

Rules for digital oral exams:

General:

- The exam will be carried out by a Zoom audio video conference (without chat feature).
- For the exam the examiner will appoint a second examiner out of the lecturers or assistants.
- The candidate has to agree to the exam carried out as a video conference in advance by his signature and hand in this agreement to the examiners digitally. If the student does not sign this agreement he/she will not be allowed to take this exam before next semester.
- The date and time as well as the allowed auxiliaries for the exam have to be announced to the student in time (at least 2 weeks in advance).
- The candidate himself/herself is responsible for the functionality of his/her tool.
- Neither the examiner nor the candidate are allowed to record the exam.
- The second examiner writes a protocol about the exam. All specific incidents during the exams have to be logged in the protocol.
- All persons involved should take care for a stable internet connection (LAN instead of WLAN if possible, all applications in the background closed).
- The exam duration amounts to 30 to 45 minutes.
- The student will be informed about the result immediately after the exam.

Just before the exam:

- All persons involved have to dial themselves in the video conference in time.
- Before the exams starts:
 - o The identity of the candidate has to be checked by a valid identity document (passport, identity card) and additionally the enrolment number will be verified by the student ID and both will be recorded in the protocol.
 - o It is checked if the student's agreement for the exam in a digital form is at hand.
 - o The room of the candidate has to be shown to the examiners by webcam to make sure that no disallowed auxiliaries are within reach. The candidate has to be alone in the room and it has to be made sure that no other person can enter the room during the exam (e.g. by directing the camera to the door).

During the exam:

- The following has to be paid attention to during the whole exam:
 - o The candidate must be visible in full (including arms and hands) during the exam.
 - o No other person is allowed to be in or enter the candidate's room.
 - o Disallowed auxiliaries must not be in reach. The examiners may provide appropriate measures to ensure this.
 - o In case of a disconnection or considerable sound or display difficulties the exam can be repeated. If applicable such repetition can – in agreement with the candidate - take place immediately after reconnection.
 - o If there are frequent technical problems on the part of the candidate, the exam is valued as not turned up and the candidate will not be allowed to take this exam before next semester.