

Conducting final exams by video conference

The following procedure must be followed when conducting final exams (defenses and viva voce examinations) 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).
- The video conference **must be initiated** by the **chairperson** or, if necessary, by one of the examiners (through an invitation sent electronically to the participants).
- The **software** is to be mutually chosen; BOKU-IT recommends using **Zoom**:
<https://short.boku.ac.at/it-videokonferenzen>
- For data protection reasons, **recording** of the video conference is **not permitted**.
- Chairpersons are asked to be mindful **when commencing with the exam** as the video conference can be particularly stressful for students.
- The chairperson 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).
- Before the start of the presentation, the candidate must confirm that he / she **does not have any unauthorized aids in analog or digital form**.
- The chairperson may request a **camera pan shot** through the student's online room. The possibility of removing personal items should be pointed out in advance.
- There are **no didactic constraints** in the presentation (e.g. sharing presentations on the screen, holding up boards, filming posters).
- The **duration** of the "video conference" test method should not be made any shorter.
- After the presentation and the defense discussion, the video conference with the student must be switched off. The **Examination Board then advises** on the evaluation. After the consultation, the students are turned back on and the evaluation announced. If connection is no longer possible, the evaluation can also be communicated in writing to the email address @students.boku.ac.at.
- The **evaluation form** must be signed by the Examination Board and sent by the chairperson to Study Services via email (studienservices@boku.ac.at). Members of the Examination Board who do not have access to the required technology can also send confirmation from their official email address stating the full name of the student with their grade to Study Services.



- If it is **not possible to carry out** an already registered final exam by video conference (e.g. one of the examiners is held up) or it has to be terminated (e.g. technical problems), the chairperson of the Examination Board must ask the Dean of Studies to inform Study Services by email. In the event of **cancellation**, a record must be attached. The canceled exam cannot be evaluated and does not count towards the number of exam attempts.
- **Students** who do not agree to a video conference final exam that has already been registered can **unsubscribe** by email to Study Services without explanation and without giving notice to the Dean of Studies. It is requested that the Examination Board be informed at the same time.

This regulation is valid as of March 19, 2020.