

## Information on how to take the online examinations for students

### General

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 during oral video examinations, Open Book Examinations under supervision, online supervisory work and online seminar presentations. A sufficiently stable internet connection must be available. In order to prevent problems with the Wi-Fi, 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. As a student, you must create the necessary spatial conditions yourself. This means in particular that the room in which you are staying should be locked. In addition, please ensure as far as possible that there are no disturbances from outside during the processing time.
4. The Examweb or LPLUS is usually used to provide the documents (examination papers and solution sheets). You will receive more information about this from the examining chair.
5. In case of technical problems during the exam, 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 within a reasonable time, the examination will be cancelled by the chair. The examination is then considered not to have been taken (no failed attempt). Continuation of the examination in the absence of technical requirements due to a defect, e.g. in the case of a spontaneous failure of the camera (if this is specified by the chair and the examination format) is not possible, as equal treatment of all students is not guaranteed in this way.
6. If there is a suspicion of attempted cheating, an attempt must be made to restore the safe examination environment. The students are obliged to cooperate in the restoration. If the restoration is not possible, the examination must be cancelled. Attempts at cheating are excluded from the general free attempt regulation and thus count as a failed attempt.
7. Toilet visits are to be avoided during the examination period. If it is unavoidable, the supervisors are to be informed of the toilet visit in order to avoid the impression that an attempt at cheating has been made.

## **Compensation for disadvantages**

Students who are entitled to a disadvantage compensation on the basis of a chronic illness or disability are also entitled to a disadvantage compensation in the special examination forms in the context of the SARS-CoV-2 pandemic. Due to the peculiarities (a separate examination room is de facto already available for an examination from home), this will usually involve an extension of the writing or examination time, which must be taken into account accordingly by the examiners. Students should discuss this with the examinations office and, if necessary, also with the examining chair within the framework of the existing regulations (especially deadlines).

## **Preliminary organisational work**

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 materials. 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 and prepare your examination environment with sufficient lead time (e.g. create examination environment, boot up PC, test internet connection, start Zoom if necessary, etc.).
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 faults that may occur by contacting them.
3. There are separate courses for the exams in Examweb. You will usually receive the registration key by e-mail to the university e-mail address the day before the exam, if a registration key is necessary. In your own interest, you should check the functionality as early as possible.

## **Preparation on the day of the exam**

1. Set up your workplace (both the desktop of your terminal device and the physical workplace) in such a way that you meet the requirements of the examination environment. This means in particular that there are no unauthorised aids at the workplace.
2. Please log in to the examination platform and, if applicable, to the video software ZOOM in good time before the start of the examination.
3. You may be asked by the supervisors to show your workplace via camera before the exam. Please follow these requests. The release of the candidates' screen may be requested. Your camera must be oriented so that the workplace can be seen, especially if the use of concept paper is permitted.
4. All students must identify themselves before the start of the examination (except essays and assignments). The identification takes place:
  - 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. In essence, the students must 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 ticking the confirmation in the application used to conduct the examination at the beginning.

### **Conducting and post-processing the examination**

1. Access to the documents (examination papers 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 the Examweb or in LPLUS is permitted and may be requested by the examiners.
2. The submission of the processed 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. You are responsible for submitting the correct file on time. Accordingly, late uploads and / or uploads of incorrect files will be charged to you. In your own interest, check after submission whether the file has been uploaded successfully or whether the e-mail has actually left your outbox. If you have technical problems, report them immediately, i.e. during the upload time, via the communication channels provided. Therefore, do not push the upload time too far, as the simultaneous uploading of students can lead to delays which may result in your examination not being marked. The exam cannot be marked after the deadline under any circumstances.
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. Please check the upload. In principle, no more files can be submitted or changed after the deadline. You are responsible for proving that the upload is correct. When submitting by e-mail, please ask for a confirmation of receipt.
4. You will be given sufficient additional time to submit the processed documents.
5. Voluntary waiver of assessment: Should you wish to "cancel" the examination, please make this clearly visible. In this case, please write "Please do not mark" in red on the solution sheet and sufficiently on the first page. If the examiners do not stipulate any other regulations, the cancellation is only possible until the end of the upload time. Your examination will then not be corrected and you will receive the mark "not sufficient" (5,0). The 5.0 will then be recorded as a free attempt. In this case, please also check whether your declaration of intent has actually been received by the examiners (e.g. the e-mail is no longer in the outbox). If this deadline expires, your declaration of intent can no longer be assessed.
6. The discussion of grades for an oral examination takes 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 registration and announcement via FlexNow.

We would be very pleased to receive your comments, remarks and criticism about the online examinations at [pam@wiwi.uni-muenster.de](mailto:pam@wiwi.uni-muenster.de). Only with the help of your criticism can we improve the implementation.

We wish you much success!