

Guidelines for Holding Written Examinations at Home

(decision passed by the Rectorate on 19/01/2021 following recommendation by the Study Committee, updated by the Rectorate on 08/06/2021 following recommendation by the Study Committee)

If the Rectorate takes the decision as defined in § 9a(1) of the *Rahmenprüfungsordnung* (hereinafter General Examination Regulations), written examinations can be held as written examinations taken by students at their home. This possibility aims to reduce the current difficulties and disadvantages faced by students due to the current rate of infections and, at the same time, takes the current rate of infection into account. These guidelines have been determined to provide quality standards for holding written examinations at home and is valid and applicable from the day on which they were passed by the Rectorate.

1. General information

Written examinations being taken by students at home are written examinations in which the candidates receive the examination tasks at a certain time, which had been communicated in advance. The tasks are completed in an environment outside of UAS Stralsund (usually at home) within a previously determined limited amount of time and are submitted by the candidates on completion. The written examinations being taken by students at home are to be completed either on a PC/laptop or in handwriting, or a combination of the two.

It is only possible to change the examination format to a written examination to be taken by students at home if the examiner determines that this kind of examination is suitable for the subject and the competencies being examined. If this is the case, the tasks must be set in such a way that the chances of cheating are reduced considerably (e.g. by setting several different variations of the examination with varying tasks or varying orders of the tasks, as well as using open-ended questions, or generally by conceiving the examination as an open-book examination).

If the examination is being held as a written examination taken by students from their home, the examination regulations of the respective degree course shall apply in combination with Stralsund's General Examination Regulations. Taking the conditions of the examination, in particular the approved aids (open-book examination), into account, the degree of difficulty and the tested competencies of the written examination being taken at home must be equivalent to a written examination taken on site at UAS Stralsund.

The examination will be considered to have been started once the tasks have been published/sent and accessed by the candidate. After commencing the examination, it is only possible to withdraw pursuant to the provisions of the subject-specific examination regulations and the General Examination Regulations, in particular § 23(3).

2. Technical and room requirements

In order to provide a uniform standard and equal treatment of all candidates when holding internet-based written examinations being taken by students at home, the candidates require the following technical prerequisites:

- PC/laptop/tablet or smartphone with internet connection for receiving the tasks at the start of the examination and submitting their completed scripts and the declaration of independent work and consent pursuant to Appendix 1
- Access to the inbox of their student email account at UAS Stralsund with the possibility of receiving and sending emails
- Access to the learning platform via an up-to-date internet browser on the PC or laptop
- Printer and scanner or corresponding functions on the smartphone/tablet for scanning or taking photos of the examination documents
- If the examinations are subject to audio/video invigilation, a camera and microphone, or alternatively, a headset.

In general, students only require an internet connection for downloading the examination tasks and uploading the examination documents. Any further requirements must be communicated by the examiner prior to the examination.

The time students require to complete the tasks should be invigilated via audio/video. This must be communicated by the examiner prior to the examination. If the examiner plans to invigilate the examination via audio/video, s/he must obtain and record the candidates' consent prior to the start of the audio/video transmission (e.g. using the electronic confirmation via ILIAS, draft form in Appendix 2). Students are unable to take this examination if they have not granted their consent. If the examinations are being invigilated via audio/video, technical measures must be met so that only the invigilator(s) are able to see the candidates' video streams (e.g. by limiting the rights in BBB). The candidates are responsible for making sure they meet the technical requirements. UAS Stralsund will not provide any support - except for systems provided by UAS Stralsund.

Candidates must make sure that they are not disturbed during the examinations. No other persons are allowed to be in the same room as the candidates during the examination, with the exception of close relatives, who urgently require care or supervision from the candidates during the examination.

3. Preparation and holding of written examinations being taken by students at home

In order to take part in the examination, **candidates must register in advance** for the specific examination being held as a written examination at home by registering on the ILIAS learning platform at least one week prior to the date of the examination. This registration does not replace the actual registration for the examination. The identity of the candidates is proven on the one hand by sending the completed tasks either from the personalised email address at UAS Stralsund, or by uploading them using the personalised user account on the ILIAS system; and on the other, via the declaration of independent work.

The examiner is responsible for providing instructions via ILIAS for the way the tasks will be issued, the processing and submission of the completed tasks at least four days prior to the date of the written examination being taken by students at home; and for informing the students whether s/he will be invigilating the examination via video and how this will be realised. The examiner must also provide information about the way in which the tasks of the written examination are to be completed (on a PC/laptop or in handwriting). Furthermore, the examiner must clearly determine the materials that can be used by the students for completing the tasks and attach a form for the declaration of

independent work and consent pursuant to Appendix 1. The examiner also provides an email address and a telephone number (e.g. also GoToMeeting) so that the candidates can contact the examiners immediately, in particular, if there are any technical faults or extraordinary circumstances.

The candidates will receive the tasks in digital form either via the learning platform, if necessary using a specialised software (e.g. ILIAS), or via email to the university email address provided on registration.

The candidates who have registered for the examination will be able to access the examination tasks on the learning platform or will receive the examination tasks via email at a set time on the day of the examination.

The time for completing the written examination must be supplemented by a suitable length of time between 15 and 30 minutes for uploading and submitting the completed tasks, which must be defined by the examiner. Both lengths of time (time for working on the tasks and time for uploading the documents) must be noted separately on the examination paper.

All candidates must fill in the declaration of independent work and consent immediately after completion of the tasks, thus confirming that they have completed the tasks independently and without the use of unauthorised materials.

The candidates must upload their answers to the tasks to the learning platform or send them via their university email address to the email address provided by the examiner within the length of time provided for completing the tasks and uploading the documents, also attaching the signed declaration of independent work and consent. It is not possible/permissible to upload or send the documents once the time for completing the tasks and uploading the documents has ended. As a general rule of principle, work that has been submitted late will be considered to have not been submitted.

Written examinations that have been completed in handwriting must be submitted either as a scan or photo (in good, legible quality), although the written examination may only be uploaded/sent as a single PDF file. The original handwritten script of the written examination must also be returned via post to the university address of the examiner. This must have been sent within three days (date of postmark) after the day of the examination.

The submission of the examinations is documented either manually or via an automatically generated confirmation of receipt.

4. Procedure for technical faults and extraordinary circumstances

If there are technical faults such as a loss of connection or similar, the candidates must contact the examiner immediately over the phone or via email. The subsequent procedure, e.g. the termination of the examination or the prolongation of the length of time for completing and uploading the tasks will be decided upon individually by the examiner depending on the available technical means.

5. Compensation for disadvantages

As for every examination, students who are entitled to compensation for disadvantages (e.g. extension of the length of time for completing the tasks or use of special aids) must request this in writing - the decision will be made by the examination board.

Candidates affected by this must contact the examiner at least one week prior to the examination to discuss individual arrangements for the provision of suitable compensation for disadvantages.

Appendix 1

Declaration of Independent Work and Consent

I, (Surname, First name(s)), Student ID No. XXX, declare that

- I have completed the submitted written examination being held at home independently and without the use of unauthorised third-party help
- I have not used any materials other than those that were authorised
- I agree to the creation of an electronic copy and storage of my written examination to enable UAS Stralsund to review the work with anti-plagiarism software.
- I am aware that if I have not completed in full or submitted the declaration of independent work and consent, my work will be counted as failed
- I have read the Guidelines for Holding Written Examinations at Home and agree to its conditions.

Town, Date

Signature

Appendix 2

Consent for Audio/Video Invigilation

By registering for the examination, I declare my consent for the video and audio streams of my webcam during the examination to be transmitted to the person(s) invigilating the examination for examination supervision purposes.

The provision of this consent is voluntary and I can withdraw it at any time for the future. However, if consent is withdrawn, it is not possible to take part in a written examination being held at home if video supervision has been determined compulsory by the examiner. If this is the case, I will be able to take the examination at a later date.

Information about data protection

The data is being processed to invigilate the examination and prevent possible attempts at cheating. The legal basis for data processing is Art. 6(1) Sentence 1 lit. a GDPR. Further information on the processing of data, in particular the scope of the required processing of your personal data during audio/video transmission as well as your rights as the person affected, can be found here:

[https://ilias.hochschule-stralsund.de/ilias/goto.php?target=cat_136241&client_id=ecs-ilias\[de\]](https://ilias.hochschule-stralsund.de/ilias/goto.php?target=cat_136241&client_id=ecs-ilias[de])

(information sheets for video conferences).