



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

Date: 06-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.

---

## 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.

---

## 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 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.

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. 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.

## **VI. Documentation**

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