



Additional information on taking digital oral exams at the Department of Informatics for participants of exams

Measures to prevent SARS-CoV-2 infections

Version 29 July 2020

Fundamentals

- The digital oral exam was introduced by identical changes to the MIN examination regulations for both Bachelor of Science and Master of Science programs, effective April 1, 2020; the digital oral exam replaces the oral exam conducted in personal presence:

„Prüfungen können in geeigneten Fällen auch mit Unterstützung elektronischer Medien und in elektronischer Dokumentation durchgeführt werden.“ (§ 13(5), original German version)

- The exam will be conducted using a video conference tool. In advance, the examiners will give you the necessary instructions including the link to join the video conference session, usually by email. Typically, this video conference tool is *Zoom*. You can find more information on installing Zoom here: <https://www.rrz.uni-hamburg.de/services/weitere/medienkompetenz/videokonferenzen/zoom.html> (in German; English version is being prepared). Note that for protection of privacy, effective 29 July 2020, the use of Zoom for university purposes via standard web browsers (without installation) is not permitted.
- Examiners and the student can also agree on the use of a different video conference tool. Note that simultaneous audio and video transmission is mandatory. Conducting exams via audio-only communication (including telephone) or text chats is not permitted.

Before the exam

- You need a computer device (e.g. PC, laptop or tablet computer) with a camera and a microphone. For this computer device, the video conference tool used for the exam (see above) must be installed and able to run. Your internet connection must be stable.
- You have to be alone in the room in which you conduct the exam for the exam's duration. You have to ensure that there are no disruptions (visits, phone calls, etc.) during the exam.
- Take a sitting position which ensures that you, including your hands, and the closed door of the room in the background are visible through the camera.
- Have an official photo ID document (e.g. personal ID card, passport, residence permit, driver's license) ready to prove your identity.

Carrying out the exam

- Before the actual exam begins, video and audio transmission will be tested either direction. At least the examiner (in German: Prüfer/in), an observer (in German: Beisitzer/in) and you will take part in the exam. Certain modules (e.g. a colloquium in a final module) may have more than one examiner taking part.



- Your photo ID document (see above) will be checked. To do this, you have to hold it sufficiently close to the camera. On request, you also have to show that you are alone in the room by rotating your camera or computer device. As a last step of preparation, please use your smartphone or digital camera to take a photo of your field of vision, including the computer device used for the exam, including the camera. Afterwards, please hold the display with the photo in front of the camera so that the examiners can see that no aids (e.g. in paper form) are attached to the camera or computer device.
- Now the actual exam interview begins. The duration of the exam and the type of questions asked will be as close as possible (as far as possible under the conditions of a digital exam) to a “normal” oral exam conducted in personal presence. Note that recording the exam is not permitted.
- At the end of the exam, you will be asked to leave the conference session while examiner(s) and the observer will discuss your grade.
Alternatively – e.g. if examiner(s) and observer are at the same location – the examiner(s) and observers can just mute themselves while discussing your grade with each other in person or using a separate communication channel. In this case, you just have to wait until examiner(s) and the observer unmute themselves. Please pay attention to the instructions that you receive from the examiners or the observer in this regard.
- After finishing their discussion (and after a re-invitation to the video conference session if required), you will be informed about your grade. Possibly, reasons for the grading are given as well.

Further provisions and notes

- In the case of technical problems and malfunctions, e.g. if your computer device “crashes”, the connection is lost, or significant delays in video or audio transmission or noise do occur, the examiners can continue the exam after the video conference is working again, **if they are sure** that the interruption had no impact on the result of the exam. The examiners may ask you to repeat the check whether you are alone in the room before continuing the exam.
- If the examiners consider the interruption to have an impact on the grading of the exam, the exam is cancelled. A revision date is then to be set by the examiner(s) and you; the new exam can also be conducted immediately after the cancelled exam.
- Should the examiner(s) suspect that you have conducted an attempt of deception, this will be recorded by the observer in the protocol of the exam. According to § 17 (1) MIN examination regulations for both Bachelor of Science and Master of Science programs, an act of deception implies the exam is considered as fail (inadequate/5.0). According to § 17 (2) of the MIN examination regulations, this decision will be made by the chair of the responsible examination board after you have been given the opportunity to comment on the alleged attempt of deception.

We wish you a successful exam!