Information for students regarding online examinations, as of 7/9/2021

Contents

1. Explanation of different types of online examinations

Different kinds of online examinations are possible, and explained in the following.

The examiners choose the examination form. All examination types could optionally be supervised in a web conference. The examiner starts the examination at a given time for all participants. The examination ends after a predefined duration.

1.1 Type "Solely Moodle-based examination"

The assignments will be provided as a "Moodle-test". Different question types like single-choice/multiple-choice, text fields or calculations can be implemented in these tests. You enter your solutions directly in Moodle. Additional drafts or sketches are not submitted or graded.

1.2 Type "Paper Moodle-examination"

The questions will be provided as a PDF-file in the respective examination course in Moodle.

Solutions are handwritten on your own paper or using tablet and pen. These solutions are then uploaded to Moodle as images (photos/scans/tablet screenshots). Identify the respective task/question in handwriting and in the file name, unless stated otherwise by the examiner.

After the end of the exam, you will thus be granted a sufficient amount of time to upload the solutions. Solutions submitted after this time period might not be accepted by the examiners. Therefore, you should contact the examiners immediately should technical difficulties arise during the submission process. Webcams have to stay activated during supervised online examinations.

The examiners may demand that you send them the handwritten solutions via post after the examination (should you have used tablet and pen, you will send the solutions via e-mail or as printouts via post).

Should you not be required to send the handwritten documents by post, please still keep them until after the post-exam review.

1.3 Type "Hybrid Moodle-examination"

This type combines both of the previously explained types.

The assignments will be provided as a "Moodle-test".

The examiners define how many solutions are to be entered directly in Moodle. Other parts of the examination, e.g. sketches, forms, calculation paths or preliminary results, are created in handwriting on paper or with a tablet and a pen. They are to be uploaded as images to Moodle.

The previously specified information for "Paper Moodle-examination" regarding completion and submission also applies to hybrid Moodle-examinations.

1.4. Supervision

The following applies regardless of supervision of the examination:

You cannot see other participants in the list of participants nor their camera image. You can see your own image as soon as it is activated. You can see the supervisors if they have activated their webcam. By clicking their name in the list of participants, you can "Start a private chat".

Should you e.g. not have access to a webcam, you can also use a smart phone or a table as an alternative to your PC for the simultaneous web conference.

Examiners can see all the students, talk to them individually in a breakout room and communicate via public and private chat.

1.4.1 Supervised examinations

You have to keep your webcam activated during the examination, during the examination and submission time as well as in breakout rooms. Please make sure that the web conference is not disturbed. Contact the supervisor immediately should you face technical difficulties with sharing the webcam. You also have to discuss with the supervisors if and when you can deactivate the webcam when submitting early.

During supervised examinations, the identity card will be controlled as a means to conduct a visual identity check.

1.4.2 Unsupervised examinations

With this type, you are not obliged to activate the webcam during the examination. You only get into contact with the supervisor should you have questions and perhaps at the beginning and the termination of the examination.

2. General information

2.1 Mock examination

- You can self-enroll in the **"Mock examination course"** under https://moodle.tu-clausthal.de/course/view.php?id=537&lang=en. Here you will see an example of how the examination will look like for students. Most of this course is available in German and English. You can change the language with one click in the top left area.
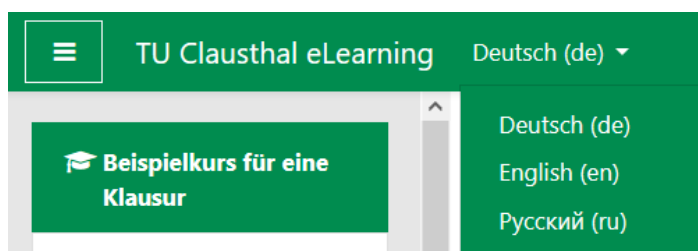

Illustration 1

It is recommended to participate in the **Mock examinations** offered by the respective departments, as the details of individual exams might differ.
You can self-enroll in some examinations as with the "Mock examination course". There is also the option that you need to be manually enrolled by the examiner and can then access the examination course directly.

2.2 Technical and organizational prerequisites

- During the examination, no one must be in the room with you. It is forbidden to contact anyone but the supervisor.
- Examinations must be taken using a desktop-PC or a laptop. The examinations are not intended to be taken by smartphone or tablet only. Smartphones and tablets may be used during the examination for the following purposes:
    - To add handwritten solutions on a tablet with a pen,
    - To take a picture of handwritten solutions on paper and
    - To participate via web cam in a supervised web conference.
- If you share your internet connection with others, it is advisable to inform them about the examination in advance so that they can be mindful of it and thus not use the internet connection to upload or download vast amounts of data at the same time.
- Should you be aware that your computer tends to show difficulties after a long operating time, please restart it prior to the examination.
- It is not advisable to participate in the examination using the cellular network. However, if you still want to do so, please check the reliability of the connection during the mock examination and ensure your mobile plan contains a sufficient data volume, if applicable.
- Please connect your laptop to a power outlet for the examination. Preferably use an ethernet cable or choose a position near a WLAN-router.

2.3 Problem-handling

- By taking the mock examinations, you can assess the reliability of your hardware and internet connection early on. Should you have problems with either your connection or the hardware, please try and borrow a device from your private network or evaluate whether you could use someone else's internet connection. Please inform the examiners well enough in advance should these options not be available.
- When the connection and thus the participation in the web conference are interrupted, you are required to **contact your supervisor immediately via phone** especially during supervised examinations. Therefore, you will receive the phone numbers prior to the examination. Please make sure that you have sufficient credit for prepaid phones if want to use one and also a sufficient battery level during the examination. The examiners will inform you prior to the examination whether you also need to inform examiners of unsupervised examinations in such cases.
- Please check whether occurring problems during the mock examination can already be solved by switching browsers. Last semester, the experiences with Google Chrome were very good.
- You will receive an email-address you can send the files to - but only with technical difficulties concerning the upload of files for "Paper Moodle-examinations" and "Hybrid Moodle-examinations". **To send your solutions, please only use your TU Clausthal email-address and no external mail service providers.**
- During the examination, only the web browser with BBB and Moodle should be open. Prior to the examination, it is advisable to disable all browser extensions, ad blockers and pop-up blockers in particular. Please ensure that Google Translate does not translate contents automatically. In order to use Moodle, JavaScript needs to be activated in your browser.
- VPN is not necessary for the examinations. To solve problems, it can be activated or deactivated.

2.4 Information regarding the web conference

- If the browser-window of the web conference is minimized or if you work in another browser-tab, an acoustic signal sounds when you receive chat messages. Please check this function during a mock exam as it is the only way for supervisors to contact you during examinations.
- If you want to learn more about web conferences with BigBlueButton prior to the examinations, please find some information on BigBlueButton here: https://doku.tu-clausthal.de/doku.php?id=multimedia:web_conferences_with_bigbluebutton:participation_in_a_web_conference
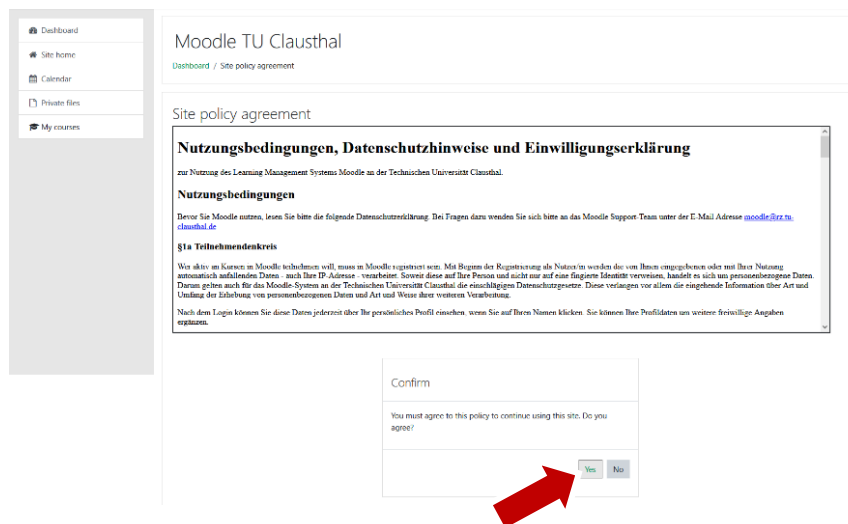
2.5 Information regarding the upload of files

- For paper and hybrid examinations, please also check the photographing and transfer of your notes. Please ensure that the quality suffices to read all details. Improving the lighting can already help with this.
- In order to submit handwritten solutions and additions from your PC, you have to transfer the photos with an USB-cord or via e-mail from your smartphone to your PC.
- Many smartphones allow the conversion of several pictures in one PDF-file either as a standard function of the image viewing program (Print/Save as PDF) or by free applications. This can facilitate the handling. Please test these functions with several pages and check the quality of the results.

3. Structure of an online examination

3.1 Login/Registration

You have received the examination link from the examiner and log in to Moodle. You have to agree to the "Site policy agreement" when you first log in to Moodle.

Illustration 2

Should you have clicked on the link to the examination course, you will either get directly to the course (which means that the examiner already enrolled you manually) or you can self-enroll in the course. For this, please click the button "Enroll me" marked in the following picture.
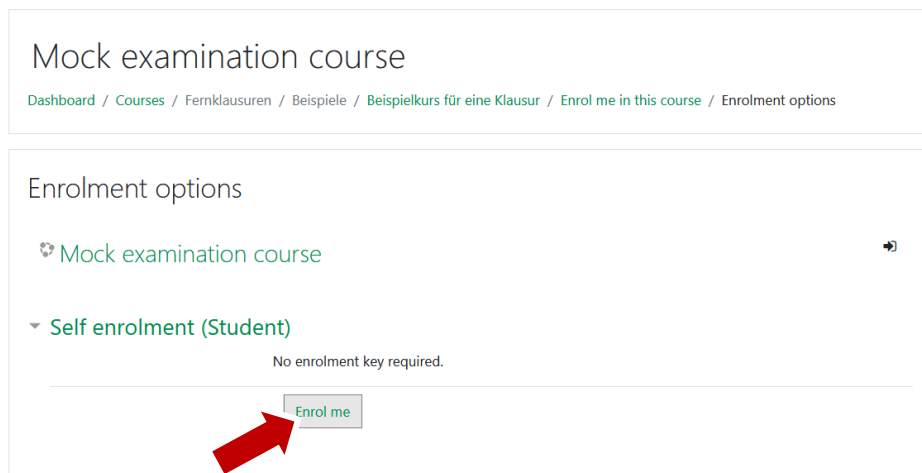
Mock examination course

Enrolment options

🕊 Mock examination course   ➜

▾ Self enrolment (Student)

No enrolment key required.

Enrol me

Illustration 3

Should you not be able to access the course but read something like "The course cannot be accessed by participants at the moment." or "You cannot self-enroll in this course", please contact the examiner.

3.2 Commencing the online examination

Often the examiners will provide you with information on the exact contents of their exam on the front page of the examination course.

In most cases, there will also be the link to a web conference which redirects you to a BBB-room at a given time.

ⓑ Video conference

Illustration 4

First, you need to truthfully answer the "Mandatory declarations prior to taking the exam".

Please note: Should you have answered one of the questions with "No", you will not be able to participate in the online examination.

Exam

First, please answer the test "Mandatory declarations prior to taking the exam" truthfully.

☑ Mandatory declarations prior to taking the exam

☑ Exam

Restricted Not available unless: You achieve a required score in **Mandatory declarations prior to taking the exam**

📄 Upload of handwritten additions

Restricted Not available unless: You achieve a required score in **Mandatory declarations prior to taking the exam**
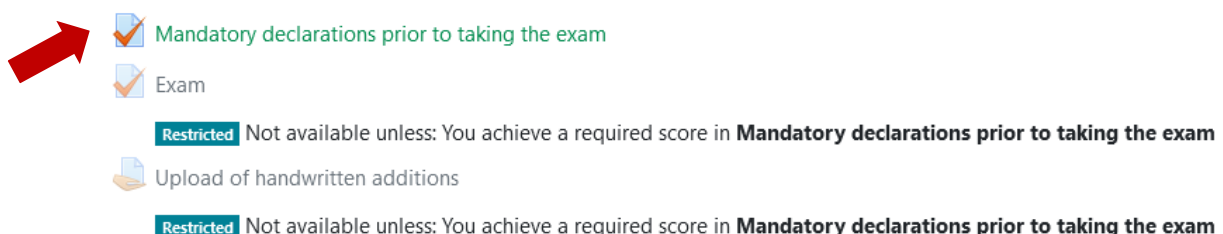
Illustration 5

The questions are as follows:

- "Do you declare that you are fit to sit the exam?"
- "Do you declare to work on the exam without the help of others while only using the allowed means?"
- "Do you declare to have logged in using your personal datacenter credentials ("RZ-Kennung")?"
- "Do you declare to meet the technical requirements and possess the necessary skills to sit this exam?"

Please note that you cannot change the answers to these questions after submission.

After you have answered all the questions and have clicked "Finish attempt" in the test (see Illustration 6)...

Illustration 6

...it is necessary to confirm this by two clicks on "Submit all and finish".

Illustration 7

Illustration 8

You will be directed to the "review"-page and can go back to the front page of the examination course by clicking the name of the examination (see Illustration 9).

Illustration 9

You can now open the Moodle-test "Examination" with "Solely Moodle-based examination" and „Hybrid Moodle-examination" (see Illustration 10). It could be that you have to wait for the actual time the examination commences in order to open the examination questions or tests. For "Paper Moodle-

examinations", you will be provided with the PDF-file with the tasks/questions either here or with the Moodle-activity marked with this icon: .

Illustration 10

3.3 Submitting the online examination

After completing the questions/tasks of the examination, you submit them. In the Moodle-test "Examination (Exam)" (with "Solely Moodle-based examination" and "Hybrid Moodle-examination"), this happens automatically after the time expires. If you want to submit a test early, you can take the declaration regarding submission of the "Mandatory declarations prior to taking the exam" as a guide (by clicking "Finish attempt ..." and confirming by selecting "Submit all and finish" twice).

In order to submit handwritten solutions and additions, you might have to transfer the photos (or tablet screenshots) with an USB-cord or via e-mail to your PC or laptop. Please click the Moodle-activity marked with this icon . In most cases, this activity is called "Upload of handwritten additions".

A new field appears. Click "Add submission".

Illustration 11

Now you can drag and drop your photographed solutions in the field "Add submission". Once you have dragged all your files into this field, click "Save changes".

Illustration 12

Subsequently, you can review the uploaded files.

Illustration 13

Attachment: Tips and checklists

One week before the examination

The examiners should inform you about the following points (please ask again when in doubt):

- Date, time, duration of the examination, and if applicable the time the web conference commences (which usually starts prior to the actual examination as organizational steps need to be taken, e.g. an identity check)
- Chosen examination type
- Whether the exam is supervised or unsupervised
- Information on data protection
- Whether an identity card is required for the identity check
- The allowed means (unless the examination is an open-book examination")
- Link to the Moodle-course
- **Phone numbers**, which are to be contacted in the case of technical difficulties and an **email-address from TU Clausthal** for submission of the examination in an emergency which must be contacted using your TU Clausthal email-address.

The following steps could also be necessary:

- Should you realize early on that your own devices or your internet connection are not suited for the participation in the online examination, please contact the examiners and also ask friends and acquaintances whether you can borrow a device and/or use their internet connection.
- If you live with others: please inform them well in advance about the dates of your online examinations so that you are in a separate room by yourself and so that your roommate(s) can be mindful of loud music and other disturbing noise.
- This should also result in your internet connection not being congested by others e.g. by the upload or download of vast amounts of data.
- Consider possible sources of disturbance and how to mute them during the examination.
- Check your technical equipment. It might be necessary to borrow or buy a headset/a web cam.

One day before the examination

- Check your laptop or computer: are updates necessary?
- Ideally restart your computer if you have not restarted it in a long time.
- Check the functionality of keyboard/mouse/web cam/microphone
- Check your internet connection (use ethernet cable instead of WLAN, if necessary)
- Set up the permitted means and a watch/clock
- Test whether you access Moodle and whether you can see the examination course in Moodle (also if you can use the URL and self-enroll, if possible)
- If there is an identity check by photo ID: it is advisable to have another identity card in addition to the TUCard at hand, e.g. identity card or passport, in case the picture of the TUCard is not clearly visible to the examiners.

On the examination day

Please ensure that

- You log in to Moodle at least 10 minutes before the examination starts
- Your laptop/computer is plugged in
- **Phone numbers**, which are to be contacted in the case of technical difficulties and the **email-address for submission in an emergency** should be stored in a way that you can still access them in the case of technical difficulties.
- You have the permitted means at hand
- Drinks and snacks, if needed, are already prepared before the examination
- You are aware that your background and your clothes will be visible to the supervisor during supervised examinations.
- You empty your desk so that nothing but the examination-relevant items are left on the desk. In no case should sensitive data of others remain on your desk. During a submitted examination, you could be asked to rotate your camera and show the entire room or the desk.

During the examination

Please remember:

- Should you write longer texts in a program other than the Moodle-editor, save them from time to time. When answering essay questions, the Moodle editor saves your solutions every minute. When moving pages in a Moodle-test, all your previous answers will be saved. Copy paste might be deactivated in some examinations. Thus, please pay close attention to the information given by the examiners.
- If you are allowed to submit photos of handwritten solutions, please watch that they are sorted and numbered. Also, always indicate which exercise your solution belongs to. Please follow the instructions of the examiners regarding additional information like enrollment number or name.
- Please make sure you have submitted the examination correctly.
- Please ensure that for supervised examinations your webcam is switched on at the beginning of the examination as well as when entering and returning from a breakout room.

Should technical difficulties arise:

- Try to solve them by e.g. logging-in anew, disconnecting and reconnecting the internet connection, restarting your computer
- Contact the examiners immediately by phone if you are experiencing technical difficulties. Otherwise your examination might not be graded or could even be considered attempted deception (e.g. with supervised examinations). Thus, the examiners can document the difficulty and might grant you more time for your examination.
- You should additionally document the nature and duration of the technical difficulty (e.g. with screenshots, photos...) as proof.

During the examination, the private chat of BBB should be used to report technical difficulties, or when using the restroom or the like or to point out possible mistakes in the questions posed. However, the private chat must not be used to discuss questions or to clarify subject-specific questions.

Emergency contacts:

Prior to the examination

Please contact the data center support via support@rz.tu-clausthal.de should you encounter IT-problems while preparing for the examination or during the mock examination.

Students living in the student dorms of the Studentenwerk Ost-Niedersachsen (Student services East Lower Saxony) can find information on the services (phone number and e-mail address) in the dorms. Please also contact them for connection problems.

During the examination

Please directly contact the examiners for questions regarding the content or the organization of examinations and for technical problems during the examination.