Regulation for MSE Remote Exams, WS2020/21 and SS2021
v0.6 (subject to change) 16.07.2021 – P. Fromm

General information

- Due to the Corona virus situation, the format "remote exam" is offered in addition to the established exam formats.
- The exam format will be determined by the professors for the individual subject.
- The exercises will be provided though Moodle, the exam supervision will be done using Zoom (or similar systems)
- The remote exams will be conducted as open book exams with a comparable difficulty level as normal exams. I.e. lecture slides, lecture notes, exercise notes and solutions, books and preparation notes may be viewed during the examination.
- Any kind of cheating will result in a FAILED attempt for the complete exam.
- By signing in, the student accepts the examination regulations and is bound by the same!

Prerequisites

Every student is responsible to setup and maintain the infrastructure required for the exam. Without this equipment, a participation will not be possible.

- Computer or tablet with active camera, microphone, speaker and stable internet access (please prepare a redundant line e.g. by using your mobile phone tethering functionality).
- Access to Zoom and Moodle and PDF reader
- The student must guarantee that he or she is alone in a **quiet** room for the duration of the examination.
- The student must also provide 20 sheets of paper and a ballpoint pen. Other pens are not allowed!
- The room and the student will be supervised by a camera / microphone using the Zoom session.
- In case of technical problems, the student may resign from the exam, as long as the exam has not started (i.e. exercise has not been made available).

Exam Period Preparation (before 15.2.21)

- Download all material you intend to use from the Moodle courses and other university websites so that you have a local copy. During the exam period, the Moodle courses should only be accessed for exams to minimize server load.
- Please create a single page PDF containing the Picture-ID and your CampusCard on a single page which should be used for all exams. Make sure that the orientation is correct, i.e. the document is visible in Moodle without the need of rotating it.

- Prepare your exam template (paper with your name, matriculation number, exam name, signature)
- We have created a Moodle test course which allows you to practice the efficient upload of documents (e.g. using different tools): https://lernen.h-da.de/course/view.php?id=13659

Exam Preparation
Before starting the exam

- Upload your picture ID and StudentId 24h at the very latest before the exam in the provided Moodle course. Please use the following naming convention <matr_no>_<NameDocument>.pdf. In case no student card is available, a study confirmation from QIS containing the matriculation number must be uploaded.
- Make sure to be logged in Zoom only with one device. Keep a back-up device ready in case the session breaks down.
- Every student has to start the exam Zoom session using the following convention for the visible name (please configure your name in the Zoom app) <Matr_Number> Family Name, Given Name 30-45 min before the start of the exam (will be defined per exam).
- Every student has to confirm her/his presence
- In case you do not want to participate in the exam. Please inform the professor / examination office beforehand. The latest moment to deregister will be during the id-check. Once the exam is visible, deregistration will not be possible anymore.
- (optional) After checking every student's id, the participants will be divided into breakout rooms.
- In case of expected noise problems, please inform the professor during the Id check.

Exam Execution
During the exam

- The exam must be solved alone without any help from any other person!
- During the exam, the camera and microphone have to be turned on and the student has to be visible /auditable all the time.
- The student may be required to show his or her room to the supervisor (only in case of a suspected cheating attempt)
- The exam exercise (PDF) will be made available in Moodle and is downloaded by the student
- In case of personalized exercises, the student has to make sure to download the correct exercise (e.g. based on the matr. number)
- The exercise can be printed out or viewed as a local copy on the student's PC or notebook
- The exercises are solved on a paper (blank or printout). Every paper must contain the name of the exam, the student's name, matriculation number and signature of the student. A clear reference to the solved exercise must be provided.

- After the time for the exercise has finished (typically 30min per exercise – will be announced by the professor), the student has to create a PDF (scanner or smartphone) and has to upload the exercise in Moodle within a given timeframe (10-20min). During the upload, it must be confirmed that the exercise has been solved without external help.

- Please create a single multipage PDF per exercise, as this will be faster to upload and also simplifies correction of your exam. The max size of the PDF is 20MB.
- It is the student's responsibility to ensure that all pages are uploaded in a well readable quality.
- In case of problems, please inform the professor immediately via the ZOOM connection.
- Once all students have uploaded the exercise, the next exercise will be provided.

- No questions will be answered during the exam.
- In case of breakout rooms – if your internet connection gets lost, you will be reassigned to a breakout room once you enter the meeting again. This will be done by the supervising professor automatically. Don't worry if the breakout room is different.

Cheating / Problems
- During the exam, the student may not leave the room. If a break is required, you should use the upload period (after you have uploaded your exercise) AND the professor must agree to the break. Otherwise leaving the room will be considered as cheating.
- In case of any communication between students or any help from another person, the exam will be marked as FAILED.
- In case of any further person entering the room, the exam will be marked as FAILED.
- Plagiarism will be marked as FAILED.
- In case the exercise is not uploaded in time, it will be marked with 0 points.
- In case the PDF is not readable, it will be marked with 0 points.
- In case of a lost internet connection, it is the student's responsibility to reconnect in the shortest possible time (e.g. by using the redundant connection) – a maximum reconnect time of 5 minutes will be allowed.
- In case of technical problems, the students must contact the supervisor via e-mail.
- Any problems / cheating attempts will be documented by the supervisor and decided by the examination board after the exam.
- Serious cheating attempts may result in an exmatriculation!
- Video recordings by the student are not allowed.