

Guideline for CS examiners on online exams

These guidelines apply to online exams conducted at the Department of Computer Science. These guidelines together with a guideline for students and a guideline for external censors can be found at the [CS webpages](#).

Written exams (information for examiners)

- Will be conducted as unsupervised home exams under surveillance in Zoom sessions. A link to the session of your exam will be provided, and you are encouraged to join the session.
- By entering the Zoom session, examinees abide by the university's rules for conducting digital exams, including that they have read and accepted Aalborg University's disciplinary rules.
- It is **strongly recommended** that the exams are conducted **with** aids, as the examinees have access to all sorts of aids and the exams are unsupervised.
- To reduce the risk of exam cheating, it is recommended to
 - make variations in the order in which the exam questions appear to the examinees
 - use different names etc. across exam sets to make it difficult for examinees to exchange information on exam questions and proposed answers
- To make randomized exam questions in Moodle see e.g.:
 - <https://blogs.ucl.ac.uk/digital-education/2020/12/08/randomising-questions-and-variables-with-moodle-quiz/>
 - <https://www.youtube.com/watch?v=s8p03000T9A>
- Examinees must be able to access the exam questions from home and must upload their answers to Digital Exam at <https://www.en.de.aau.dk/>.
- For an exam originally prepared as a "paper-based" exam, the exam set should be replaced by a PDF document and the examinees should upload scans of their answers made on separate paper (using a text editor, LaTeX, handwritten, etc.) or a PDF or Word document with their answers.
- The examiner informs examinees via Moodle asap before the exam (and on the first page in the exam paper):
 - exam conditions (e.g., write answers on blank piece of paper, scan using mobile phone or the like and upload to Digital Exam)
 - which aids can be used (e.g. textbooks and Internet access would be obvious in the lack of the exam monitoring system ITX Flex and exam invigilators)
- The study secretary will be able to contact the examinees in the Moodle room of the course in case there are comments etc. from the examiner during the exam. The examinees will be able to contact the study secretary by phone and/or email, in case they have questions or comments regarding the exam set.
- The examiner must be available by phone and/or e-mail during the exam in case the study secretary needs to get in contact with him/her.
- Provided the study regulation says "written or oral exam", the re-exam can still be conducted as an oral exam should that be preferred.

Oral exams (information for examiners)

- Will be conducted as unsupervised, online home exams. The examinees are required to promise that they abide to the university's disciplinary rules entailing adherence to the exam rules and not receive help from others.
- **MS Teams is the default platform.** In case the examiner prefers to use Zoom, this decision should be communicated to the study team by e-mail studieadm@cs.aau.dk **asap and no later than 2 weeks before the exam.**

Points of attention/advice:

- Information to students on how the exam is conducted online must be provided on Moodle (for example, for oral course exams based on examinees drawing exam questions, the examiner must part of this information include a description on how the drawing of exam questions take place).
 - Note: the examinee may be asked to draw a new question if a technical error has given the examinee a possibility to acquire information on how to answer the exam question.
- 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.
- All participants in the exam are encouraged to use cabled internet connection.
- The exam should be conducted without disturbing elements within the participants' rooms.
- An examinee is not allowed to use an artificial background picture, hiding the background of the room in which he/she is sitting.
- Right before the exam begins, the examiner
 - may ask each examinee to show his/her AAU student card
 - asks each examinee to turn his/her camera around for inspection of the room in which the examinee sits to make sure that there are no one else present in the room and that only allowed aids are present in the room. The examiner and censor can ask for a re-inspection at any time during the exam.
- 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".
- As an alternative to using blackboards/whiteboards, the examiner and censor can ask examinees to write or draw something on a piece of paper and then show it via their camera.
- Before the exam, the examiner(s) and the censor are recommended to rehearse the processes (chatting without including the examinee, letting the examinee(s) out/calling the examinee(s) back in, etc.)
- For group exams:
 - The examiner (supervisor) may allow all examinees to sit in the same room; otherwise, each examinee must sit alone in a separate room.
 - 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).

- 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.
- Consider exchanging phone numbers with the examinees before the exam or at the beginning of the exam. Ensure that information on phone numbers is deleted after the exam.
- 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.
- If the examiner and censor suspect that an examinee has cheated, a disciplinary claim must be put forward in accordance with [AAU's disciplinary rules](#).¹ If the cheating takes place in a group exam, the examinee should be expelled from the exam, and the exam should continue for the remaining examinees.
- In case of connection problems for one or more of the participants, the examiner and censor may decide to have a short break to allow time to fix the problems. Extra exam time can be added to compensate for the wasted time to fix technical problems.
- If a technical problem cannot be solved within reasonable time (up to, say, 10 minutes) the examiner and censor can decide to postpone the exam or to continue the exam at some later (yet unknown) point in time. In that case, please note the following:
 - Nothing should be noted in Digital Exam; i.e., the examinee receives no assessment before the exam has been completed after resumption of the examination.
 - Group exam: If it's a single examinee that experience a serious technical problem that makes it impossible for the examinee to continue the exam, the exam is continued with the remaining examinees.
 - Bad audio: Switch to audio via phone – keep camera on (audio has priority).
 - An interrupted exam can be continued as soon as possible according to the participants' schedules.

Online oral exams (information on what the study secretary does)

The exam is prepared as usual, including bookings in the participants' calendars, etc. In addition, the study secretary will:

1. Register the exam in Digital Exam.
2. Invitations via Outlook are made the following way:
 - If Teams: examiner(s) and censor(s) receive an invitation via the calendar “CS Online-exam”. Examiner/censor call in the students one by one. There will be a list of the students' names and their e-mail addresses in the invitation so that it is easier to call up the individual student.
 - If Zoom: all participants (examiners, censors and students) receive the same invitation-link for the exam and students use the waiting room before they are called in for their exam.

Study secretary informs the examinees:

- about which platform is used for the exam
- that they must have a camera to support video-based examination
 - a webcam-app can be used (e.g., DroidCam (Android) or iVCam Webcam (iOS))

¹ <https://www.studerende.aau.dk/studie-trivselsvejledning/regler/plagiat/disciplinaerregler/>

- that they must sit alone in separate rooms without communicating with others not part of the exam
- that they're encouraged to use a cabled internet connection
- to have a plan B; e.g.,
 - internet sharing with a mobile phone or running a mobile app version of the applied platform in case of lost internet connection
 - a mobile app version of the applied platform or a backup computer in case the computer breaks down
- that they should 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
- before the exam starts, the examinee must upon request show his/her AAU student card
- to have a pencil and sheets of blank paper ready in case they are asked to write or draw something to be shown via their camera