

## E-EXAM (ELECTRONICALLY ADMINISTERED EXAMS) GUIDELINES FOR STUDENTS

As of summer semester 2020 and due to the current situation, taking electronic examinations (e-exams) instead of in-person exams is available as a new form of assessment. This should allow students to take exams despite the COVID-19 pandemic.

Your examiners will let you know whether you will take your final exam(s) virtually. Additionally, the e-exam is now integrated into the exam registration form. In this way, you can see right away when you register for an exam whether it is being administered online as an e-exam.

### Statement of consent

Before the exam you will be asked to agree to the changed type of assessment (e-exam) in the e-examination system (Vips in Stud.IP). You will give your consent by checking the box with a confirmation before starting your exam. If you do not give your consent, you will not be able to take the e-exam.

If you take the e-exam, it will count as a regular exam attempt. If you do not pass, it may result in failing the entire course, depending on your department's examination regulations. If you have already registered for the exam, you can withdraw your registration up to seven days before the exam.

You will find the statement of consent – as it will appear on the exam – in the appendix of this document.

### Statement of authenticity

Together with the statement of consent (see above), you will submit a statement of authenticity by clicking on a confirmation prompt before the start of the e-exam. By doing so, you declare that you will only use the permitted aids while taking the e-exam and that you will solve all problems solely by yourself and without any help from others.

You will find the statement of authenticity – as it will appear on the exam – in the appendix of this document.

### Technical specifications for taking e-exams, technical problems

You will take e-exams in your own workspace (at your home, for example). You will need a stable internet connection and an internet enabled device to work through the exam questions. We recommend using a computer or laptop (with keyboard). We advise against using tablets or smart phones.

If you are unable to complete the e-exam properly due to technical issues, the exam attempt will not count. You must immediately inform the examiner about the technical problems.

### Technical implementation

The e-exam is conducted with the "Vips" tool in Stud.IP. Vips allows different question types: multiple choice, free text, matching and fill-in-the-blanks. You will also find information about the time window within which you can access the exam in Vips (access time), as well as the time available for taking the exam once you have started it (testing time).

You can find detailed information on the Vips system in the document *Instructions for Students: E-exams with Vips* available on this link: <https://wp.uni-oldenburg.de/edidactics/wp-content/uploads/sites/143/2020/07/Anleitung-E-Klausuren-Studierende.pdf>. However, this document is currently available only in German.

Testing the Vips system on Stud.IP

A practice exam is available in order to give you the opportunity to familiarize yourself with the Vips system beforehand, which should enable you to concentrate on the actual exam once you take it. The practice exam does not contain realistic or typical exam questions for your subject; rather it showcases general question types and allows you to test how answering questions functions on your own device.

Follow this link for the practice exam: [https://elearning.uni-oldenburg.de/dispatch.php/course/details?sem\\_id=f2f1c04516c9f31457f5489f8bc34b92](https://elearning.uni-oldenburg.de/dispatch.php/course/details?sem_id=f2f1c04516c9f31457f5489f8bc34b92)

This document is also available in the central community forum *Zentrale Informationen fürs Studium (SoSe2020)*.

## APPENDIX: STATEMENT TEXTS AND DATA PROTECTION NOTICE

### Statement of Consent

I am aware that the examination type "e-exam" described in the E-Exam Guidelines for Students is not specified in the examination regulations. The purpose of this examination type is to give me the opportunity to take the exam at the present time despite the COVID-19 pandemic. Alternatively, I have the option of not taking the above-mentioned exam and instead take the exam in a later semester in the format specified in the examination regulations. If I take this exam, it will be counted as a regular exam attempt. If I do not pass the exam, it may result in complete failure of the course, depending on the examination regulations in my study program. Additionally, in the event of a complaint or legal action, I cannot cite the fact that the examination type was not specified in the examination regulations.

I have understood the above and have had sufficient time to consider my decision. I agree that the exam may be conducted as an e-exam.

### Statement of Authenticity

I hereby certify that I will only use the permitted aids when taking the e-exam and that I will solve all problems solely by myself and without any help from others. I am aware that the untruthful submission of this statement may constitute a deliberate attempt at deception, which in certain cases may also result in complete failure of the course. I confirm that I will neither record this exam nor allow third parties to record it. I am aware that any attempt to record and/or transfer the recording to third parties will be considered a deliberate attempt at deception.

## **Data protection notice**

for personal data processing via Vips

Dear Sir or Madam,

the University of Oldenburg is introducing e-exams via Vips (=Virtuelles Prüfungssystem, Virtual Examination System) in Stud.IP. In the following we would like to inform you about the personal data processing in this context.

### **Which data is processed in the context of the e-exams via Vips?**

Within the framework of Vips e-exams, we process the following data from you:

- student data (matriculation number, name)
- Exam answers and answer history (content, time stamp, versioning)<sup>1</sup>
- Time: Start of the exam
- Date: Final submission of the exam
- IP address

### **How long are your exam answers stored?**

The above data will be stored in Stud.IP for three (3) years.

### **Who can view your data?**

All data mentioned above can be viewed by the examiner for evaluation purposes. Furthermore, our administrators have access to your data, but only use this access if it is absolutely necessary from an IT (security) technical point of view. All persons authorized to access the data have been bound to confidentiality. Your data will never be passed on to unauthorized third parties.

### **Are your exam performances automatically evaluated?**

Vips calculates (if desired by the respective examiner) your grade by means of a predefined grading scheme and specifications of the examiners. The grade calculated by Vips is accepted by your examiner and finally entered into the examination administration system. Examiners make sure that Vips has calculated the grade correctly and can adjust your grade if necessary. Vips therefore only serves as a tool for calculating the grade but does not replace the examiner's assessment. Fully automated decision making for individual cases does **not** occur.

### **On which legal basis is the processing based?**

You are obligated to provide your data based on the *Niedersächsischen Hochschulgesetz* in conjunction with the *Hochschulstatistikgesetz*; the respective relevant examination regulations found in article 6 paragraph 1 letter e) GDPR: if you have registered for the examination and have been admitted. If you do not provide your data, we will not be able to take any examination.

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<sup>1</sup> Each test answer is stored with a time stamp and the IP address associated with it at that time. This results in an answer history which can also be viewed by examiners. This serves the purpose of tracing whether, for example, a test answer was inadvertently deleted before submission.

**Contact person**

Person responsible for data processing is the Carl von Ossietzky University of Oldenburg, legally represented by the President, Ammerländer Heerstraße 114-118, 26129 Oldenburg, e-mail: internet@uol.de.

You can contact the data protection officer at dsuni@uol.de or by telephone at 0441 798-4196.

For technical questions about Vips please contact studipsupport@uol.de.

For additional information on data processing via Stud.IP please refer to the data protection declaration at <https://elearning.uni-oldenburg.de/dispatch.php/siteinfo/show/1/23>