**Student 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 in the exam.
  - The student must notify the Study Team by email no later than **two weeks after the exam date** and send documentation in the form of a doctor's declaration or proof of a conducted Covid-19 test.
  - The student will not be noted for an exam attempt and will have the right to participate in a re-exam in February 2021.
- Students at higher risk are encouraged to contact the Study Team with documentation for actually belonging to the group of people at higher risk. Special precautions will then be arranged for safe participation in the exam.
- Online (home) exam will not be offered.

**Oral course exams**
- Will by default be planned as physical exams.
- To accommodate for a possible online exam, all students must sign the solemn declaration form in Digital Exam **no later than two working days at 12.00 (noon) before the exam date**.
- Students with Covid-19 or Covid-19 symptoms are not allowed to show up at campus and they must inform the Study Team by email no later than **8.00 in the morning on the day of the exam**.
  - The student can participate in an online exam if he/she is well and indicates this in the email to the Study Team (no later than **8.00 in the morning on the day of the exam**).
exam). The exam will possibly take place on the same day and time as originally scheduled.

- If the student does not feel well and does not accept the possibility to participate online, documentation in the form of a doctor’s declaration or proof of a conducted Covid-19 test must be sent to the Study Team no later than two weeks after the exam date. Then the student will not be noted for an exam attempt and will have the right to participate in a re-exam in February 2021.

- Students at higher risk are encouraged to contact the Study Team as soon as possible and no later than 2 weeks before the exam with documentation for actually belonging to the group of people at higher risk. Online participation in the oral exam will then be offered.

- 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. Choice of platform is made by the examiner.

Oral group / project exams

- Will by default be planned as physical exams. If, however, the group agrees with the project supervisor that they prefer an online exam, the project supervisor must inform the Study Team no later than December 1st for further approval by the Study Board and the Head of Study.

- To accommodate for a possible online exam, all students must sign the solemn declaration form in Digital Exam at the same time as the project report is uploaded.

- Students with Covid-19 or Covid-19 symptoms are not allowed to show up at campus and they must inform the Study Team by email no later than 8.00 in the morning on the day of the exam.

  - The student can participate in an online exam if he/she is well and indicates this in the email to the Study Team (no later than 8.00 in the morning on the day of the exam). The exam will possibly take place on the same day and time as originally scheduled.

  - If the student accepts to participate online, 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 equal conditions; alternatively, each participant that is physically present should also log onto the online platform (choice of platform is made by the project supervisor).

  - If the student does not feel well and does not accept the possibility to participate online, documentation in the form of a doctor’s declaration or proof of a conducted Covid-19 test must be sent to the Study Team no later than two weeks after the exam date. Then the student will not be noted for an exam attempt and will have the right to participate in a re-exam in February 2021.

- Students at higher risk are encouraged to contact the Study Team as soon as possible and no later than 2 weeks before the exam with documentation for actually belonging to the group of people at higher risk. Online participation in the oral exam will then be offered.

- 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. Choice of platform is made by the project supervisor.