Recommendations for the Planning and Executing of Online Examinations

(to be tailored to each discipline)

Preliminary Considerations

- Online examinations are an *offering* from the University to allow students to continue their studies with as little lost time as possible during the Corona crisis.
- When announcing the dates of examinations to be conducted online, students should ideally be reminded of the extraordinary nature of the corona pandemic and that participation in the examinations is *voluntary.*

Legal prerequisites for the executing of online examinations

Online examinations are subject to the relevant examination regulations, except in situations where the Rectorate's Resolution on the Regulations for Studies in Compliance with the University Ordinances in the Corona Epidemic (*Rektoratsbeschluss zu den Regelungen betreffend das Studium gemäß der Corona-Epidemie-Hochschulverordnung*, hereinafter "RB") stipulates divergent or supplementation regulations.

Because online examinations raise various technical and legal difficulties, it may be beneficial to offer alternative examination forms (such as term papers), insofar as these are capable of testing the intended competence areas.

Should an online examination prove absolutely essential to testing the competence areas, then you can either implement that as an online written examination (§8 RB) or an oral examination using electronic communications technology (§9 RB).

Points of consideration before online examination

☐ Selection of an online tool approved by the Rectorate (https://www.ecampus-services.uni-bonn.de/de/nachrichten/online-pruefungen) suitable for execution of the examination

☐ Decision on the technical procedures for the examination.

☐ For proctored examinations: organization of the proctors

☐ Prepare access data for participation in the examination (such as Zoom link). If the decision has been made to forgo individual proof of identity, then some other method that forces login using a Uni-ID (Uni Email; eCampus) must be implemented.

☐ Timely provision of key information for the registered examination candidates on the following points (at least two weeks prior to the examination):

  ☐ Precise procedures for the examination (for online examinations in particular, detailed information about "where" and "how" access data and examination tasks will be provided and on electronic submission of answers for written examinations, including affirmation in lieu of an oath where required)

  ☐ Technical prerequisites for participation in the examination (incl. any utilities or instructions on creating screenshots to document technical issues, for email notification of the examiners in the event of technical disruptions, etc.)

  ☐ Necessary information from the participants during the examination (such as registration using plain-text names and/or student ID number)

- ☐ Opportunities for participants to test out the technical tools that will be used to conduct the examination

- ☐ Contact persons for questions by students on the procedures for the examination; the students should receive a deadline (such as one week before a written examination) for queries to be clarified

- ☐ Information on who will be accepting questions or complaints during the examination (via chat, email and/or phone)

- ☐ Where applicable, information about procedures for withdrawing from the examination

- ☐ Information on attempted cheating, including noting about checks for plagiarism

- ☐ Requirements for the arrangement of examination space by the students (scope should be reasonable!), such as for oral examinations and proctored online written examinations:

  - ▪ Cameras turned on from start to finish

  - ▪ Microphones turned off for online written examinations

  - ▪ No headsets may be worn, except for when answering questions by the examiner.

  - ▪ Information on usage of camera (for example: orientation of camera so that the students can be seen at all times); the students should not be required to use a second camera for proctoring.

  - ▪ Information on the environment and potential audit methods, where relevant (such as a table on which only permitted aids are lying); the proctor can demand a 360° scroll around the room using the camera at the beginning of the examination and even during the examination, if grounds for suspicions of cheating as documented in the examination protocol arise.

  - ▪ Where applicable, information about use of a virtual background (which for proctoring reasons can be banned)

  - ▪ Note which software and which files may be open on the examination taker's computer

Points of consideration during online examination

- ☐ Prior to the start or during the examination: determination of identity of the examination candidate as needed, for example through:

  - ☐ Presentation of photo ID with ID number covered up, presuming the server is hosted by us (such as Big Blue Button or Zoom on premises);

  - ☐ If prepared in advance, a comparison based on the digital copy of the front side of the photo ID of the registered examination candidate (plan in sufficient time for this!);

  - ☐ No ID check is required if the only path to login runs via the Uni-ID.

- ☐ Examination candidate should be informed again about the procedures for the examination, including how to handle technical disruptions (obligation to file complaint!) (plan in sufficient time for this!). Indicate contact options outside the video session.

- ☐ Note that use of non-permitted aids (including any and all communication with third parties) will be viewed as cheating and that neither examiner nor exam candidate may record the examination.

- ☐ Handling of technical disruptions outside the control of the examination candidate (in cases of doubt, a lenient attitude should be taken):
    - ☐ For minor disruptions: short interruption of the examination and—where possible—subsequent continuation of the examination; where appropriate, reasonable extension of the examination time
    - ☐ For significant disruptions: interruption and repeat of the examination on the next-possible examination date
    - ☐ A formal complaint must be filed by the exam candidate and logged by the examiner(s) or proctor(s) (with contact via email where necessary)

- ☐ Toilet breaks:
    - ☐ No pauses for shorter oral examinations online (similar to presence examinations). For longer examinations, this is to be determined on a case-by-case basis by the examiner(s).
    - ☐ For online written examinations with proctors: It is recommended that this be handled the same way as for on-site written examinations; the students must notify the proctor prior to taking the toilet break (such as via chat) and then check back in when returned. The absence time is then logged.

- ☐ An affirmation in lieu of an oath (see below) can be demanded from the examination candidate testifying that the examination was performed by the candidate personally using only permitted aids. Such affirmation must be signed and submitted to the respective examiner(s) within the applicable deadlines and using an appropriate method.

Affirmation in lieu of an oath on examinations

Please note: Insofar as this affirmation is transmitted solely electronically as a scan or photo, please retain the original for documentation purposes. The signed original can be requested after the examination.

1. **Personal information** (Please fill out in print letters)

Last name:

First name:

Student ID number

Degree program:

2. Information on the examination

Complete name of the examination:

If applicable, name of the sub-module examination:

Examiner:

Examination date:

Dear Sir or Madam,

I hereby swear that I completed the examination detailed above completely on my own and without any impermissible external assistance or through the use of non-permitted aids. I am aware that cheating during the execution of an examination (as detailed in § 63 Para 5 of the Higher Education Act NRW) is a violation of the legal regulations for examinations and an administrative offense. The submission of false affirmation in lieu of an oath is a criminal offense.

Signed at, date   Signature: