

Checklist for students for remote written exams

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1 Introduction

The following checklist should help you to prepare for the remote font exams. Please note any additional information for preparing or taking the exam in the module's Moodle course.

2 Preparation

Prepare for the exam as follows:

- Make sure that the battery of your laptop is sufficiently charged and connect the power supply.
- Make sure that you have a stable and sufficiently powerful Internet connection.
- Have your identification card or passport ready.

3 Implementation

3.1 30 minutes before the exam starts

- Log in to the videoconferencing system at the URL provided. Wait until the exam supervisor lets you enter the video conference room.
- In the videoconferencing system, check the microphone, camera, and speaker settings. Turn on the camera, microphone, and speakers. Make sure that you can be heard in the videoconferencing system and that they hear the audio output. Adjust the camera so that you are in the picture from the front and your entire upper body is visible.

3.2 Start of exam

- On the instructions of the test supervisor, switch off the loudspeakers so that you are not disturbed during the test.

3.3 During the exam

- Pay attention to the chat in the video conferencing system at regular intervals. The supervisor will use the chat to inform you about the exam.
- If you have any questions during the exam, report to the exam supervisor via the chat in the video conferencing system.
- If you have to go to the toilet during the test or if you have to leave for other reasons, please contact the supervisor beforehand via chat.

3.4 Exam conclusion

- Submit the exam.
 - For paper exams, they scan/photograph the documents and upload them. You are responsible for the legibility (quality of the scans/photos). Keep the originals until the end of the examination session (including the appeal period).
- If instructed to do so by the examiner, switch on the loudspeakers via the chat so that the examiner can inform you by sound.

3.5 After the exam

- Please remain in the video conference room until the supervisor closes the session.

4 Information from the supervisor in case of problems

- Primarily you will be informed about the chat function of the videoconferencing system.
- If the videoconferencing system is not working, you will be informed in the Moodle course of the module.

5 Conduct in problem situations

Use the following means of communication according to priority:

1. Chat of the video conferencing system
2. If the videoconferencing system does not work, contact the supervisor by e-mail.
3. If you do not have access to the Internet, contact the supervisor by telephone.