Guideline for CS students on online exams

This guideline applies to online exams conducted at the Department of Computer Science.

The rules applying for exams conducted online are specified in AAU's [Examination Policies](#).

This guideline for CS students and guidelines for examiners at CS, etc. can be found at the [CS webpages.](#)

Written exams (where you normally would sit at campus in a, for example, 3 hour exam):

- The exam will be conducted as a home exam <u>without</u> the surveillance system ITX Flex, but <u>with</u> surveillance in a Zoom session under the following conditions:
    - you must enter the Zoom session prepared by your study secretary and to which you will receive a link via Digital Exam when the exam starts
    - you are not allowed to leave the Zoom session before you have completed the exam
    - if you haven't already done so, you are recommended to install the [Zoom app](#)
    - make sure that your full name appear in your Zoom image – see the Rename feature in the upper right corner of your Zoom image
    - by entering the Zoom session you abide by the university's rules for conducting digital exams, including that
        - you have read and accepted Aalborg University's disciplinary rules
        - your participation in the exam will be in accordance with Aalborg University's disciplinary rules
        - only you participate in the exam – i.e., there are no other people in my immediate vicinity during the exam
        - you are aware that violation of Aalborg University's disciplinary rules may result in one or more of the penalties described in the disciplinary rules
    - you must have your camera and microphone turned on at all times and the loudspeaker turned off
    - you are not allowed to use an artificial background picture, hiding the background of the room in which you are sitting.
- Failure to comply with the above conditions entails expulsion from the exam.
- If you do not enter the Zoom session when the exam starts, you will fail the exam. You can then sign up for the re-exam in February.
- You are encouraged to use a cabled internet connection.
- You are not allowed to use headphones, earpods, etc.
- The exam should be conducted without disturbing sound in your room.
- You are not allowed to leave your seat, unless you need to go to the toilet. Then show a sheet of paper with the text "TOILET". Do not wait for permission.
- You must access the exam questions from home and upload the answers to the exam in the Digital Exam system.

- For an exam originally prepared as a paper-based exam, the exam set will be replaced by a PDF document and you should upload scans of the answers made on separate papers (using a text editor, LaTeX, handwritten, etc.) or PDF or Word document with the answers.
- The examiner informs the examinees about exam conditions (e.g., write answers on blank sheets of paper, scan using a mobile phone or the like and upload to Digital Exam) and which aids can be used.
- Be enrolled in the room of the course at Moodle to make sure you'll receive messages posted in that room right away (i.e., not via a notification email) in case there are comments etc. from the examiner or the study secretary during the exam.
- You will be able to contact the study secretary by phone in case you have questions or comments regarding the exam set.

Oral course exams

- Will be conducted as unsupervised, online home exams.
- Make sure to check for updates in the exam plan on Moodle up to 12 hours before your exam.
- At all times during the exam the camera must be used by all participants for the examiner(s) and censor to be able to see the examinee(s) and vice versa.
- Sound and/or video recordings are not allowed during oral exams.
- You are not allowed to use an artificial background picture, hiding the background of the room in which you are sitting.
- All participants in the exam are encouraged to use cabled internet connection.
- The exam should be conducted without disturbing elements within the participants' rooms.
- Make sure you have your AAU student card at hand and to present it to the examiner if so requested.
- The examiner is requested to make sure that there are no one else present in your room and that only allowed aids are present in the room. The examiner and censor can ask for a re-inspection of the room at any time during the exam.
- As an alternative to using blackboards/whiteboards, the examiner and censor can ask examinees to write or draw something on a piece of paper, so be sure to have access to a pen and sheets of paper.
- The examiner and censor must cancel the exam if they do not find the above conditions for the exam fulfilled to a satisfactory degree and give the assessment "-3" or "fail".
- Information on how the exam is conducted will be provided on Moodle.
- By replying to the call from the examiner (Teams) / click on the link in Outlook to the exam waiting room (Zoom) you abide by the university's rules for conducting digital exams, including that
    - you have read and accepted Aalborg University's disciplinary rules
    - your participation in the exam will be in accordance with Aalborg University's disciplinary rules
    - only you participate in the exam – i.e., there are no other people in my immediate vicinity during the exam

- you are aware that violation of Aalborg University's disciplinary rules may result in one or more of the penalties described in the disciplinary rules

Oral project exams

- Will be conducted as unsupervised, online home exams.
- At all times during the exam the camera must be used by all participants for the examiner(s) and censor to be able to see the examinee(s) and vice versa.
- Sound and/or video recordings are not allowed during oral exams.
- You are not allowed use an artificial background picture, hiding the background of the room in which you are sitting.
- All participants in the exam are encouraged to use cabled internet connection.
- The exam should be conducted without disturbing elements within the participants' rooms.
- Make sure you have your AAU student card by hand and to present it to the examiner if so requested.
- The examiner is requested to make sure that there are no one else present in your room (unless supervisor/examiner has approved a group can sit together in the same room) and that only allowed aids are present in the room. The examiner and censor can ask for a re-inspection of the room at any time during the exam.
- As an alternative to using blackboards / whiteboards, the examiner and censor can ask examinees to write or draw something on a piece of paper, so be sure to have access to a pen and sheets of paper.
- The examiner and censor must cancel the exam if they do not find the above conditions for the exam fulfilled to a satisfactory degree and give the assessment "-3"or "fail".
- Information on how the exam is conducted will be provided on Moodle.
- By replying to the call from the examiner (Teams) / click on the link in Outlook to the exam waiting room (Zoom) you abide by the university's rules for conducting digital exams, including that
    - you have read and accepted Aalborg University's disciplinary rules
    - your participation in the exam will be in accordance with Aalborg University's disciplinary rules
    - only you participate in the exam – i.e., there are no other people in my immediate vicinity during the exam
    - you are aware that violation of Aalborg University's disciplinary rules may result in one or more of the penalties described in the disciplinary rules.

Recommendations before the project exam:

- In due time before the exam takes place, the project group and the project supervisor (examiner) are encouraged to discuss the conditions and structure of the exam. E.g., ways for examinees to "raise a hand" (via camera, chat, etc.) and to try out the platform used for the exam (for example, in connection with a regular supervision meeting).
- Each participant is encouraged to have a photo associated with his/her profile to allow for a still photo when/if there is no video signal from the participant.
- It is encouraged to chop up the exam in time chunks to allow small breaks. It's up to the examiner, censor and the examinee(s) to agree on appropriate time chunks.

- If the members of the group wish to sit together in the same room during the exam there must be an arrangement between examiner (supervisor) and the group in due time before the exam.

CS offers the following platforms for conducting online oral exams:
- Microsoft Teams
- Zoom

Each examiner decides which platform the exam will be conducted in.
You will be notified before the exam via the exam plan in Moodle.
Link to IT guidelines is available from ITS webpage.

BEFORE the exam each examinee must be sure:
1. to have a webcam to support video-based examination
    a. a webcam-app can be used (e.g., DroidCam (Android) or iVCam Webcam (iOS))
2. to check that the quality of the video and audio connection is acceptable at the platform chosen for the exam
3. that a power cable is connected to the computer used during the exam
4. to have a plan B; e.g.,
    a. internet sharing with a mobile phone or running a mobile app version of the applied platform in case of lost internet connection
    b. a mobile app version of the applied platform or a backup computer in case the computer breaks down

ON THE DAY of the exam each examinee must be sure:
5. **oral exam:** to be online at the platform 60 minutes before the exam and wait to be called in by the examiner and be aware that it can be difficult for the examiner to avoid delays
6. before the exam starts, upon request to show the AAU student card
7. to have a pencil and sheets of blank paper ready in case you are asked to write or draw something to be shown via the webcam
8. **written exam:** to log on to Digital Exam in due time before the exams starts (and have your aids ready)

If you have questions that are not answered by the above guideline, please do not hesitate to contact your study secretary.

Good luck with your exams!