

E-EXAM GUIDELINES FOR INSTRUCTORS

The "Examination Date Announcement" section in Stud.IP has been extended to include the new examination type "e-exam." If you intend to offer an e-exam with the Stud.IP "Vips" tool, please select the examination type "e-exam" in the examination administration. For more information on the "Examination Date Announcement," please refer to this page (currently only in German): <https://uol.de/studium/papierlos/>.

Legal information

During registration for the exam, students will be informed that the assessment will be conducted as an e-exam. If you send information about the exam to students, please attach the "E-Exam Guidelines for Students," which you will receive as a separate file (e_exam_guidelines_for_students.pdf). This file will also be available in the community forum ("Zentrale Informationen fürs Studium") in Stud.IP.

Before taking the exam, students must agree to the changed type of assessment in the Vips exam by checking one box. Only after submitting this statement of consent can the exam begin. This prompt appears automatically before each exam in Vips; you do not need to activate it. Students must also submit a statement of authenticity before the beginning of the exam, whereby they certify that they will work on the exam using only permitted aids and without any help from others. This prompt also appears automatically before each exam in Vips. If students do not confirm these prompts, they cannot take the exam.

Students will be informed in "E-Exam Guidelines for Students" (see separate file "e_exam_guidelines_for_students.pdf") that if they are unable to complete the e-exam properly due to technical problems, the exam attempt will not count.

Data protection

Students will be informed in the central community forum about personal data that needs to be collected and how the data will be stored.

Communicating with students

It is important to inform students in a timely manner before the exam - either in writing or by e-mail - about what aids may be used during the exam.

Please provide students the "E-Exam Guidelines for Students" well in advance of the exam. It contains general information about Vips, including links to the instructions and to a practice exam, technical instructions, the exact wording of the statement of consent and the statement of authenticity as well as information in case the exam cannot be completed properly due to technical issues.

Administering e-exams with Vips

With the Vips tool, exams can be compiled as "exam sheets" containing different question types. You determine the access period for students (how long are the exams visible?) and the testing time (how long do

students have to complete the exam?). You can activate Vips in the course in Stud.IP by clicking on the "More ..." tab. Once activated, the Vips tab will appear in the dark grey navigation bar (see figures 1 and 2).

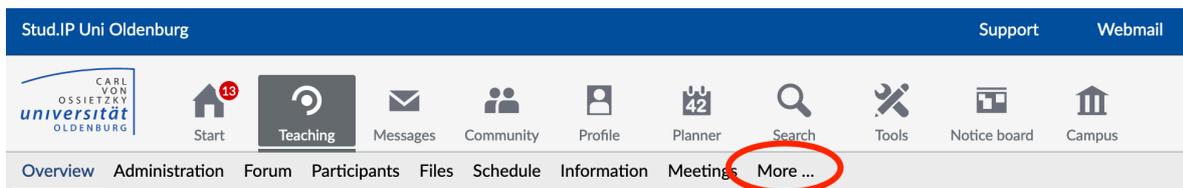


Figure 1: The option "More..." in Stud.IP (on the right, red circle)

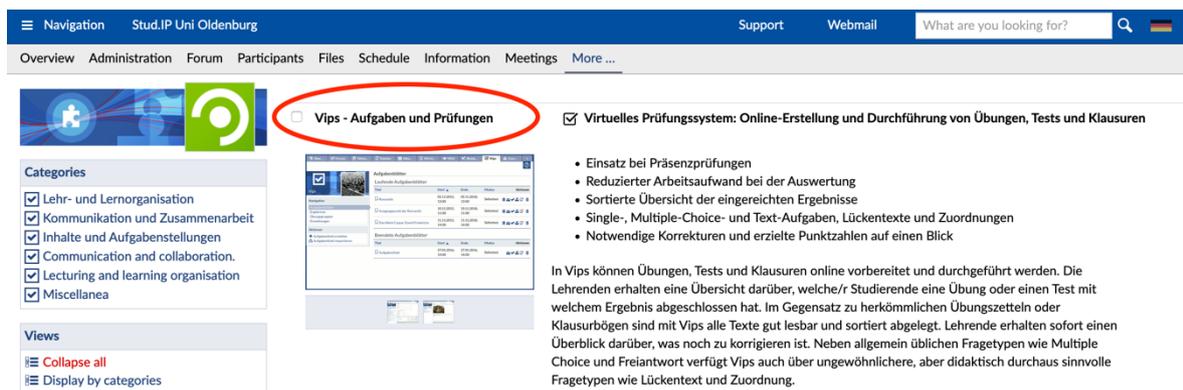


Figure 2: Selecting and activating the Vips plugin (further down the page, the plugin are arranged alphabetically); simply check the box next to it and Vips will be activated for this course.

After students submit them, the completed exams are available in Vips under "Results" and they can be graded automatically or manually depending on the type of questions. However, you should always review the answers that have been corrected automatically in order to check for any mistakes. Grades can then be entered in the electronic examination administration. The grade announcement in Vips is optional and not legally binding.

The following overview provides information about conducting e-exams and showcases some Vips functions. For more detailed instructions on how to use Vips, please refer to the e-didactics blog: https://wp.uni-oldenburg.de/edidactics/wp-content/uploads/sites/143/2020/07/Einfuehrung-in-Vips_Juni_2020_final.pdf. This PDF is currently available only in German.

Set-up

1. Create a new Stud.IP course

We advise you to ask Stud.IP administrators at your department to create a separate, new Stud.IP course for your exam, as not all students in your course may want to take the exam. In a separate course, you will also have fewer privacy issues to consider. Make sure to give instructor or tutor rights only to those who need them at that time.

2. Create exams

Create the exam(s) in Vips. You can copy exercise sheets, exams, and individual problems/questions from other courses or previous semesters, or duplicate complete exams to create new versions based on them. Define the time period for completing the exam

3. Import the names of registered students into the course

To import the names of students registered for the exam into the course, you first need to export the list (.xlsx format) of registered students from the "Examination administration." Then, import this list into the new

course that has been set up for the exam (under the "Participants" tab in the course). You can also do this manually.

4. Recommendation: Set up and use a video conference room during the exam

Set up a video conference room using the "Meetings" plugin in Stud.IP (it is either activated automatically in each course or you can activate it by following the steps like in Figures 1 and 2, except that instead of Vips, you should select the Meetings plugin). This room allows you to greet students at the beginning of the exam, provide explanations and make announcements during the exam. Students can use the video conference chat to ask question or signal that they have a question that the examiners and/or tutors can address in the private chat.

5. Practice exam

It can be useful to offer your students a practice exam so that they can familiarize themselves with the e-exam environment and also test their technology. Alternatively you can refer to the general practice exam (the link is also included in the information for students): https://elearning.uni-oldenburg.de/dispatch.php/course/details?sem_id=f2f1c04516c9f31457f5489f8bc34b92.

Vips features and options

1. Preparing the exam

Exams created with the Vips plugin can contain different types of questions (multiple choice, matching, short answer, long answer with or without file upload). Instructors determine the start and end time. Multiple exam versions can be created and assigned to groups of students.

2. Exam format

As with in-person exams, if multiple choice items constitute more than 50% of the questions, the exam is considered a multiple choice exam. In this case, other regulations apply, particularly regarding assessment (see Niehues/Fischer/Jeremias, Prüfungsrecht, 7th edition, 2018, recital 588; see also section 15, paragraph 14 in [ATPO Uni Göttingen](#)).

3. Testing time

Written exams have an access time (defined by a start and end time) and a testing time (in minutes). A testing time shorter than access time results in an individual testing period for each student. For example: The exam's access time is 10:00 am - 12:00 pm and the testing time is 90 minutes. In this case, these 90 minutes begin to run individually for each student once they start the exam. The exam ends after 90 minutes or at 12:00 pm at the latest.

4. Individual extension of the testing time

During the exam, the testing time can be extended for individual students; for instance, in cases when students encounter technical difficulties. The option is displayed as "Edit submission time."

5. Compensating for disadvantages by extending the testing time

You can adjust the testing time individually in other cases, too; for instance, if the board of examiners has granted compensation for disadvantages by extending the testing time. This is only possible once the exam has been started (even if it has already been submitted). Alternatively, another block with a specific testing time for individual students can be created in advance.

6. Exam submission logs

Each individual question can be edited, revised and submitted as often as necessary within the set time. Each submission is logged with the submission time and IP address. This can be helpful if two students submit very similar solutions to certain questions and you suspect cheating (deliberate attempt at deception).

7. Submitting the exam

There is no explicit submission of the entire exam. The last submitted version of each question/assignment is considered the final submission at the end of the individual testing time. Early submission by students is possible, however.

8. Automatic grading

Closed exam formats can be graded automatically and open exams with short answers can be assessed semi-automatically (answers that are certainly correct or certainly incorrect will be reliably detected). Automatically graded assignments can always be corrected manually.

9. Post exam review

Exam grades and comments can be made available to students through Vips. Instructors can choose what will be visible: only points and grading criteria, or also questions and the submitted solution.

10. Archiving

You can archive all student submissions by generating a printable/archivable PDF/ZIP file.

Ensuring students' independent work

With so-called "open book exams" in Vips, there is always the danger that students will get their answers from the internet. To avoid this, it is recommended to design questions and assignments in such a way that answers cannot simply be looked up. Such assessments require students to apply and transfer knowledge.

You also have the option to create several versions of exams and/or problem sets. In this way, students are given different exams and their communication with each other becomes more difficult. The latest Vips update includes new features that can assign these versions to students randomly.

Technical specifications for students

Students need an internet connection as well as an internet-enabled device to work on the exam at home. A computer or laptop (with keyboard) is recommended. We advise against using tablets or smart phones.

If you set up a video conference room to be used during the exam for announcements, messages and/or questions, students must have loudspeakers or headphones and their device must be able to play sound. A camera is not necessary in this case.

If this exam requires your students to use additional hardware or special software, this must be clearly communicated prior to the exam.

Technical difficulties

Some technical difficulties may occur during the exam. Students have to report these issues. Should technical issues hinder the proper completion of the exams, students must report this immediately to the examiner.

If technical and/or data transmission problems cannot be solved quickly, the exam must be terminated. In this case, the exam attempt will not count.