze !!!

[Zavřít](#)

Níže 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, kodék: mp4a-40-2 (AAC LC) a u videozáznamu v podobě: kontejner: mp4 kodék: 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).

Datum vytvoření 20.4.2020 10:48:42	Datum vypravení 20.4.2020 11:17:35
Lhuta Vyndit do 30 20.5.2020	
Datum doručení	Datum právní moci
Důvod nedoručení Vlastní záznam	Datum nedoručení 20.4.2020 11:16:04
Vrácení zásilky Nováčko se doručenka	
Vlastní záznam	
Dokument nepřevzat	

- Záznam je nyní ve stavu "Vyřízeno, k uzavření"



- Detail dokumentu v typovém spisu



PID spisu: S 12345678 /584120
(šablona typového spisu: Typový spis studenta)

Zobrazit obsah typového spisu

Údaje o čj/spisu									Historie	Export do XML
LISTÚ	PŘÍLOH	LHÚTA PRO UZAVRÉNÍ	DOSTUPNOST	ROK ZAČÁTKU ARCHIVACE	RÉZIM	ULOŽENO V REGISTRATUŘE/SPISOVNĚ	POZN			
		Pro všechny oprávněné								

Křížová vazba 0 záznamů

Přidat předcházející čj

Přidat do tohoto dílu čj /arch

Předat celý spis jinému úřavaru nebo zpracovateli

Oprávnění k čj./spisu 0 záznamů

Přidat oprávnění

S 12345678 /584120 - Student XY - chronologicky 2 záznamy

Vytvořit nový odchozí dokument do sběrného archu ▼

SMĚR	JID	PID, EVIDENČNÍ, SPIS	DATUM PŘIJETÍ, KVÝŘÍZENÍ DO	ODESÍATEL, ADRESÁT	VĚC	VYŘIZUJE	VYŘÍZENO	SPIŠOVÝ ZNAK	STAV												
	UKRUX1001863277	UKRUK/124752/2020 ve spisu S28810697/584120	20.04.2020 20.05.2020	XY, Uzápisný 12345 Město dokument z vlastního podání	Záznam distanční zkoušky XY	RUK Barbora Satrapová		D/III/3 S/5	Vyřízeno k uzávěření												

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 nepreklikávejte 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 návodom, protože různé počítače mohou mít odlišnou konfiguraci.

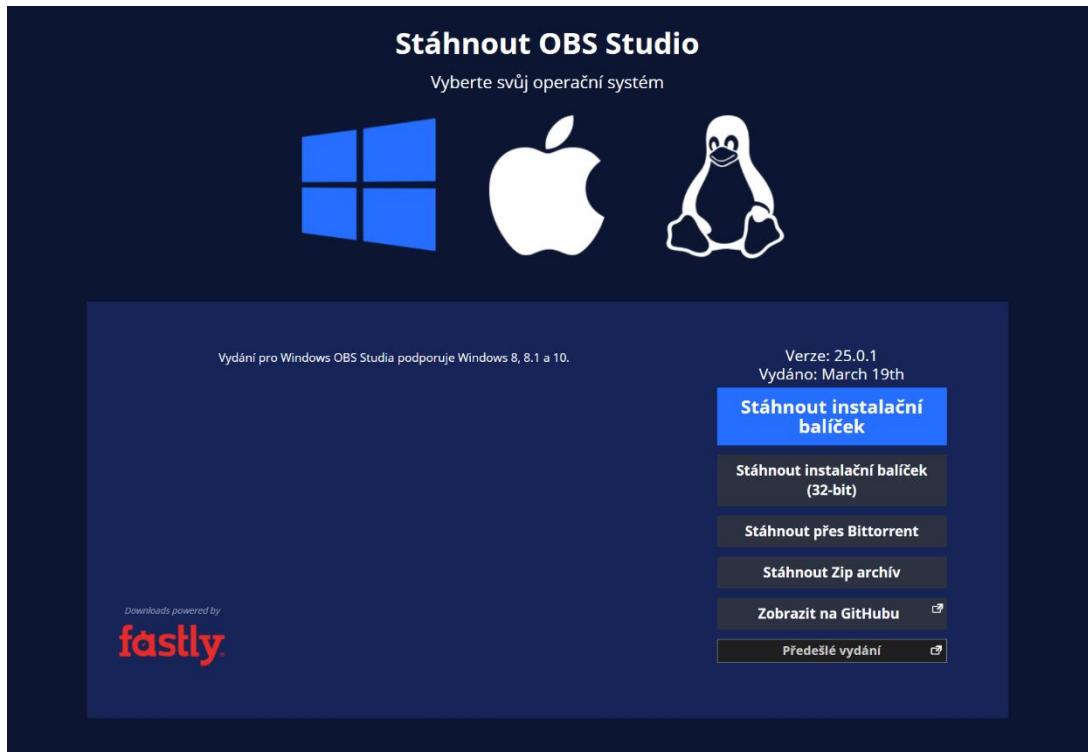
K provedení této instalace budete potřebovat:

1. Počítač v plné konfiguraci s připojením na internet (tzn. máte připojený mikrofon, 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), stáhněte 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)**

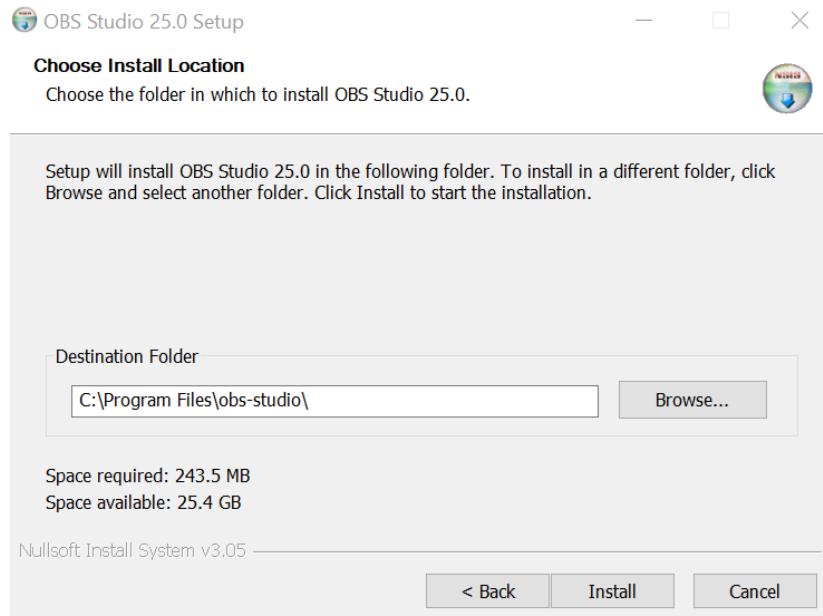
V případě dalších dotazů či nejasností se můžete obracet na mail: andrej.farkas@ruk.cuni.cz

1. Instalace OBS Studio



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

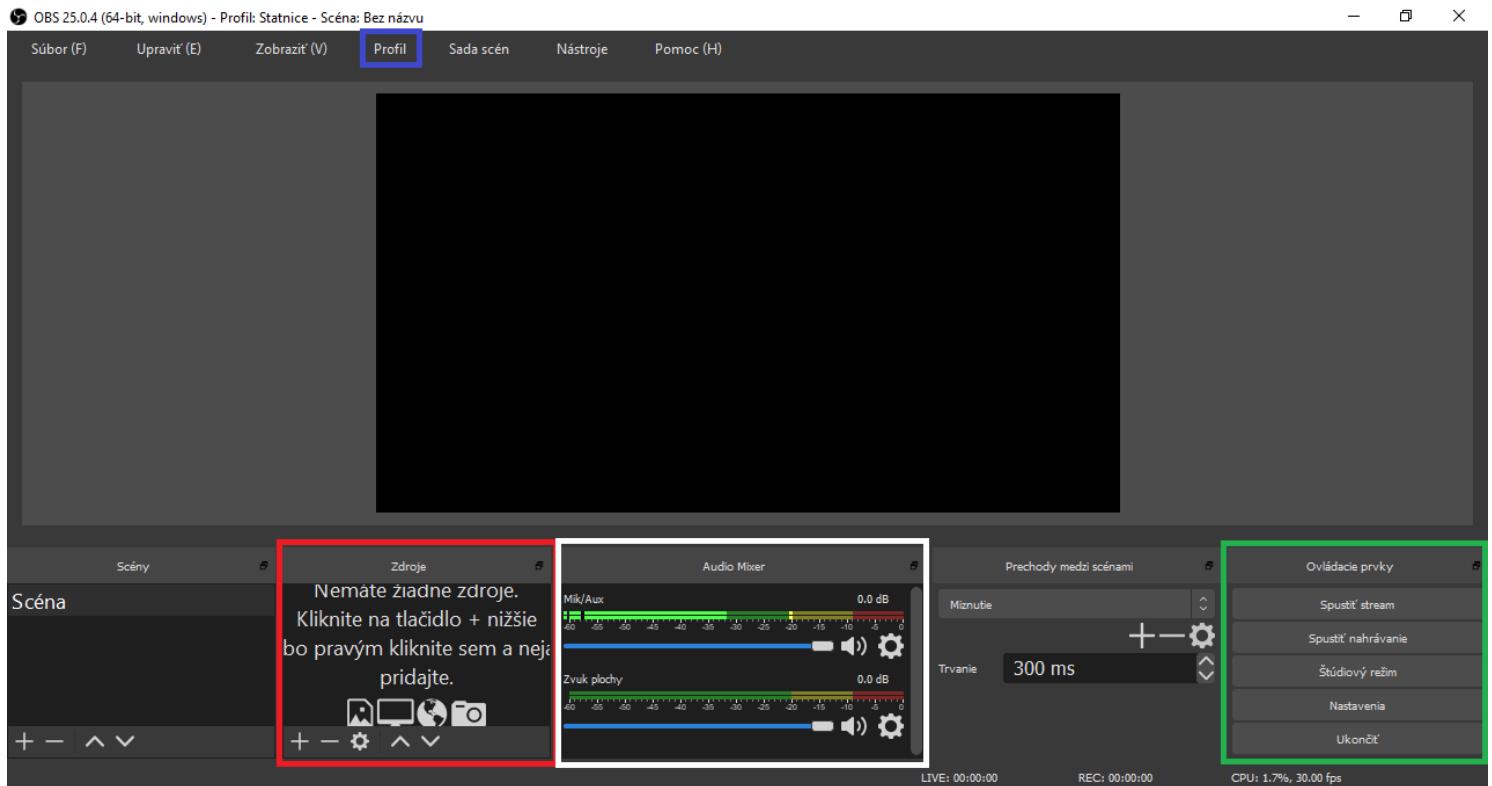
Instalaci aplikace OBS Studio provedte standardně, stačí se jí proklikat. Zkontrolujte však instalacní složku “ ... \Program Files\obs-studio “



2. Spuštění a nastavení OBS Studia

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

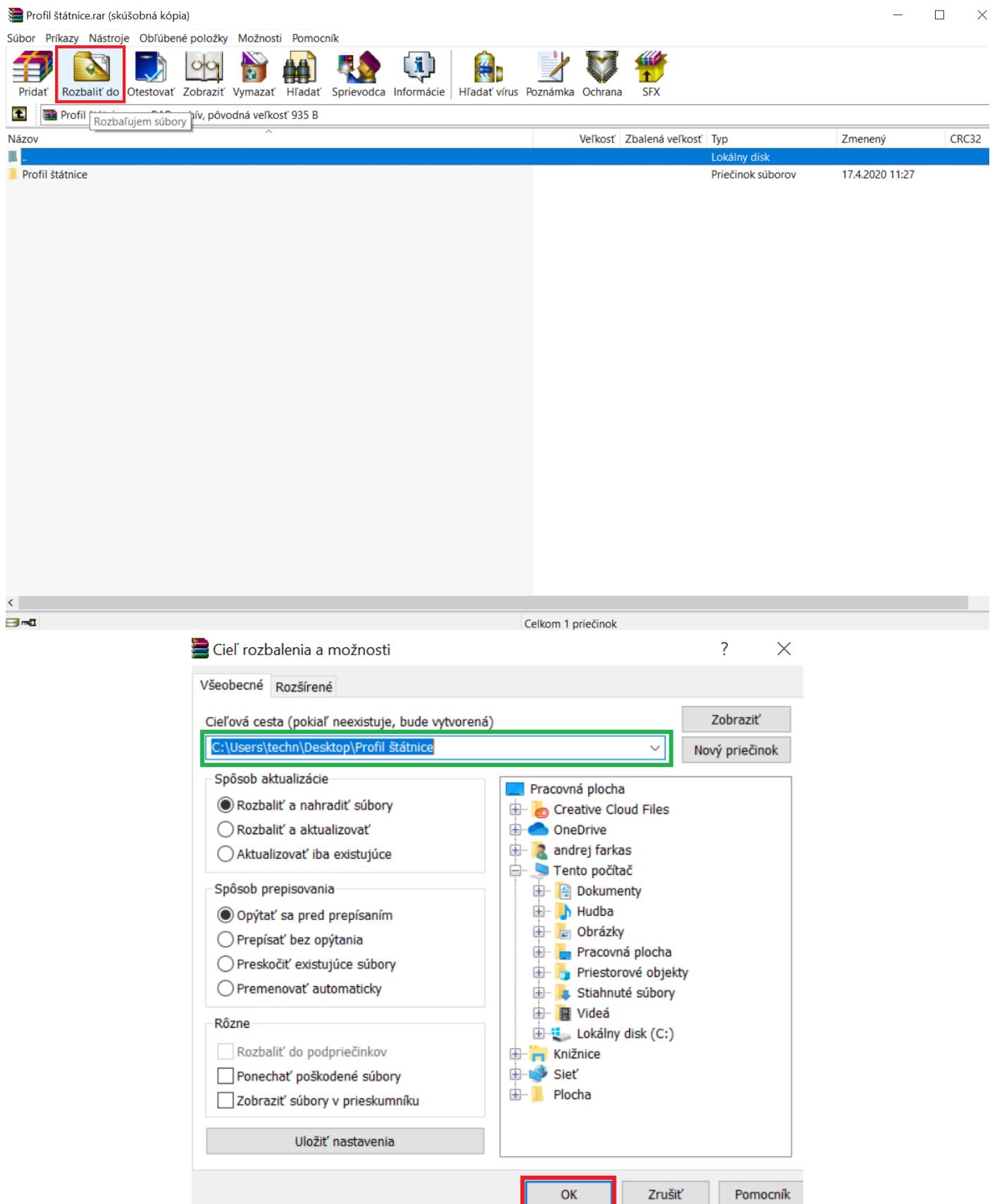
Okno aplikace je standardně rozdělené na horní panel možností, náhled budoucího obrazu uprostřed a dolní část ovládání a nastavení.



V dolní části jsou pro Vás podstatné hlavně položky "Zdroje" (červená), "Audio Mixer" (bílá), skupina tlačitek "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.

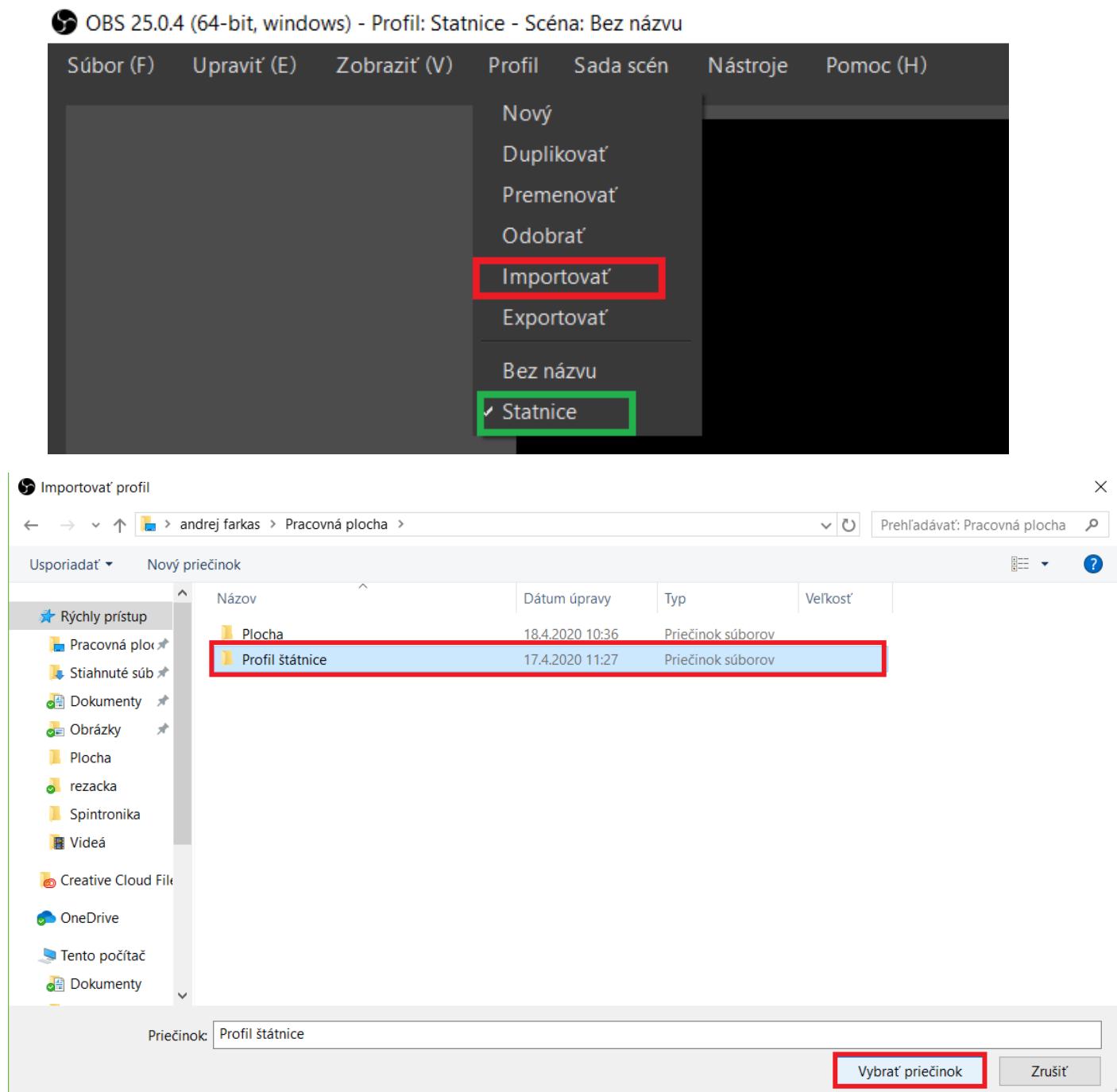
Zatím v programu OBS Studio nenastavujete nic. Nejdřív vložíte profil, který jste stáhli. Ten se postará o většinu nastavení. Na to použijeme program WinRAR, anebo jiný program na otevřání archivů .zip.

Otevřete soubor "Profil_Statnice.zip" a rozbalte ho (Extraovat, červená). Tím vytvoříte složku "Profil státnice" na místě, kde se nachází soubor "Profil_Statnice.zip". Pokud ho chcete rozbalit jinam, změňte to v zeleném poli.



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

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

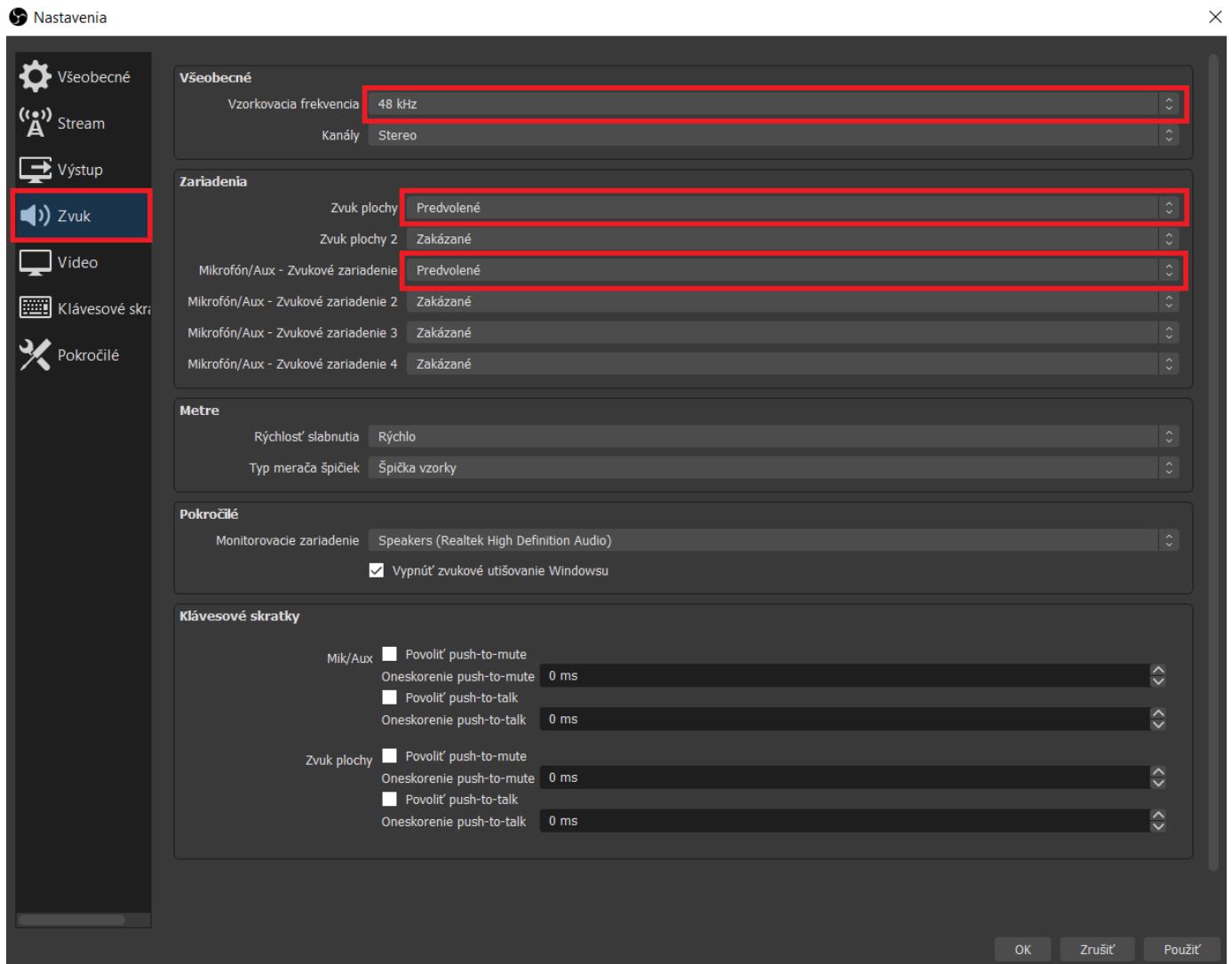


Následně zkontrolujete, zda máte všechna nastavení v pořádku. Ve skupině tlačítek "Ovládací prvky" (úplně vpravo) zvolte položku "Nastavení". Všechny položky můžete porovnat s obrázkem na začátku kapitoly 2.

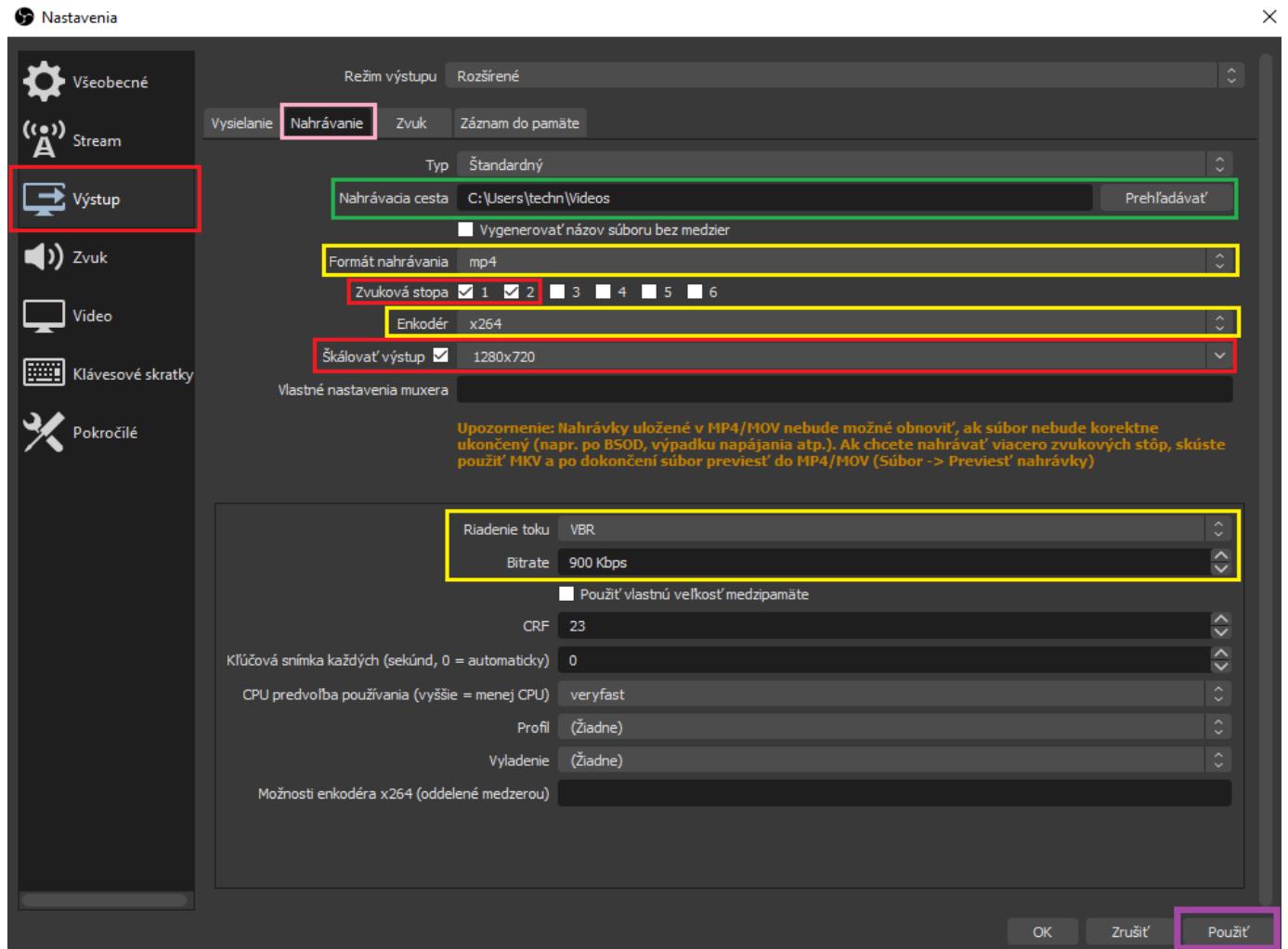
Zvolte sekci "Video" a zkontrolujte, zda je výstupní rozlišení 1280x720. Základní rozlišení by mělo být stejné jako rozlišení Vašeho monitoru (žlutá). Pro kontrolu můžete kliknout na položku Základní rozlišení a zvolte nejvyšší položku z nabídky.



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".

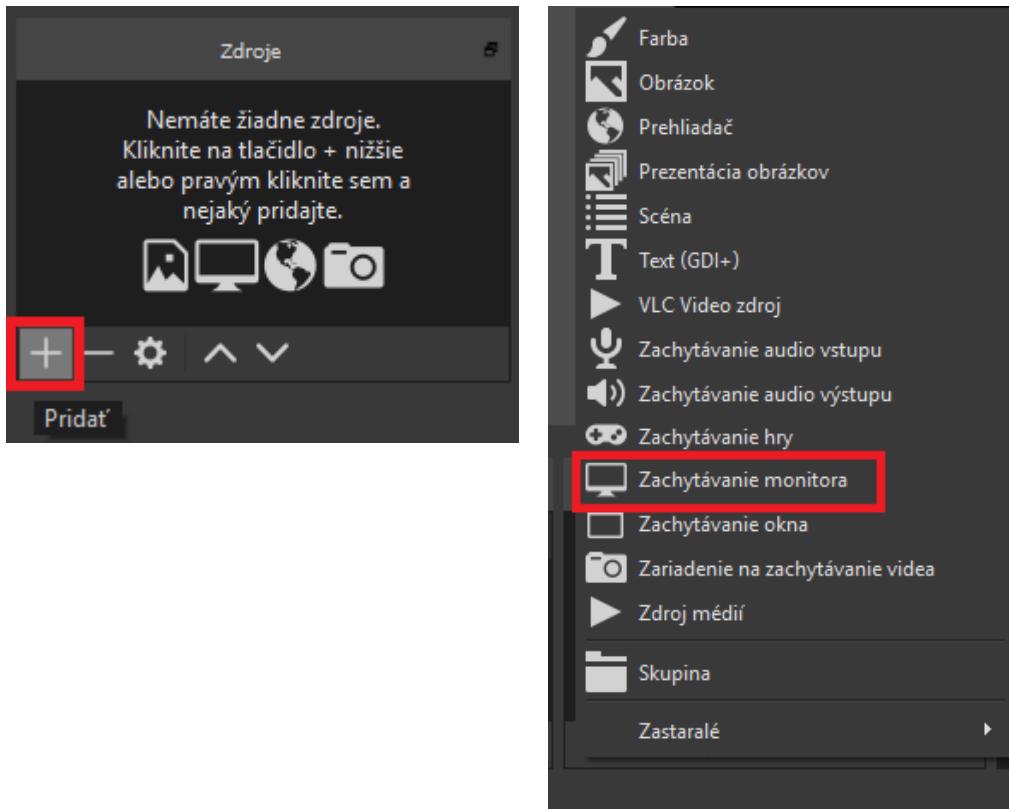


Jako poslední zkontrolujete položku "Výstup". Nejdříve zvolte "Režim výstupu" jako "Rozšírené". (modrá) Zvolte kartu "Nahrávaní" (růžová) a vyberte si složku, do které bude nahrávka uložena. (zelená) Potom zkontrolujte, zda je zaškrtnutá volba "Zvuková stopa" 1 a 2. (červená) Ostatní nastavení porovnejte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

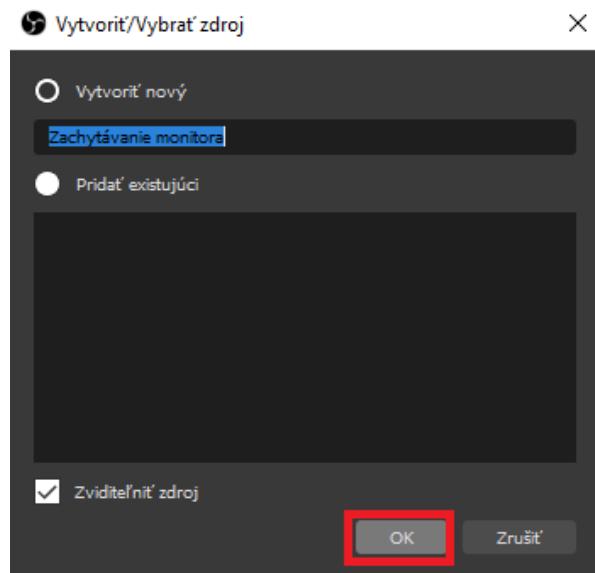


Nyní klikněte na tlačítko "Použít" (fialová) a zavřete Nastavení.

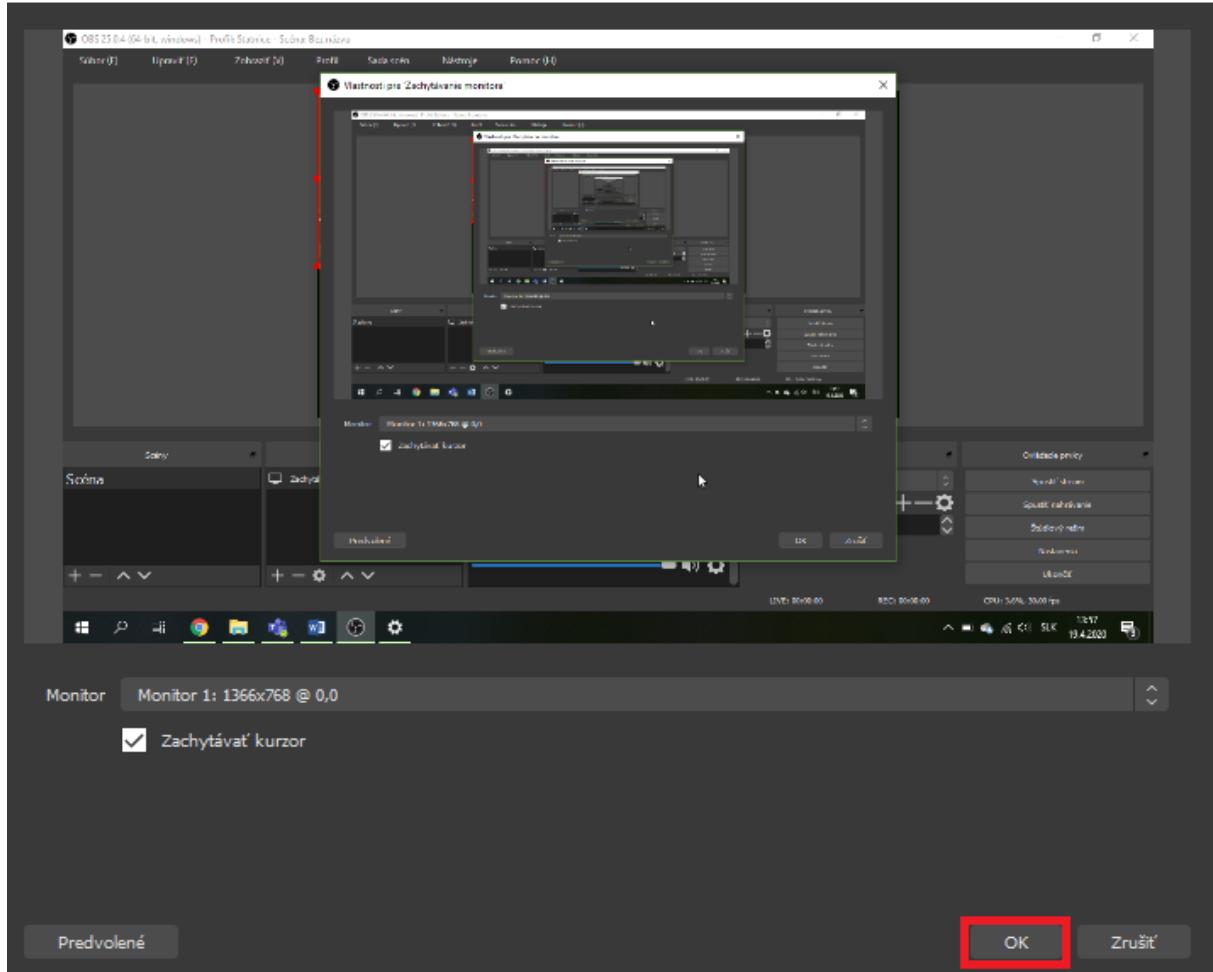
Jako poslední krok nastavíte zdroj obrazu. V sekci "Zdroje" (druhá položka zleva) klikněte na tlačítko "+" a z nabídky vyberte "Zachycování monitoru".



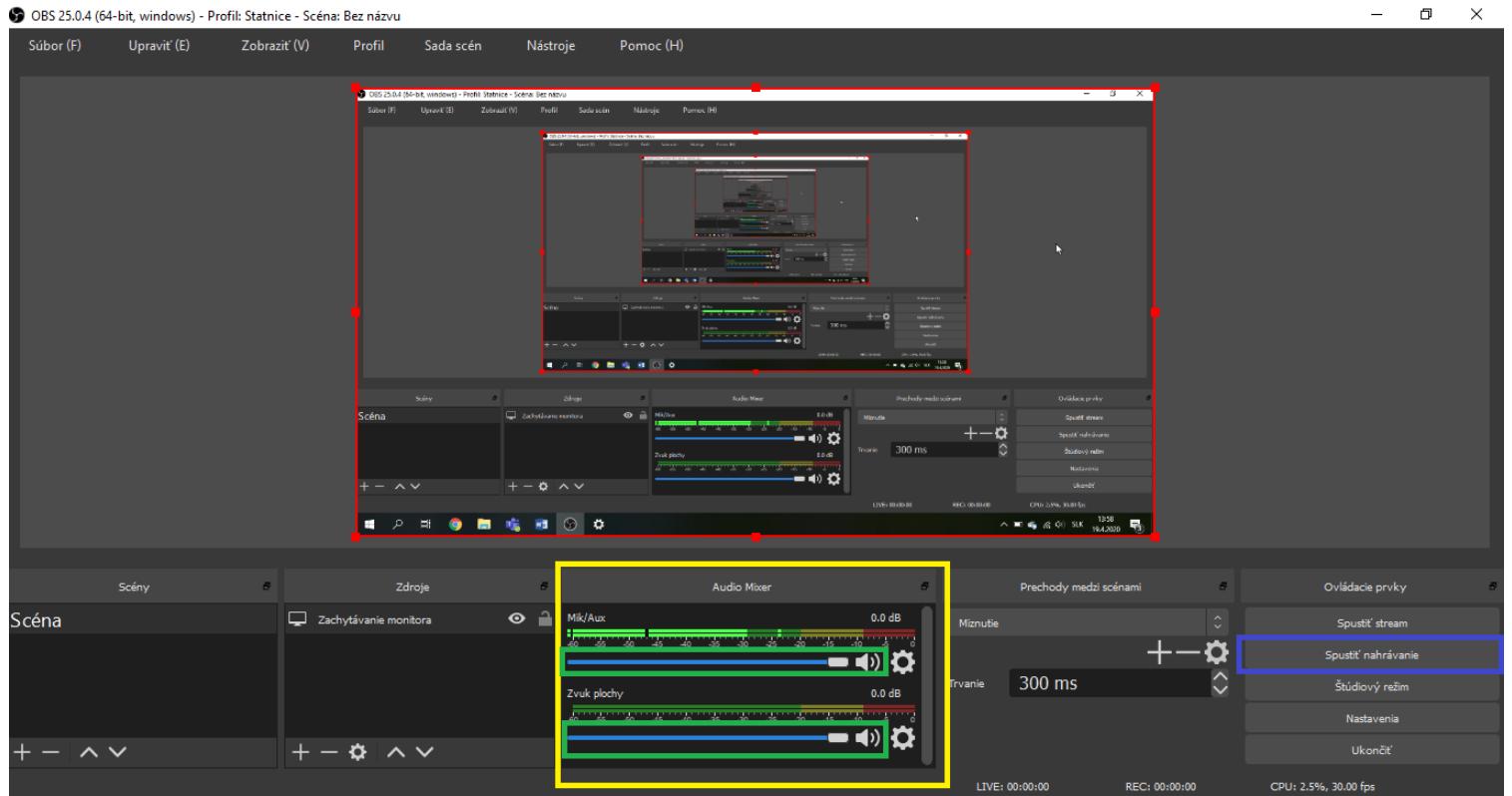
Pokud máte počítač jen s jedním monitorem, stačí, abyste v obou vyskakovacích oknech kliknuli na OK, pokud máte více monitorů, musíte vybrat ten, na kterém budete mít otevřené okno MS Teams



⌚ Vlastnosti pre 'Zachytávanie monitora'



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, vrat'te 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.

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