

GUIDELINES FOR ADMINISTERING ONLINE VIDEO EXAMINATIONS for the duration of the COVID-19 crisis

Basis for administering online video examinations

- **Online video examinations may be administered in order to prevent infection. This possibility allows all participants to avoid personal contact when preparing, organising and conducting examinations.**
- Online video examinations can be administered in place of in-person oral examinations whenever these are required by the examination regulations. The provisions on oral examinations in the examination regulations apply equally to online video examinations. Online video examinations must be conducted by at least two examiners in the presence of an observer who has expertise on the subject. External guests are permitted to attend as long as measures are taken to avoid all possible personal contact.
- The content and demands of an online video examination must correspond to the originally planned in-person oral examination in terms of level of difficulty and examination content.
- The length of the examination should correspond to the parameters provided in the examination regulations.
- The examiners should determine in advance which exam questions would require the least amount of writing during the examination, or which illustrative materials could be prepared.

Conditions for converting a registered in-person examination into an online video examination

- The student must submit a request to the responsible Examinations Office to have the oral examination conducted as an online video examination.
- After the request is approved by the responsible office, the examiners and observers agree between themselves via email to administer the exam as an online video examination.

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Technical and organisational requirements

- Unless otherwise instructed, we recommend using the Zoom video conference software for holding online video examinations.
- Students, examiners and observers must have the technical equipment and capabilities to participate in an online video examination, specifically:
 - PC/notebook/tablet equipped with a camera and microphone
 - generally stable Internet connection
- The student should use a room with just one entrance for the purpose of taking the examination alone.
- The student must ensure that he/she will not be disturbed for the duration of the examination (e.g. no phone calls, visits etc.).
- The examiners and observers must likewise ensure that the examination is conducted without disruption.

Procedures for preparing and conducting online examinations

- Before starting the actual examination, the examiners should take a few minutes to walk the student through the steps of the examination. Ideally all the participants should be familiar with the relevant tools before the exam commences.
- At the start of the examination, the student should identify himself/herself by presenting an official photo ID to the camera.
- At the start of the examination, the student should show the other participants (by panning the camera around the room) that he/she is indeed alone and has no technical aids or resources nearby.
- The camera must be pointed at the student and the closed door behind him/her for the entire duration of the exam.
- At the beginning of the examination, the student must take a photo of his/her viewing area using a mobile phone/digital camera. The display should be shown to the camera to ensure that no aids (e.g. in paper form) are attached next to the camera.

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- If a digital whiteboard is used during the exam, the student's screen should be shared with the other participants throughout (using the screen-sharing function).
- The examiners and observers must be visible to the examinee throughout the duration of the examination via video function.
- After finishing the examination, the student should leave the online video conference to allow the examiners to discuss the grade to be awarded. After determining the grade, the student is informed (e.g. via email) and may join the video conference again to hear his/her grade.
- The minutes of the examination are then sent digitally to the responsible Examinations Office.

Procedures to be taken under extraordinary circumstances

- If the examiners get the impression that the candidate has attempted to deceive them, they may request the candidate to repeat the steps described above to ensure a secure testing environment. In case of doubt, the examination can be terminated.
- If the Internet connection is temporarily interrupted, the examination should continue as soon as possible. Once the examination resumes, the candidate should be given a new question. If the connection is repeatedly interrupted, the examination should be stopped and, in case of doubt, repeated in person as soon as the University of Münster resumes regular operations.
- If the proceedings of the online video examination are disrupted in any way, this fact must be recorded in the minutes of the examination, detailing the type, scope and duration of the disruption.

Procedure for requesting an online video examination via email

Due to the current circumstances, the University of Münster will exceptionally permit students to submit a request via email to convert a registered in-person oral examination into an online video conference. If an oral examination is already registered as an online video examination, the student need not submit a separate request to this effect.

The digital request consists of email correspondence sent to and from “@uni-muenster.de” addresses in the following order:

1. examination candidate
2. first examiner
3. observer (or second examiner)
4. Examinations Office

The email addresses of the responsible Examinations Offices are provided on the WWU website.

Please indicate whether the email represents a request (*Beantragung*), declaration of readiness (*Bereitschaftserklärung*) or agreement (*Zustimmung*).

The Examinations Office stores the entire email correspondence on file. The date of the examination should be arranged between the candidate, examiner and observer (or second examiner) in a separate email thread.

Procedure for requesting an online video examination via email

Four steps to approve/reject a request

Step 1:

Student writes to the first and second examiner (or observer) and the Examinations Office

Re: Use of online video examination; student ID no. XXXXXXXXXX

Email text:

Dear Sir or Madam,

I hereby request to take an online video examination in place of the in-person oral examination "...". Should I fail this examination, I am aware that this attempt will count toward the number of possible failed attempts.

Sincerely yours,

First and last name

degree programme

student ID no.

Step 2:

First examiner responds to this email by sending the following text to all participants

I hereby declare my intention to administer the examination "...” as an online video examination.

The examination will take XX minutes.

First and last name, faculty

Procedure for requesting an online video examination via email

Step 3:

Second examiner (or observer) responds to this email by sending the following text to all participants

I hereby declare my intention to administer the examination “...” as an online video examination.

First and last name, faculty

Step 4:

Responsible institution responds to this email by sending the following text to all participants

I hereby approve the request. / I hereby reject the request.

First and last name, institution/function