Guideline for CS students 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.

This guideline applies to exams conducted online (during the ordinary exams period) in the Autumn Semester 2020. The rules apply to exams from the 4\textsuperscript{th} of January to and including the 31\textsuperscript{st} of January 2021.

The rules applying for exams conducted online are specified in AAU's "Rules for Conducting Exams in the Autumn Semester 2020".\textsuperscript{1} The rules are a supplement to the Examination Policies.

This guideline and guidelines for examiners, etc. can be found at the CS webpages.

**WRITTEN exams** (where you normally would sit at campus for, for example, 3 hours):

- will be conducted as unsupervised home exams (\textit{without} the surveillance system ITX Flex)
- you must access the exam questions from home and upload the answers to the exam in the Digital Exam system.
- for an exam originally prepared as a paper-based exam, the exam set will be replaced by a PDF document and you should upload scans of the answers made on separate paper (using a text editor, LaTeX, handwritten, etc.) or PDF or Word document with the answers.
- the examiner informs the examinees about exam conditions (e.g., write answers on blank sheets of paper, scan using a mobile phone or the like and upload to Digital Exam) and which aids can be used.
- be sure to be enrolled in the room of the course at Moodle to make sure you'll receive messages posted in that room right away (\textit{i.e.}, not via a notification email) in case there are comments etc. from the examiner during the exam
- you will be able to contact the study secretary by phone and/or e-mail in case you have questions or comments regarding the exam set
- **SOLEMN DECLARATION** is in Digital Exam at the same time as you begin your written exam, but you will not be able to see or reply to it before you upload your assignment. You can also find deadlines for solemn declarations in the exam plans in Moodle.

**ORAL course exams**

- Will be conducted as unsupervised, online home exams.
- Make sure to check for updates in the exam plan on Moodle up to 12 hours before your exam.
- 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 for the examinees to see the examiner(s) and censor.

\textsuperscript{1} \url{https://www.studieservice.aau.dk/studielegalitet}
• Sound and/or video recordings are not allowed during oral exams.
• You are not allowed to use an artificial background picture, hiding the background of the room in which you are sitting.
• All participants of an exam are encouraged to use cabled internet connection.
• The exam should be conducted without disturbing elements within the participants' rooms.
• Make sure you have your AAU student card at hand and to present it to the examiner if so requested.
• The examiner is requested to make sure that there are no one else present in your room and that only allowed aids are present in the room. The examiner and censor can ask for a re-inspection of the room at any time during the exam.
• As an alternative to using blackboards/whiteboards, the examiner and censor can ask examinees to write or draw something on a piece of paper, so be sure to have access to a pen and sheets of paper.
• 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".
• Information on how the exam is conducted will be provided on Moodle.
• SOLEMN DECLARATION for individual course exams is ready in Digital Exam at least 1 week before your exam. Deadline for reply is 2 working days at 12.00 (noon) before the date of the exam. You can also find deadlines for solemn declarations in the exam plans in Moodle.

**ORAL project exams**
• Will be conducted as unsupervised, online home exams.
• 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.
• Sound and/or video recordings are not allowed during oral exams.
• You are not allowed use an artificial background picture, hiding the background of the room in which you are sitting.
• All participants of an exam are encouraged to use cabled internet connection.
• The exam should be conducted without disturbing elements within the participants' rooms.
• Make sure you have your AAU student card by hand and to present it to the examiner if so requested.
• The examiner is requested to make sure that there are no one else present in your room and that only allowed aids are present in the room. The examiner and censor can ask for a re-inspection of the room at any time during the exam.
  o By default, the examinees must sit in separate rooms with one examinee per room. However, if permitted by the examiner, the examinees can sit together, provided all members of the group sit in the same room.

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2 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".
As an alternative to using blackboards / whiteboards, the examiner and censor can ask examinees to write or draw something on a piece of paper, so be sure to have access to a pen and sheets of paper.

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".  

Information on how the exam is conducted will be provided on Moodle.

**SOLEMN DECLARATION for project exams** is ready in Digital Exam 1 week before the exam. Deadline for reply is the same time as upload of the project report.

- **Hand-in of project report for groups**: One student is to upload the 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. **IMPORTANT**: When you accept an invitation to a group in Digital Exam, at the same time, you will also be accepting the uploaded report and the solemn Declaration.

### Recommendations before the project exam:

- In good time before the exam takes place, the project group and the project supervisor (examiner) are 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).
- 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.
- 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.

### Written hand-in assignments (without oral exam):

- Solemn declarations are not required for these exams.

### CS offers the following platforms for conducting online oral exams:

- Microsoft Teams
- Zoom

Each examiner decides which platform the exam will be conducted in. You will be notified no later than 2 weeks before the exam via Moodle. Link to IT guidelines is available from ITS webpage.

### BEFORE the exam each examinee (student) must be sure:

- to have a **webcam** to support video-based examination
  - a webcam-app can be used (e.g., DroidCam (Android) or iVCam Webcam (iOS))

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3 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".
to upload a solemn declaration to Digital Exam before the announced deadline – failing to do so means that
  o participation in the exam is not possible
  o an exam attempt will be used
• to check that the quality of the video and audio connection is acceptable at the platform chosen for the exam
• that a power cable is connected to the computer used during the exam
• 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

ON THE DAY of the exam each examinee (student) must be sure:
• oral exam: to 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, upon request to show the AAU student card for identification
• to have a pencil and sheets of blank paper ready in case you are asked to write or draw something to be shown via the webcam
• written exam: to log on to Digital Exam in due time before the exams starts (and have your aids ready)

If you have questions that are not answered by the above guideline, please do not hesitate to contact your study secretary.

Good luck with your exams!