

BOEL, 24th April 2020

**Joint instruction from the General Secretary and the Vice President of Studies for the documentary custody and management of oral exam recordings at the Universidad Carlos III de Madrid.**

The health crisis caused by the COVID-19 coronavirus has led the Government to declare a state of emergency, through the approval of the Spanish Royal Decree 463/2020, of the 14th March, suspending, from that moment, on-site teaching activity and maintaining distance educational activities or online wherever possible. To this effect, the Instruction from the Vice President of Studies was issued on the 16th March and established additional measures to maintain off-site teaching and assessment activities and the recent Instruction, from the 15th April, concerning the framework of adaptation to teaching activities until the end of the 2019/2020 academic year, provides guidelines for off-site student assessment.

Conducting oral exams can be found among the different methods of assessment. As outlined above, *“the Instruction from the Vice-President of Studies concerning the completion of final oral exams (published in the BOEL on the 20th November 2019), will not be applied to oral exams taken online during this academic year. Final exams which consist exclusively of an oral exam, except those evaluated by a jury and being recorded in the minutes, should be recorded to serve as documented evidence in both the degree accreditation process and the qualification revision process. Recording will not be necessary when the purpose of the oral exam is to present or comment a previously submitted exercise, essay or project individually or in a group, as these written documents provide evidence of the assessment system.”*

The General Secretary has already given instructions, on the 2nd October 2008, regarding the filing, transfer, and deletion of the series of exams and other qualification documents in the University's Departments. However, such requirements may not be applied to recorded exams as they only refer to written tests. Therefore, a new framework for action is needed so that lecturers may continue to carry out the correct management of this type of recorded document, and at the same time

Page 1 | 3

SIGNED BY	DATE OF SIGNATURE
GUTIERREZ CALDERON MARIA ISABEL - VICE PRESIDENT OF STUDIES	23-04-2020 17:02:18
VAQUER CABALLERIA MARCOS - GENERAL SECRETARY	23-04-2020 18:05:16



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guaranteeing the effective fulfilment of the students' rights in terms of protection of their personal data.

In accordance with the provisions of the Spanish Royal Decree 1791/2010, of the 30th December, approving the University Student Statute, in the *Report on online university assessment initiatives and tools in the context of Covid-19* of the Ministry of Universities as well as in the recommendations issued by CRUE in their *Report on the regulatory impact on online assessment procedures: data protection and guaranteeing students' rights*, the following instructions:

**ARE ISSUED:**

**One.** - In general, lecturers shall retain recordings of the oral exams conducted under their responsibility until the end of the following academic year. In the event of a request for review or appeal against the qualification and, in accordance with the aforementioned regulations, they must be retained until a final decision is made.

**Two.** - If the lecturer uses the Google Meet tool, as recommended by the University in the *Guide to assessments in times of online teaching due to an emergency* by the Vice President of Strategy and Digital Education, to conduct the oral exam, the recordings will be stored for safekeeping, under the responsibility of the lecturer and with restricted access, in the Meet Recordings folder within the Drive space of each lecturer authorised by the University.

If the lecturer uses another tool to conduct oral exams, they shall guarantee the same compliance with security and confidentiality requirements established in the aforementioned Guide to assessments. In particular, they must guarantee that the recordings will only be accessed by the lecturer for carrying out the assessment of the corresponding subjects and review of the assigned qualification, if necessary. In this case, the lecturer will keep the recordings in a repository that complies with the data protection standards previously referred to.

**Three.** - Once the time period established in the first point has ended, lecturers must destroy these recordings, notwithstanding the instructions established for the storage of some of the recordings for presentation purposes to the degree accreditation agencies, if necessary.

Page 2 | 3

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**Four.** - When a lecturer leaves or takes extended leave from the Universidad Carlos III de Madrid, they will inform the IT Service so that the University may recover and store the recordings.

**Five.** -Only the subject sheets detailing the method of oral assessment for each subject will be sent to the General Archive for historical and educational research purposes.

**Six.** - Archiving guidelines, approved by the Government Commission in session 18/96, of the 5th September, will not apply to these documents until the present Instruction is integrated into the valuation of the corresponding Series in the Commission of Valuation and Expurgation.

Getafe Campus, on the date of the  
electronic signature.

GENERAL SECRETARY

Signed Marcos Vaquer Caballería

VICEPRESIDENT OF STUDIES

Signed María Isabel Gutiérrez Calderón

Page 3 | 3

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