

Guidelines for Holding Oral Examinations Online

(decision passed by the Rectorate on 03/06/2020 following recommendation by the Study Committee)

Until unrestricted on-site teaching has been restored, and in the event of force majeure, oral examinations can be held via video conference.

General information

The provision of oral examinations via video conference is subject to voluntary approval. This means that switching to this kind of examination is voluntary for all persons involved, i.e. examiners, students and, if applicable, expert observers. Correspondingly, the student's consent must be obtained via email prior to the examination. Students must confirm via email that they have read, understood and agree to the stipulations of these guidelines. A draft text that can be used for declaring consent can be found at the end of this text.

If the examination is being held as an online oral examination, the stipulations of the respective examination regulations shall apply.

- The degree of difficulty, the choice of topics, the authorised materials and the examined competencies of the online examination must be identical or equivalent to an oral examination being held on site. (The examiners must make sure that, in light of the current circumstances, the students have access to relevant literature and other materials for examination preparation purposes).
- The length of the online examination must be equivalent to an on-site oral examination.
- In order to test the technical requirements and to allow all participants to get to know the functions of the programme, a suitable amount of preparation time should be added to the length of the oral examination (approx. 10 min.) or a test meeting should be held.
- If severe technical faults occur, both the students and examiners can abort the online oral examination.
- It is not permitted to make an electronic recording of the examination.
- One of the examiners or the knowledgeable observer records the minutes of the examination either in handwriting or in an electronic text document. It is recommended they use the form for oral examinations.

Video conferencing systems such as DFNconf, zoom, gotoMeeting, skype or BigBlueButton are suitable for holding the online oral examination.

Participants

- Only one student is examined per examination, or up to three students, if it is a group examination.
- The student(s) is/are examined by at least two examiners or one examiner and a further knowledgeable person, who takes on the role of observer.

Requirements

In order to be able to take part in an online oral examination, all participants require

- a PC/a laptop/a tablet/a smartphone with camera and microphone and
- a stable internet connection.
- Furthermore, all participants must make sure that they are in a disturbance-free environment. This includes the requirement that no other persons are allowed to be in the same room during the examination and that no phone calls are to be expected. If it is impossible for the examinee to avoid the presence of other persons in the same room (e.g. if s/he has a young child at home), this must be discussed individually with the examiner prior to the examination.
- If possible, the persons taking part in the examination should also make sure that they are available over the phone. Contact telephone numbers should be exchanged prior to the examination in case technical faults occur during the course of the examination. If this is not possible, communication will take place via email.

Preparation and holding of online oral examinations

1. All of the examination participants should familiarise themselves with the functions of the tool prior to the start of the examination. The timeframe should include a short amount of preparation time (approx. 10 min.). It is recommended that a test run is held prior to the date of the examination. If all of the participants are familiar with the technical details and there are no technical problems, the examiners and student discuss the planned course of the examination. During this preliminary discussion, the examiners announce the authorised materials that can be used during the examination.
2. (optional) If a joint electronic whiteboard or similar technical means can be used during the examination, the way they work must also be briefly tested by all participants prior to the examination.
3. Furthermore, the student's identity must be verified prior to the start of the examination by holding photo ID (national identity card, passport, driving licence or similar photo ID document) into the camera.
4. By moving the webcam 360° around the room, the student shows that no other person is present in the same room, that the door is closed and there are no unauthorised materials in the field of vision. This pan must be repeated during the examination if demanded by the examiner.

Then the examination can begin.

5. After the end of the examination, the student leaves the video conference. If the video conferencing tool provides separate video rooms and the examiners would like to use them, they may do so.

6. The examiners discuss the mark. Once the mark has been determined, the student will receive an email or notification via the text function of the video conferencing system, which asks him/her to return to the video conference.
7. The mark and the grounds for the mark will be announced in the video conference.
8. The recorded minutes of the examination will be archived by the examiners in the usual manner. The mark will be recorded in the examination system.

Procedure for extraordinary circumstances

- If there is a problem with the internet connection during the online oral examination, attempts must be made to continue the examination as fast as possible. If successful, the examination will continue with a new question.
- If the connection fails repeatedly, the examination will be cancelled and the participants must mutually agree to continue the examination at a later time that should take place as soon as possible. It is possible to repeat the examination if the examination is cancelled at the start.
- All faults that occur during the examination must be recorded in the minutes of the examination, detailing kind, scope and length.
- If, during the course of the oral examination, there is suspicion that the student is cheating, s/he can be demanded to pan the room with his/her camera to show that s/he is alone and not using any unauthorised materials. If there is still doubt, the examination will be cancelled with a corresponding note in the minutes of the examination. The consequences from attempted cheating are defined in the General Examination Regulations in connection with the valid subject-specific examination regulations.

Procedure for requesting an online oral examination

1. The examiner notifies the student office about the possibility of an online oral examination and the chosen technical platform at least ten days prior to the examination date pursuant to the examination schedule and informs all students registered for his/her course in ILIAS about this possibility. If registrations are missing in ILIAS, students are obliged to find out from the examiner in due time whether it will be possible to take the examination online.
2. The students must provide their individual consent by signing the declaration of consent and sending this as an email scan to the student office and the examiner at least five days prior to the examination.

Draft declaration of consent

I request approval for my examination in the following subject (module code):

_____ (_____)

in (summer semester/winter semester __Year__) to be held as an online oral examination.

I have read UAS Stralsund's "Guidelines for Holding Oral Examinations Online" and agree to its conditions.

I also declare my consent for the use of the platform that has been designated by the examiner and accept the corresponding data protection regulations.

Town, Date
number

Name

Student ID number

Telephone