Guidelines for online exams at CS in F20 semester

These guidelines apply to exams conducted online during the Corona lockdown in 2020. The target group is examiners, censors and study secretaries. These guidelines together with a guideline for examinees and a guideline for external examiners (censors) can be found at the CS webpages. At this page links may be to

- the general exam regulation and rules for exams in spring 2020 during lockdown
- an FAQ about exams during the lockdown
- guides for how to use the different platforms (see below) that can be used to conduct online exams.

As decided by the Board of Managers and communicated by Rector on 25th of May, oral project exams for bachelor's and master's theses (i.e., at semesters 6 and 10) must be conducted as normal physical exams unless the examinee(s) want the exam as an online exam.

It has been emphasized that bachelor's and master's theses exams can only be held as online exams if so desired by the examinees.

Examinees that do not want to take part in a physical thesis exam must contact the study secretary no later than Wednesday 3rd of June at 12 o'clock (noon).

The groups are strongly encouraged to obtain consensus about the exam. If the group cannot obtain consensus, the exam will be conducted as a combination of physical and online exam.

External censors of bachelor's and master's theses are still expected to participate online. External censors in the local area that wish to participate physically can contact the study secretary as soon as possible.

For combined physical/online exams, measures must be taken to ensure that online participants receive clear audio and video from the examination room, including seeing the examinees and other relevant persons and artefacts (e.g., whiteboards, slides, prototypes etc.). The department will provide for table microphones to make sure online participants receive clear audio from the examination room.

All other exams (i.e., written exams, oral course exams and oral project exams at semesters 2, 4 and 8) are conducted as online exams, as already planned.

1. Platforms for online oral exams
AAU offers the following platforms for conducting online oral exams:

- Microsoft Teams (default at CS)
- Skype for Business
- Zoom
MS Teams is the default platform and is the platform preferred by the study secretariat. In case the examiner prefers to use either Skype for Business or Zoom, this decision should have been communicated to the study secretary **no later than the 25th of May.**

2. Guideline for study secretaries for online oral exams
The exam is prepared as usual, including bookings in the participants' calendars, etc. In addition, the study secretary should:

1. **Register the exam in Digital Exam.**
2. **Call for solemn declarations from all examinees, who should upload them to Digital Exam.**
   
   **Deadline (call):**
   
   - Individual course exam: 12 o'clock (noon) 1 week before the exam.
   - Group exam: 12 o'clock (noon) one week before the deadline for submission of the project report
   
   **Deadline (reply):**
   
   a. Individual course exam: 12 o'clock (noon) two working days before the exam
   b. Group exam: same deadline as upload of the project report

3. **Invite all participants in the exam in a single call (examinees, examiner(s) and censor) at the platform chosen for the exam.**¹ **Deadline:** 12 hours before the exam.

4. **Course exams:** Provide a list of examinees that have uploaded a solemn declaration as well as a list of those that haven't. **Deadline:** 12 hours before the exam.

5. **Group exams:** Inform the main examiner in case one or more of the examinees have failed to upload a solemn declaration. **Deadline:** right after the submission deadline. NB:
   
   - In Digital Exam, one student is to upload the project 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. When a student accepts an invitation to a group in Digital Exam, the student accepts the uploaded report and the Solemn Declaration.

Inform the examinees:

- about which platform is used for the exam
- that they must have a camera to support video-based examination
  - a webcam-app can be used (e.g., DroidCam (Android) or iVCam Webcam (iOS))
- that they for
  - course exams must sit alone in separate rooms without communicating with each other or others not part of the exam without the attention of the examiner(s) and the censor
  - group exams can sit together in a single room if allowed by the examiner or sit alone in separate rooms

¹ For course exams "the exam" is the part of a course exam that takes place at a particular day. So, all examinees, examiner(s) and censor are invited in a single call, and the examiner call in the examinees one at a time. Consult the guide for the platform used to see how to call in a participant (examinee) in a meeting, how to "lock out the examinee" and how to "invite the examinee back in" to allow for discussions / voting among the examiner and censor; see Enclosures A-C
that they cannot participate in the exam if they fail to upload a solemn declaration in Digital Exam before the announced deadline and that an exam attempt will be used in that case
- that they're encouraged to use a cabled internet connection
- that before the exam they should check that the quality of their video and audio connection is acceptable at the platform chosen for the exam
- that they should make sure 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
  - a mobile app version of the applied platform or a backup computer in case the computer breaks down
- that they should 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, the examinee must show his/her AAU student card for identification
- to have a pencil and sheets of blank paper ready in case they are asked to write or draw something to be shown via their camera
- For group exams:
  - encourage the project group to discuss with their supervisor whether it makes sense to send their presentation to the examiner(s) and censor shortly before the exam
  - that instead of raising their hand during the exam they should indicate their wish to speak via chat or in the way agreed with their project supervisor (examiner)
  - they're encouraged to discuss a process for the exam with their project supervisor, where there will be an appropriate number of small breaks

3. Guideline for examiners and censors at online oral exams
Examiners and censors are generally encouraged to be pragmatic under this rather special and unfamiliar way of conducting oral 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 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 (for example, in connection with a regular supervision meeting).
- Consider exchanging phone numbers with the examinees before the exam or at the beginning of the exam. Ensure that information on phone numbers is deleted after the exam.
- Each participant is 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.² 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. The study secretary makes sure to give the mark "ej bedømt" to those examinees.

- 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.

² https://www.aau.dk/uddannelser/studievejledning/regler/plagiat/disciplinaerregler/
• 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.
• Information to students on how the exam is conducted online must be provided on Moodle. For example, for oral course exams based on examinees drawing exam questions, the examiner must part of this information include a description on how the drawing of exam questions take place.

4. Special points of attention concerning online written exams

Written exams planned as on-site exams (‘stedprøver’) can be conducted as written home exams under the same conditions, except that there will be no exam supervisor (‘tilsynsførende’) and that the exams will be conducted without ITX Flex (surveillance system).

According to AAU’s "Rules for Conducting Exams in the Spring Semester 2020", the Study Board must decide (in dialogue with the examiner) if an already planned on-site written exam without aids is to run:

a. as an online written exam without aids
b. in a different exam form; e.g., oral exam

The Study Board recommends that
• written home exams are conducted with aids
• exams planned as written exams are not changed to oral exams

For all written exams:
• Examinees must be able to access the exam question from home and must upload their answers to Digital Exam.
• For exams originally prepared as paper-based exam, the exam set should be replaced by a PDF or Word document and the examinees should upload e.g. scans of their answers made on separate paper (using a text editor, LaTeX, handwritten, etc.) or a Word document with answers.
• In setting up an exam in Digital Exam, the study secretary specifies the accepted format(s) of documents that examinees can upload.

3 See Enclosures A-C for guides on how to use the functionalities of the different platforms in an exam situation.
• Examiner informs examinees about exam conditions (e.g., write answers on blank piece of paper, scan using mobile phone or the like and upload to Digital Exam) and which aids can be used (e.g. textbooks and Internet access would be obvious in the lack of ITX Flex and exam invigilators).
• The study secretary will be able to contact the examinees in the Moodle room of the course in case there are comments etc. from the examiner during the exam and the examinees will be able to contact the study secretary by phone and/or e-mail in case they have questions or comments regarding the exam set.
• Provided the study regulation says "written or oral exam", the reexam can still be conducted as an oral exam should that be preferred.