



# Information on Conducting Online Exams during the Coronavirus Pandemic for Students

Date: 15-Feb-2021

## **I. Change of form and type of the exam: Announcement**

Since the Corona traffic light for classroom teaching was switched to red, it became necessary to change the classroom exams to online exams.

The following distinctions are important: For exams, a distinction is made between types of exam (written exam [German: Klausuren], take home exam [German: Hausarbeit], oral exam [German: mündliche Prüfung], ...) and forms (classroom exam or online exam). Therefore, at least the form of exam must be changed for all exams previously announced as classroom exams. Only written exams, take home exams and oral exams can be conducted as online exams according to the Corona Statutes of TU Braunschweig. According to the definition in the APO, exams are only called "written exams" if they are carried out with invigilation. There is currently no legal basis for remote video invigilation (online proctoring). Therefore, the exam form and the type of exam must be changed for all "written exams" previously announced as classroom exams. For written exams, take home exams can be chosen instead of a written exam in an online exam, as this is written independently (i.e. without help from others) and without invigilation. A take home exam can be written within a short period of time (i.e. hours) and may thus be similar to a classical written exam, or it can be written within a longer period of time (i.e. days and weeks) and may thus be similar to a term paper. For take home exams, typically all resources (aids) except help from others are allowed (so-called open-book format). You will be informed before the exam how exactly your examiners will design the online exams and which resources (aids) are permitted.

It is also possible to conduct oral exams by video conference as an online exam. This form of exam is already allowed in the APO for oral exams in exceptional cases. The coronavirus pandemic represents an exceptional situation. The allowance of video conferences in the APO is a difference to exams with remote video invigilation (online proctoring), which are not defined there. In an oral exam, the video data and audio data must be transmitted for the assessment of the exam (video conference). They are an essential part of the exam. An oral exam with audio only or by telephone conference is not permitted. The video data and audio data of the oral exam may not be stored. This is not permitted. If you do not agree to the transmission of video and audio data, then you cannot take part in oral exams by video conference. In this case please use your right of withdrawal from the exam. If you do not agree to the transmission of video and audio data from your own home, please contact your examiners as soon as possible after the date of the exam has been announced so that a suitable room at the university can be made available to you for the transmission (see also support options).

You must be notified in advance of the change in the form and type of the exam. On the legal basis of a Presidency decision, the deadline for announcing the change of exam form and type has been shortened: The announcement of the change must be made as soon as possible, but no later than 14 days before the exam date (according to the Presidency decision of 22-Jan-2021).

In addition, there is an exception until 15-Feb-2021: In the current Corona traffic light changeover phase, a short-term change of exam form and type is exceptionally possible via a declaration of consent. You will be informed of the change at least 4 working days before the exam and of the right to withdraw (if consent is not given) up to 2 working days (Mon-Fri) before the exam.

If you do not agree with the change in the type and form of exam at short notice, please use the right of withdrawal. Cancellation (withdrawal) is possible up to two working days (Mon-Fri) before the exam. If you take part in the exam, the usual exam regulations apply.

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## II. Form and type of exam for resit exams

In the case of resit exams, the form and type of exam may be chosen differently from the original exam, provided that the same regulations apply to all students currently registered for the exam.

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## III. Support options, compensation for disadvantages

If you lack suitable communication devices (i.e. technical equipment) for conducting an online exam or if other circumstances (childcare/unsuitable apartment) make it impossible for you to conduct an online exam appropriately, then the university will make communication devices or exam rooms accessible upon request.

Please contact your examiners as soon as possible, **but no later than 7 days** (except during the changeover period) before the exam date to arrange support.

Irrespective of an agreement on support options, the possibility to apply for a disadvantage compensation according to the PO regulations remains.

### Declaration of academic integrity for online exams

For all written online exams, students must submit a declaration of academic integrity, i.e. that the exam is their own work. You will receive the declaration in the appendix (in German) as well as with the information on the exam procedure from your examiners (e.g. in Stud.IP). You must sign it by hand immediately after the exam and submit it as a digital copy to your examiners. The examiners can choose one of the following options to let you submit the declaration: Upload to a folder in Stud.IP or Powerfolder (for take home exams together with the exam results), submission by email, or by mail.

### Missing declaration of academic integrity

For written exams without invigilation, the declaration of academic integrity is an essential part of the exam papers. If you do not submit the declaration of academic integrity, the exam will be graded as “nicht bestanden” (“failed”) or “nicht ausreichend” (“insufficient”).

## What to do if you cannot print the declaration of academic integrity?

In this case, please write down the following information by hand, sign it by hand and upload the document.

Text and information for the handwritten declaration (the legally binding text must be in German)

Erklärung

Name: ...

Matriculation number: ...

Name of the exam: ...

Date of exam: ...

Time of the exam: ...

Diese Prüfung habe ich selbstständig, ohne fremde Hilfe und ohne unerlaubte Hilfsmittel abgelegt. Der mit dieser Erklärung verbundenen Folgen bin ich mir bewusst.

[Legally not binding translation: I have taken this examination independently, without outside help and without unauthorized aids. I am aware of the consequences associated with this declaration.]

Date (exam date): ...

Time (after the exam): ...

Handwritten signature

## IV. Fitness to sit and technical problems

Fitness to sit for online exams also includes technical fitness! By downloading the exam questionnaire for online exams, you confirm that you are fit to sit. For oral exams, your confirmation of fitness to sit is a prerequisite for the start of the exam. Before the exam, please make sure to check whether your communication infrastructure and your communication devices are suitable for the exam. If not, please make use of support (see above). If technical or other difficulties occur during the exam so that you cannot continue with the exam (e.g. uploading does not work), you (i.e. the student) are responsible for informing the examiners **immediately** (e.g. in a video conference or by telephone) and documenting the technical malfunction appropriately (e.g. by means of a screenshot or photo showing the date and time). The examiners will inform you which communication channel to use to report technical problems. **It is important that you react immediately.** Otherwise, you will not be entitled to continue or repeat that exam. Late notification of technical problems is not sufficient. In the case of a technical problems, you will not suffer any disadvantage (e.g. through a suitable extension of the examination time), except in the case of attempted cheating. For example, in the event of a short technical malfunction with EvaExam, it is possible to send students a new TAN and to allow them to continue with the exam with a newly fixed submission time (which will be controlled individually).

If technical faults occur on the part of the TU Braunschweig, students shall be enabled to complete the exam by continuing or repeating it at a later date in the same exam period.

## V. Limited free exam attempt

Retroactive to 01.10.2020, a limited free exam attempt for online examinations was introduced at TU Braunschweig for the winter semester 2020/21. This regulation applies to all degree programmes at the TU Braunschweig and thus also to all types of examinations that are regulated by TU Braunschweig examination regulations (German: Ordnungen) and that are limited to a certain number of attempts.

### Scope of the limited free attempt scheme

At the request of a student, a maximum of two different exams in the degree programmes of the TU Braunschweig in the winter semester 2020/2021, which were conducted in the form of online exams and were assessed with the grade "insufficient" or "failed", will not be counted as an exam attempt (limited free exam attempt; i.e. a failed exam can be cancelled). This regulation does not apply to examinations with the grade "not sufficient" or "not passed" if

- the examination was not taken (within the meaning of § 11 Para. 2 Nos. 1-4 APO) or
- an attempt to deceive was made (within the meaning of § 11 Para. 4 APO).

The free attempt cannot be used for Bachelor's or Master's theses (§ 14 APO) or for the parts of a state examination. In all other respects, the regulations from APO § 13 Para. 1 and 2 continue to apply (repetition of examinations, free attempt to improve grades).

If more than two online exams of the semester have been assessed as "insufficient" or "failed", the student decides with an application (see below) for which two exams of all exams taken the limited free attempt should be used. Saving up for subsequent semesters or cumulating (i.e. consecutive use of two free attempts for the same exam) is not possible. Grade improvement attempts remain unaffected by this regulation.

### Limitation of the regulation

- The limited free attempt is limited to the winter semester 2020/21 (i.e. from 01-Oct-2020-31-Mar-2021). No regulation has yet been made for the following semesters, therefore the limited free attempt regulation applies until 31-Mar-2021.
- The limited free attempt is restricted to online exams.
- The limited free attempt is limited to two different exams (i.e. not for exam and repeat exam) of all exams completed online in this semester.

### Application for the limited free attempt

The students declare with an application for which exams the maximum of two limited free attempts are to be used. The application must be submitted to the responsible examination board or a corresponding commissioned committee by **15-May-2021** (deadline). The application cannot be changed later. The form provided must be used. All necessary information is requested in the application form. The official application form will be sent to you shortly. When submitting your application, please make sure that you state the exact name of the exam to be cancelled.

As a rule, the application is only submitted once for a maximum of two exams to be cancelled. In deviation from this, the application can also be made for a single exam in the

case of a failed third examination attempt according to §13 Para. 5 APO (see below), even if all further results are not yet known.

### **Remarks on the application for the third failed examination attempt according to §13 Para. 5 APO**

The regulation on the limited free attempt applies to all examination attempts. In the case of the third exam attempt, there are some particular points to consider, provided that this repeat examination was originally a written examination (German: Klausur) or written examination+ (German: Klausur+) in accordance with the study and examination regulations. I.e., if the type of examination would normally have been carried out as a written examination or written examination+ before it was changed based on the Corona Statutes of TU Braunschweig. In these cases, the grade "not sufficient" may only be given after an oral supplementary examination. The following refers to this case.

1. The third examination attempt, which is supplemented by an oral exam if the first part of the exam<sup>1</sup> was graded "not sufficient", constitutes a unit. If the limited free attempt is applied to a third exam attempt after an oral supplementary exam, the entire third exam attempt is cancelled. A repetition of the oral supplementary examination alone is thus not possible.
2. The limited free attempt can only be applied if the last part of the exam taken before the application in this two-step procedure was an online exam. I.e. if the oral supplementary examination is conducted in classroom after an initial online examination, then the limited free attempt cannot be applied. Conversely, the limited free attempt can be applied if the oral supplementary examination is conducted online after an initial classroom examination.

The application for the limited free attempt is usually made after the initial part of an online exam has been announced and thus before the oral supplementary examination takes place. Otherwise, conducting the oral supplementary examination as a classroom exam or an exam date of the oral supplementary exam after 15-May-2021 would make impossible the application of the limited free attempt.

Please note the deadline according to §13 Para. 5 APO and the deadline for submitting the application for the limited free attempt. Due to the deadline for submitting the application for the limited free attempt (15-May-2021), it is conceivable that you will have to submit the application earlier than the APO would allow you for the scheduling of the oral supplementary examination (one month after the announcement of the initial exam). Please submit the application for the limited free attempt when waiving the oral supplementary exam as soon as possible, but in any case within one month after the announcement of the initial exam and before 15-May-2021, whichever date is earlier.

The application for the limited free attempt can also be submitted as soon as possible after an online oral supplementary examination, but in any case, before 15-May-2021. In this case, the entire third examination attempt must be repeated.

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<sup>1</sup> As a rule, the first or initial part of the third attempt is a written exam. However, because of the Corona Statutes, it could also have been examined in a different way. For this reason, this part is referred to the first or initial part of the exam instead of the written part.

In the case of the third exam attempt, the application for a limited free attempt may exceptionally be submitted to the Examination Committee initially for only one exam (and later, if necessary, another application for a further examination).

## **VI. Re-registration for examinations**

Due to the new limited free exam attempt, in justified cases you will be given the opportunity to re-register for examinations for the upcoming examination period in the winter semester 2020/21 from which you had already deregistered due to the current situation. To do so, please contact the relevant examinations office by e-mail. It is necessary to give reasons for the informal application! If the application is approved, re-registration must take place no later than 4 weekdays before the examination and is only possible until 28-Feb-2021 at the latest.

## **VII. Examination script inspection**

Exam script inspections are currently to be conducted via video conference. It is recommended to view and discuss the individual exam as a digital scan in a video conference on the screen. Due to the pandemic situation, the exam script inspection may initially be limited to persons whose exam performance was assessed as “nicht bestanden” (“failed”) or “nicht ausreichend” (“insufficient”) and who wish to take part in a resit. According to the APO, students have one year to submit an application for exam script inspection.

## **VIII. Documentation**

- [Declaration of academic integrity \(in German\)](#)