

Information regarding participation in an electronic examination

Due to the COVID-19 pandemic, a new legal basis has been enacted to enable students, as far as possible, to take examinations. 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 (e.g. written online exam, oral online exam) have to be met:

- Students have the technical equipment according to the details of the exam procedure.
- The procedure described below is followed.
- Students receive the following information **prior to the exam**.

The details how the exam is conducted is usually provided by the examiner via the learning platform moodle (THL Lernraum or moodle.oncampus.de).

Please note that the **privacy statement** in the Lernraum also holds for an electronic exam.

1. Conducting an electronic examination

Electronic examinations primarily take place under supervision of the first examiner via the learning platform moodle (THL Lernraum or moodle.oncampus.de). Details of the exam procedure may vary.

These details that the examiner provides must include information covering the following aspects:

- Declaration of authorship (for written online examinations, see separate document): Prior to the examination, the examiner may set up an upload area in the moodle course (i.e. on THL Lernraum/moodle.oncampus.de) via which students provide their **declaration of authorship**. The student should print the declaration on paper, sign it and take a picture of it. Students who do not have a printer available may also write the declaration on a blank sheet of paper. As an alternative, the examiner can also demand that the declaration is submitted together with the exam.
- Identity check: The **identity** of the student must be verified. Verification methods (announced by the examiner) include:
 - The student shows her or his face together with the student identify card live via the video conference tool.
 - *For written exams*: The student photographs herself/himself with a smartphone or computer camera. The photo must show the student's face and the student identity card. This photo is uploaded via moodle or sent to the examiner prior to the begin of the exam. Due to privacy protection, the examiner deletes the photo immediately after the exam correction.
 - *Alternative for written exams*: The student photographs herself/himself with a smartphone or computer camera at the end of the exam. The photo must show the student's face, the student identity card and handwritten exam sheets. The text on the first sheet of paper should be readable. This photo is uploaded via moodle separate from the exam upload. Due to privacy protection, the examiner deletes the photo immediately after the exam correction.

Andreas Hanemann (examination board E+I), translation supported by THL Sprachenzentrum, 13.01.2022

- Fraud prevention: Because the current situation does not allow a supervising person next to the student, the use of prohibited resources and other fraudulent methods shall be prevented by alternative means. These details are announced by the examiner. Examples are:
 - For oral or written exams: The student should be visible during the exam via live video. A sufficient distance from the camera is required.
 - For written exams: Provisioning of the declaration of authority by the student.
- Exam date and exam duration: The tasks are made available in a **time interval** which is announced beforehand to the student.
- Task processing: The examiner announces before the exam how the tasks are provided, how they have to be processed (e.g. directly within moodle, handwritten on blank paper, ...) and how they have to be submitted at the end of the exam (e.g. submission button in moodle, photos of the paper sheets and transmission of a pdf file via moodle, ...).
- Authorized resources: The **resources** which can be used during the exam are announced by the examiner.
- Contact: The examiner provides information how questions can be raised during the exam (e.g. videoconference room, telephone).

A written **record** of the exam is mandatory and shall include the following information:

- ☑ Examiners, further supervisory staff (if applicable)
- ☑ Begin and end of the exam or of exam parts (if applicable)
- ☑ Technical circumstances (used video conference platform, used learning environment, technical quality)
- ☑ On occurrence of technical difficulties: kinds of difficulties, their duration and implications on the exam

2. Potential difficulties

- TH Lübeck advises of potential difficulties when conducting an electronic exam. Connection problems, poor picture and sound quality and other technical problems may occur. The student must report on technical problems that have an impact on the exam immediately.