

## **Information on conducting an electronic examination**

Due to the COVID-19 pandemic, a new legal basis had to be established in order to enable students, as far as possible, to take exams. The legal basis allows examiners to determine forms of examinations – including electronic examinations – that deviate from the examination regulations. The following prerequisites for conducting an electronic examination have to be met:

- Students have the technical equipment to set up a video conference.
- The procedure described below is followed.
- Students are informed of the regulations from this document prior to the exam.

The details of how the exam is carried out are usually announced by the responsible examiners via the Moodle learning platform (THL Lernraum or moodle.oncampus.de). It should be noted that the data protection declaration of the THL Lernraum also applies to the implementation of electronic exams.

### **1. Conducting an electronic exam**

**Electronic exams** usually take place under the supervision of the first examiner via the Moodle learning platform. The details of how the exam is carried out are determined by the responsible examiners and can vary. The following must be taken into account:

- A declaration of independence must be submitted for written online exams (see separate document). This is done either in the Moodle course with a confirmation click or alternatively with a signed paper copy of the declaration of independence, which is scanned and uploaded or sent by email.
- There are several options for identity verification of students:
  - For oral exams: Students show their faces and student ID before the exam begins live via the video conference platform
  - For written exams: The students take a selfie with a smartphone or take a picture with a computer camera. The face and student ID must be recognizable on the photo. This picture will be uploaded to Moodle or sent to the examiner before the exam begins. For data protection reasons the examiner deletes the picture immediately after the exam.
  - Alternative for written exams: At the end of the exam, students create a selfie showing the face, student ID and the handwritten sheets. The text on the top sheet should be recognizable. This image is uploaded separately from the edited exam. After it has been checked by the examiner it will be deleted immediately for data protection reasons.

- **Prevention of attempts to deceive:** As the examination takes place without an immediate supervision, the use of inadmissible aids and other attempts at deception is prevented through appropriate precautions. The examiners will provide the details. Examples are:
  - For oral exams: During the exam, the student must be captured by a live camera image. A sufficient distance from the camera has to be kept.
  - Submission of a declaration of independence for written exams.

In the event of deception, the examination procedure regulations (PVO) apply.

- Examination time and duration: The tasks are released to the students for a specified period.
- Task processing: The examiner informs before the exam how the tasks are provided, how they must be processed (e.g. directly in Moodle, handwritten on blank paper, ...) and how these must be submitted at the end of the exam (e.g. submission button in Moodle, taking a photo of a paper document and uploading a pdf file, ...).
- The approved aids are communicated by the examiner in advance of the examination.
- The examiner creates a log of the entire test with the following information:
  - Beginning and end of the exam
  - Participating examiners or supervisors
  - Technical conditions: used video conference system, learning platform, quality of the transmission, disruptions and handling of them.

## 2. Possible difficulties

The TH Lübeck points out possible difficulties in the implementation of an electronic examination. Connection problems, poor picture and sound quality and other technical problems can arise. A disorder that affects the examination must be reported by the student immediately. For this purpose, the examiners provide alternative contact options (e.g. in addition to the Moodle platform, an email address and / or a phone number).