

## Online exams in SS 2020 - Information for students

Online exams are only possible in exceptional cases and will be introduced in physics (Bachelor, teachers' education, Master) in the summer term 2020 as long as regular oral exams are not possible. Online exams are only possible if certain technical and logistical conditions are met. Therefore, please read the following text carefully.

### General regulations

An online exam will only be held if you agree with all aspects of this form of exam, including the transmission of video images from your examination room. You can cancel online exams at any time before the beginning of the exam by notifying the Examination Office and the examiner. All oral exams can be postponed to a time when regular oral exams become possible again. A condition for online examinations is that the technical conditions make them possible. The examiner may cancel the examination at any time during the examination without giving reasons, after consulting the observer of the exam (Beisitzer), if, for example, the technical requirements do not seem to be sufficient or if there is a suspicion of attempted fraud. In this case, this does not mean that the examination has not been passed, but only that it has to be repeated. **A recording of the examination is not permitted.**

### Technical requirements

The examination is carried out using a zoom video conference, DFNConf or similar programs. The connection is initiated in each case by the examiner.

**Before the exam you have to test the technical equipment and prepare your examination room.** You will need a camera with sufficient resolution, microphone and loudspeaker (a headset is ideal), and a telephone connection. In current laptop computers all components should be available. If you want to use a tablet or smartphone instead, you need a way to fix it so that your hands are free for the exam. It is best to position the camera so that it is facing you. Test that the resolution of the camera is sufficient for the examination situation. Use test photos to check whether your ID card is displayed sharply in the planned configuration so that you can identify yourself, and whether drawings and formulas that you put down on paper are clearly visible. In the case of a laptop computer, you may be able to tilt the lid a bit to show the paper. Alternative configurations are also possible and should be discussed with the examiner beforehand (e.g. you can also use a tablet with a pen instead of the paper, technically you then log in to the video conference with two devices).

On your table only the recording equipment, a pen and 5-10 blank sheets of paper should be placed. Only the software required for the examination should be running on the electronic devices used. Finally, you should make sure that you are alone in the room for the duration of the exam and the debriefing and that you are not disturbed. When preparing the room and your equipment, take into account that images of the room and the screens are transmitted (see below).

Without these prerequisites, the online examination is not possible.

## Procedures and timetable

- About one or two months before the exam, discuss the content of the exam, the exam format, permissible resources for the exam, software used and the exam date with the examiner. If necessary, arrange an extra date for a technical test. It is recommended that you also provide the examiner with a telephone number where you can be reached in case of technical problems on the exam date (providing a telephone number is voluntary).
- Register for the exam directly afterwards (at the latest one week before the exam) by email to the Examination Office. Please use the online-exam registration form and attach any required certificates. There are extra regulations for the registration for the lab courses (Praktikum).
- Prepare the exam room as described above and make sure to test everything (ideally together with the examiner) before the actual exam date.
- On the day of the exam, the online connection will be initiated by the examiner and begins with a detailed test of the technology. The examiner will ask you to use the camera to transmit a video image of the table and the room, as well as to transmit the screen of the computer or of your smartphone via screen sharing, if necessary.
- Only when all tests have been successfully completed, will the actual exam begin. The examiner can ask you to transmit camera images of the environment again at any time. After consulting the observer of the exam (Beisitzer), the exam can be cancelled at any time (without further explanations) if the technical requirements are no longer met or if there is a suspicion of attempted fraud. If you yourself think that problems with the technology make a regular examination impossible, you have to report this before the end of the examination and especially before the announcement of the result. The regular examination period can be extended by a maximum of 15 minutes if technical problems during the examination cause delays.
- Colloquia on the Bachelor's or Master's thesis can be organized in similar formats (usually with an online audience) by the examiner.
- After the exam you will be asked to leave the electronic examination room for a short time. Usually, you will be informed about the result of the exam directly afterwards.

[Data privacy statement for the usage of Zoom \(in German\)](#)