Guideline for CS students on online exams in the F20 semester
This guideline applies to exams conducted online during the Corona lockdown in 2020. The rules apply to exams and re-exams conducted until and including the 31st of August 2020.

The rules applying for exams conducted online are specified in AAU's "Rules for Conducting Exams in the Spring Semester 2020". The universities are continuously collaborating on how to handle examinations during the spring semester and may give rise to updated rules. The rules are a supplement to the Examination Policies.

This guideline and guidelines for examiners, etc. can be found at the CS webpages.

Some main points below – please read carefully.

Regardless of whether an exam is a written exam or an oral individual exam, each examinee must sit alone in a separate room, and no one else must be present in the room. For group exams, the examinees can choose to sit together in the same room, provided the examiner allows.

Specifically, for online oral home exams:
• remember to upload a solemn declaration to Digital Exam before the announced deadline
• a webcam (or webcam app) must be used
• sound and/or video recordings are not allowed during oral exams
• you must show your AAU-student card upon request
• at the beginning of the exam, the examiner must inspect the room in which the examinee is located. The examiner can at any given time during the exam ask to see the room again
• the examiner must cancel the exam if the above conditions for the exam are not fulfilled (mark: “-3” or “fail”)

Specifically, for online written home exams:
• no exam invigilator (“tilsynsførende”) is required
• exams are conducted without ITX Flex (surveillance system)
• be sure to be enrolled in the room of the course at Moodle to make sure you’ll receive messages posted in that room right away (i.e., not via a notification email) in case there are comments etc. from the examiner
• you will be able to contact the study secretary by phone and/or e-mail in case you have questions or comments regarding the exam set

AAU offers the following platforms for conducting online oral exams:
• Microsoft Teams
• Skype for Business
• Zoom

1 https://www.studieservice.aau.dk/studielegalitet
2 AAU, unfortunately, cannot help students that e.g. live together in a 1-room apartment.
Each examiner decides which platform the exam will be conducted in. You will be notified no later than 2 weeks before the exam via Moodle. Link to guidelines are available from ITS webpage.

As usual:
- exam plans will be in Moodle during May
- make sure to check for updates in the Moodle-plan up to 12 hours before your exam
- exam is ready in Digital Exam at least one week before your exam

Solemn declarations (“tro og love-erklæring”) ARE REQUIRED FOR THESE ONLINE EXAMS!
Guides for how to handle the solemn declarations will be available for you in Digital Exam.
- **Oral exam**: Solemn declaration is ready in Digital Exam 1 week before the exam. Deadline for reply is 2 working days at 12.00 (noon) before the exam.
- **Oral exam with hand-in (project report and/or assignment in a course)**: Solemn declaration is ready in Digital Exam 1 week before the exam. Deadline for reply is the same time as upload of the project report/assignment.
  - **Hand-in of project report for groups**: One student is to upload the report on behalf of the whole group and afterwards invite the other members to the group. Only the student who uploads the report will be able to see the solemn declaration in Digital Exam. **IMPORTANT**: When you accept an invitation to a group in Digital Exam, at the same time, you will also be accepting the uploaded report and the solemn Declaration.
- **Written exam** (where you normally would sit at campus for e.g. 3 hours): Solemn declaration is ready in Digital Exam 1 week before the exam. Deadline for reply is the same time as upload of the assignment.

*Exception:* If an exam under normal circumstances takes place off campus as a 24-hour exam, week exam, etc., no solemn declaration is required.

BEFORE the exam each examinee (student) must be sure:
- to have a webcam to support video-based examination
  - a webcam-app can be used (e.g., DroidCam (Android) or iVCam Webcam (iOS))
- to sit alone in separate rooms without means to communicate with fellow students or others that are not part of the exam; however, for group exams, if the examinees wish to sit in the same room and the examiner has approved it beforehand, this is possible
- to upload a solemn declaration to Digital Exam before the announced deadline – failing to do so means that
  - participation in the exam is not possible
  - an exam attempt will be used
- to use a cabled internet connection, if possible
- to check that the quality of the video and audio connection is acceptable at the platform chosen for the exam
- that a power cable is connected to the computer used during the exam
- to have a plan B; e.g.,
  - internet sharing with a mobile phone or running a mobile app version of the applied platform in case of lost internet connection
ON THE DAY of the exam each examinee (student) must be sure:

- **oral exam:** to be online at the platform 1 hour before the exam and wait to be called in by the examiner and be aware that it can be difficult for the examiner to avoid delays
- before the exam starts, upon request to show the AAU student card for identification
- to have a pencil and sheets of blank paper ready in case you are asked to write or draw something to be shown via the webcam
- **written exam:** to log on to Digital Exam in due time before the exams starts (and have your aids ready)

FOR GROUP EXAMS make arrangements with your supervisor (examiner):

- to discuss whether it makes sense to send the presentation to the examiner(s) and censor shortly before the exam
- to agree how to indicate a wish to speak (as a possible alternative to raising a hand)
- to discuss a process for the exam where there will be an appropriate number of small breaks

If you have questions that are not answered by the above guideline, please do not hesitate to contact your study secretary.

Good luck with your exams!