

Conducting course exams by video conference

The following procedure must be followed when conducting course exams by video conference:

- In a video conference, participants are at various different locations and are **visually and acoustically connected to each other** via video technology (phone calls and chats without images and recorded videos are not video conferences).
- Participation in a course examination via video conference is considered as the student's consent to this form of examination. Students have no legal right to take an exam that makes use of video conferencing systems.
- The video conference is to be **initiated by the examiner** (invitation to be sent electronically).
- The **software** to be used must be announced by the examiner when registering the exam. BOKU-IT recommends using **Zoom**: <https://short.boku.ac.at/it-video-konferenzen>
- When registering the exam to be taken by video conference, the examiner must declare whether it is an **oral or written exam**.
- In the case of an **oral exam**, an exam interview takes place between the examiner and the student. The preparation of simple sketches or jotting down of short arithmetic elements can be requested.
- In the case of **written examinations**, students are given oral or written examination questions (e.g. by email or BOKU learn). The student completes these tasks while the exam supervision takes place by video conference. Handwritten work may be required. In such cases, the student must photograph the exam sheet (e.g. with Scan-App) and send it electronically (e.g. by email or BOKU learn).
- When taking an exam via video conference, students must also **be given the opportunity to demonstrate the level of knowledge and skills they have acquired**. The content and scope of the course's subject matter must be taken into consideration (§ 84 Para. 1 of the BOKU statutes).
- For data protection reasons, **recording** of the video conference is **not permitted**.
- The examiner decides whether **listeners** may be permitted in the online room. It must be ensured that there is no influence on the student (e.g. no persons out of view of the camera).
- Use of other lecturers or tutors as witnesses is allowed.
- Before commencement of the exam, the examiner must carry out an **identity check** (with students showing their student ID to the camera).



- The candidate must confirm that he / she **does not have any unauthorized aids in analog or digital form.**
- The examiner may request a **camera pan shot** through the student's online room. The possibility of removing personal items should be pointed out in advance.
- The examiner has to write an examination report.
- If the video conference exam is an **oral exam**, the examiner must announce the **result immediately** to the students after the exam.
- If there are **technical interruptions to the video conference**, the exam must either continue or be canceled, depending on the duration of the interruption. In the event of a continuation, the previous question asked must be replaced if it has not yet been answered. A cancellation on technical grounds is not considered to be the student's fault. The exam cannot then be evaluated and does not count towards the number of exam attempts.

This regulation is valid as of March 19, 2020.