Guide for External Censors – online oral exams

Department of Computer Science has compiled the following guidelines for external censors in relation to the online oral exams to be conducted during the Corona lockdown in the spring 2020.

These guidelines: will be updated if new rules and/or new information and experience require it. In due time before the exam please make sure to check for an updated version at the CS-webpage.

Software for online oral exams: The Study board of Computer Science has decided that online oral exams can be conducted through either “MS Teams”, “Zoom” or “Skype for Business”. The study secretary will inform you of the chosen platform for the exam where you serve as a censor.

Note: If you serve as a censor for more than one exam and possibly for more than one examiner please note that, there may be different types of online platforms involved.

Guidelines for online platforms: are available from the CS-webpage.

Technical problems or questions: please contact AAU, ITS support: +45 9940 2020 or support@its.aau.dk

Arrangements in connection with an oral PROJECT exam: the study secretary will invite you (censor), the examiner(s) and the student(s) in the project group via a calendar called “CS Online-exam-F20”. You will be invited via Outlook in the chosen online platform. You enter the project exam by activating the link in the invitation. It can either be a link to “MS Teams”, “Zoom” (note: there is a password connected with ZOOM-invitations) or “Skype for Business”.

Arrangements in connection with an oral INDIVIDUAL COURSE exam: the study secretary will set up a room/channel for each exam in the chosen online platform. If the (same) course exam is held over several days with “MS Teams” as the online platform there will be a sub-channel for each day. The rooms will be set up on an ongoing basis and are final at least 12 hours before the exam begins. This means that you do not necessarily have to take any action at the time that you are notified of being affiliated with an e.g. “MS Teams” room.

When conducting INDIVIDUAL oral exams in COURSES: the examiner and the censor will be responsible for "calling" the students in one by one, per the examination plan sent to you by the study secretary. The examiner will have the role as “owner” and you/censor the role as “member”. You and the examiner can decide to change your role to “owner” before the exam begins if this is preferred. At the latest 12 hours before the exam begins the study secretary has added all students participating in the exam on a particular day to the room/channel as “member”.

Examiners and censors are generally encouraged to be pragmatic under this rather special and unfamiliar way of conducting oral exams.

Also, please feel free to contact the study secretary and/or the examiner if you have any questions.

Good luck with the exams!
Particular points of attention/advice:

- Camera must be used by all participants for the examiner(s) and censor to be able to see the examinee(s) at all time during the exam and examinees to see the examiner(s) and censor.
- All participants of an exam are encouraged to use cabled internet connection.
- The exam should be conducted without disturbing elements within the participants' rooms.
- For project group exams:
  - The examiner may allow the examinees to sit in the same room; otherwise, each examinee must sit alone in a separate room.
  - In good time before the exam takes place, the project supervisor (examiner) is encouraged to discuss the conditions, the structure, etc. of the exam, ways for examinees to "raise a hand" (via camera, chat, etc.) and to try out the platform used for the exam with the examinees. The examiner will inform you/censor about these agreements before the exam begins.
  - The examiner should consider exchanging phone numbers with the examinees before the exam or at the beginning of the exam.
  - Both examiner(s), censor and examinee(s) are encouraged to have a photo associated with his/her profile to allow for a still photo when/if there is no video signal from the participant.
- Right before the exam begins, the examiner:
  - may ask each examinee to show his/her AAU student card
  - asks each examinee to turn his/her camera around for inspection of the room in which the examinee sits to make sure that there are no one else present in the room and that only allowed aids are present in the room. The examiner and censor can ask for a re-inspection at any time during the exam.
  - An examinee is not allowed to use an artificial background picture, hiding the background of the room in which he/she is sitting.
  - The examiner and censor must cancel the exam if any of the above conditions for the exam are not fulfilled and give the mark "-3" or "fail".
  - If the examiner and censor suspects that an examinee has cheated, a disciplinary claim must be put forward in accordance with AAU's disciplinary rules. If the cheating takes place in a group exam, the examinee should be expelled from the exam, and the exam should continue for the remaining examinees.
  - The examiner and censor should reject examinees that have failed to upload a solemn declaration (information about students who failed to do so is given to the examiner no later than 12 hours before a course exam and no later than 2 working days after deadline for hand-in of project material for project exams). The study secretary gives the mark "ej bedømt/not assessed" to those examinees who have not uploaded a solemn declaration by the deadline.
  - In case of connection problems for one or more of the participants, the examiner and censor may decide to have a short break to allow time to fix the problems. Extra exam time can be added to compensate for the wasted time to fix technical problems.
  - For exams where the examinee draws an exam question, the examiner and censor can decide that the examinee must draw a new question if the break caused by a technical problem has given the examinee a possibility to acquire information on how to answer the exam question.
  - If a technical problem cannot be solved within reasonable time (up to, say, 10 minutes) the examiner and censor can decide to postpone the exam or to continue the exam at some later (yet unknown) point in time. In that case, please note the following:
    - Nothing should be noted in Digital Exam; i.e., the examinee receives no mark before the exam has been completed after resumption of the examination.
    - Group exam: If it's a single examinee that experience a serious technical problem that makes it impossible for the examinee to continue the exam, the exam is continued with the remaining examinees.
    - Bad audio: Switch to audio via phone – keep camera on (audio has priority).
    - An interrupted exam can be continued as soon as possible according to the participants’ schedules.
  - For group exams, it is encouraged to chop up the exam in time chunks to allow for more small breaks. It’s up to the examiner, censor and the examinee(s) to agree on appropriate time chunks.
  - Before the exam, the examiner(s) and the censor are recommended to rehearse the processes (chatting without including the examinee, letting the examinee(s) out / calling the examinee(s) back in, etc.)
  - As an alternative to using blackboards/whiteboards, the examiner and censor can ask examinees to write or draw something on a piece of paper and then show it via their camera.

1 https://www.aau.dk/uddannelser/studievejledning/regler/plagiat/disciplinaerregler/