Guideline for CS examiners on online exams in the E20 semester

As announced on the 10\textsuperscript{th} of December by the University Director, physical access for students will not be permitted from 4pm Friday 11\textsuperscript{th} of December until and including Sunday 31\textsuperscript{st} of January. Hence, in contrast to previous announcements, where it was expected that the exams should be conducted primarily as physical exams, they must now be conducted online.

Exams planned as written exams cannot be changed to oral exams and vice versa.

These guidelines apply to exams conducted online during the (ordinary exams) in the Autumn Semester 2020. The target group is examiners (and study secretaries). These guidelines together with a guideline for students and a guideline for external censors can be found at the CS webpages.

**Written exams** (information for examiners)

- Will be conducted as unsupervised home exams. The examinees are required to sign a solemn declaration that they will adhere to the exam rules and not receive help from others.
- It is strongly recommended that the exams are conducted with aids, as the examinees have access to aids and the exams are unsupervised.
- Examinees must be able to access the exam questions from home and must upload their answers to Digital Exam.
- For an exam originally prepared as a “paper-based” exam, the exam set should be replaced by a PDF document and the examinees should upload scans of their answers made on separate paper (using a text editor, LaTeX, handwritten, etc.) or a PDF or Word document with their answers.
- The examiner informs examinees via Moodle no later than 2 weeks before the exam (and also on the first page in the exam paper):
  - exam conditions (e.g., write answers on blank piece of paper, scan using mobile phone or the like and upload to Digital Exam)
  - which aids can be used (e.g. textbooks and Internet access would be obvious in the lack of the exam monitoring system 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 re-exam can still be conducted as an oral exam should that be preferred.

**Oral exams** (information for examiners)

- will be conducted as unsupervised, online home exams. The examinees are required to sign a solemn declaration that they will adhere to the exam rules and not receive help from others.
• **MS Teams is the default platform.** In case the examiner prefers to use Zoom, this decision should be communicated to the study team by e-mail studieadm@cs.aau.dk **no later than Wednesday, 16 December.**

Particular points of attention/advice:

• 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).
  
  o Note: the examinee may be asked to draw a new question if a technical error has given the examinee a possibility to acquire information on how to answer the exam question.

• 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.

• An examinee is not allowed to use an artificial background picture, hiding the background of the room in which he/she is sitting.

• Right before the exam begins, the examiner
  
  o may ask each examinee to show his/her AAU student card
  
  o 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.

• The examiner and censor must cancel the exam if they do not find the above conditions for the exam fulfilled to a satisfactory degree and give the mark "-3" or "fail".¹

• 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.

• 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.)

• **For group exams:**
  
  o Each examinee must sit alone in a separate room.²
  
  o 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

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¹ Previously this item read: 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".

² Before January revision, this sentence read "The examiner may allow all examinees to sit in the same room; otherwise, each examinee must sit alone in a separate room."
used for the exam with the examinees (for example, in connection with a regular supervision meeting).
  o 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.
  o 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.
  o 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.

- 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.\(^3\) 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 informs you in these cases and makes sure to give the mark ”ej bedømt/not assessed” 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.
- 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:
  o 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.
  o 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.
  o Bad audio: Switch to audio via phone – keep camera on (audio has priority).
  o An interrupted exam can be continued as soon as possible according to the participants’ schedules.

**Online oral exams** (information on what the study secretary does)
The exam is prepared as usual, including bookings in the participants' calendars, etc. In addition, the study secretary will:
1. Register the exam in Digital Exam.
2. Call for solemn declarations from all examinees in Digital Exam:
   **Deadline (call):**
   - Written exams: at 12.00 (noon) one week before the exam.
   - Individual course exam: at 12.00 (noon) one week before the exam.

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\(^3\) [https://www.aau.dk/uddannelser/studievejledning/regler/plagiat/disciplinaerregler/](https://www.aau.dk/uddannelser/studievejledning/regler/plagiat/disciplinaerregler/)
- Group exam: at 12.00 (noon) one week before the deadline for submission of the project report
  Deadline (reply) in Digital Exam:
  a. Written exam: at the same time as upload of the students answer
  b. Individual course exam: at 12.00 (noon) two working days before the exam
  c. Group exam: same deadline as upload of the project report
3. Invite all participants via Outlook for the exam in a single call (examinees, examiner(s) and censor) at the platform chosen for the exam. \( ^4 \) 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. \( ^{\text{Deadline}} \) 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.

Study secretary inform the examinees:
- about which platform is used for the exam
- that they must have a camera to support video-based examination
  o a webcam-app can be used (e.g., DroidCam (Android) or iVCam Webcam (iOS))
- that they 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
- 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
- to have a plan B; e.g.,
  o internet sharing with a mobile phone or running a mobile app version of the applied platform in case of lost internet connection
  o 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 30 minutes 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 upon request 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

\( ^4 \) 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. See further information/guidelines via ITS-webpage