Examiner guidelines regarding exams in the 2020 fall semester (E20)

AAU is physically open for students in the 2020 fall semester and in line with that the exams should be conducted primarily as physical exams.

The Study Board can, however, in dialogue with the Head of Study decide to convert a physical exam into an online exam; cf. AAU's common guidelines for examinations for the 2020 fall semester.

The students must be notified no later than 14 days before the exam whether the exam is going to be conducted physically or online.

Exams for 1st semester
Exams conducted at the 1st semester of the bachelor's programmes will be planned and implemented by the administration of the First Year of Studies.

Exams for 3rd through 9th semester

Written Exams (on-site)
- Will be conducted as regular, supervised exams, where the examinees are physically present.
- Students with Covid-19 or Covid-19 symptoms will not be allowed to participate and must instead participate in a re-exam in February 2021.
- Special precautions will be taken for students at higher risk to allow for a safe participation in the exam.
- Online (home) exam will not be offered.

Oral course exams
- Will by default be planned as physical exams.
- Censors (internal as well as external) decide whether they wish to participate physically or online.¹
- Students with Covid-19 or Covid-19 symptoms will be offered a possibility to participate online the same day (possibly at the same time as originally scheduled) provided the Study Team is contacted no later than 8 a.m. on the day of the exam.
  - If the student does not feel well and cannot participate online on the original day scheduled, the student will have the right to participate in a re-exam in February 2021.
- Students at higher risk will be offered a possibility to participate online on the day scheduled.

¹ In case it is only the censor that participates online, the examiner chooses which platform should be used.
To accommodate for possible online participation, exams planned to be conducted physically must also be planned in such a way that online participation is made possible either via Zoom or **MS Teams (the default)**.

- **NB:** If Zoom is preferred, the examiner must inform the **Study Team** by email **no later than 1 December**.

### Oral group / project exams

- Will by default be planned as physical exams. If, however, the group agrees with their project supervisor that they prefer an online exam, a change to online format can be approved by the Study Board and the Head of Study.
  - **NB:** If the exam is going to be conducted online, the **Study Team** must be informed by email **no later than 1 December**.
- Censors (internal as well as external) decide whether they wish to participate physically or online.
- Students with Covid-19 or Covid-19 symptoms will be offered a possibility to participate online.
  - If the student is fit for that, the student group and their project supervisor are encouraged to consider the possibility of running the exam online for all participants to give all examinees identical conditions; alternatively, each participant that is physically present should also log onto the online platform agreed upon.
  - If the student does not feel well and cannot participate online on the original day scheduled, the student will have the right to participate in a re-exam in February 2021.
- Online participation in the project exam will be offered for students at **higher risk**.
- To accommodate for possible online participation, exams planned to be conducted physically must also be planned in such a way that online participation is made possible either via Zoom or **MS Teams (the default)**.
  - **NB:** If Zoom is preferred, the main supervisor must inform the **Study Team** by email **no later than 1 December**.

**NB:** Examiners that have to stay at home on the day of an oral exam due to Covid-19 or Covid-19 symptoms must contact the **Study Team** as soon as possible to arrange for either online examination or postponement of the exam.