

Information about the online examinations for students

General Information

1. Students must have the necessary technical equipment and are responsible for this themselves. Suitable technical devices are, for example, desktop PCs and laptops (mobile phones and tablet devices without a keyboard seem unsuitable; however, these devices are still permitted if there are no alternatives). The examiners are entitled to define the permitted end devices in order to maintain equal opportunities.
2. Cameras and microphones should only be used for oral video examinations, proctored Open Book Examinations, online proctored examinations and online seminar presentations. A sufficiently stable internet connection must be available. In order to prevent problems with the W-LAN, it is recommended that the end device used is connected to the Internet via LAN cable, if this is organisationally possible. For online examinations that require video conferencing, only the video conferencing software ZOOM is used. Video and audio recordings of the examination and their storage are not permitted. Accidental or unprovoked recordings have no probative value under examination law.
3. You must create the necessary spatial conditions. This means in particular that the room in which you are located must be kept closed. In addition, please ensure, as far as possible, that there are no disturbances from outside during the processing time.
4. As a rule, Examweb or LPLUS will be used to provide the documents (examination questions and solution sheets).
5. In case of technical problems during the examination, please inform the supervisors immediately. The supervisors will try to solve the problems with your help. You will be given additional time to resolve the problems. If technical problems cannot be solved with reasonable effort or in a reasonable time, the examination will be cancelled by the chair. The examination is considered not to have been taken.
6. If there is a suspicion of attempted cheating, an attempt must be made to ensure a safe examination environment. The students are obliged to cooperate in the attempt to restore the secure examination environment. If the re-establishment is not possible, the examination must be cancelled. Attempts to cheat are excluded from the general free attempt regulation in the winter semester 20/21.
7. Toilet visits are to be avoided during the processing time. If it is unavoidable, the invigilators are to be informed of the toilet visit in order to avoid the impression that an attempt at cheating has been made.

Organisational preparations

1. You will be informed in advance by the chair about the procedure for the chosen form of examination, in particular about the planned preparation time and the permitted aids. Sufficient time will be scheduled so that identification can take place. The chair will inform you about this. Please take this lead time into account in your own planning.
2. You will receive an e-mail address and a telephone number of the examiners or the responsible supervisors in advance. This contact information is only intended for emergencies, in order to be able to rectify any technical problems that may occur by contacting the examiner.

3. There are separate courses for the examinations on Examweb. As a rule, you will receive the registration key by e-mail to the university address the day before the examination, if a registration key is necessary. In your own interest, you should check that it is working as early as possible.

Preparation on the day of the examination

1. Please register on the examination platform and, if applicable, with the video software ZOOM in good time before the examination begins.
2. You may be asked by the supervisors to show your room and your workplace via camera before the examination. Please follow these requests. You may be asked to share the candidates' screen. Your camera must be oriented so that the workplace can be seen, especially if the use of concept paper is permitted.
3. All students must identify themselves before the examination begins (except essays and assignments). Identification is done:
 - a. by showing a valid photo ID to the camera (the photo ID must be recognisable) within a breakout session per candidate and/or
 - b. by completing an assurance of identity. Essentially, the students have to assure that the personal details are correct when submitting the answer sheet, that the work was carried out independently and that failure to do so can lead to a grade of 5.0 or even expulsion. The assurance is submitted at the end of the examination with the answer sheet or by selecting the confirmation in the application used to conduct the examination at the beginning.

Conducting and following up the examination

1. The access to the documents (examination questions and solution sheet as PDF form or Word document) are released for download at the beginning of the processing time. The solution sheet must be saved locally by you. The guidelines for the file name to be assigned must be observed. Alternatively, students can use their own concept paper to solve the tasks by hand, especially for mathematical equations, provided this is permitted by the examiners. The name and matriculation number must be noted on the concept paper.

Solving the problems directly in Examweb or LPLUS is permissible and may be required by the examiners.
2. The submission of the completed solution sheets is usually done by direct upload to Examweb. Alternatively, the files can be sent by e-mail. The examiners must inform you in advance of the preferred method. Especially in case of technical problems (e.g. breakdown of the Examweb), sending by e-mail must also be accepted. Alternative ways of submitting the solutions must be agreed with the examiners in advance.
3. At the end of the processing time, the processing of the tasks must be stopped. The processed solution sheet is to be uploaded on Examweb/in LPLUS or sent to the examiners by e-mail. Handwritten solutions are to be photographed or scanned and uploaded or sent to the examiners by e-mail.

4. You will be given sufficient additional time to submit the edited documents.
5. The discussion of marks for an oral examination will take place in your absence. For this purpose, you will be directed to a breakout session, for example. You will then be informed of the grade either directly after the grade discussion or by entry and announcement via FlexNow.