**Organizational information for students  
Online exams**

**To take an online exam you need:**

**• Computer / laptop with camera and microphone**

**• Stable internet connection**

**• Student ID**

**• Permitted resources are announced by the examiner.**

**1. During the course**

* Find out about the type and scope of the examination requirements.
* Find out about the resources that are permitted.
* Find out about the type and requirements of identity checks and surveillance during the online exam.
* Take the online exam procedure test using your electronic equipment and resources; Such a test should be offered by your examiner.
* Register for the exam in the HIS and in your Moodle exam course.
* If you do not have a sufficient internet connection at home, please contact your examiner. You can then write in the university buildings.
* If you do not have a sufficient laptop, you can fall back on a limited contingent of loan computers in the university computer center. Registration takes place via [hrz-support@hs-emden-leer.de](mailto:hrz-support@hs-emden-leer.de).

**2. Immediately before the exam**

* Go to the Moodle exam course or the BBB / WebEx session in good time.
* Have your student ID ready.
* Make sure that you can write the exam undisturbed.
* Inform other people in the household that you must not be disturbed for the next 60 or 90 minutes.
* If necessary, organize childcare.
* Set your telephone / bell or similar off or silent.
* Remove all non-approved resources from your desk.
* Make sure that you can contact the examiner in the intended manner.

**3. During the exam**

* Take care of your time management.
* Note the time limit that has already been used.
* Complete all tasks.
* Record technical malfunctions if you are affected by them and, if necessary, send them to your examiner by email.

**4. At the end of the exam**

* Submit the exam electronically in the prescribed manner.

**Appendix:**

Attempts of deception and fraud:

* Deception is not a trivial offense!
* A gross deception can lead to a final failure and thus to the termination of your studies!
* Deception is dishonest and extremely unsocial! You are damaging your fellow students!
* Not to deceive is a requirement of fairness!
* If you are caught cheating, you will be told.
* The deception is recorded.
* You can finish the exam if you wish.
* The examination board then decides whether the exam will be graded “failed”; In the case of a particularly serious deception, a final failure can also be the result.

Technical problems:

* If there are technical problems during the exam, try to stay calm!
* If the sound and picture from your camera or microphone cannot be transmitted, please contact the examiner and clarify how to proceed.
* If you cannot continue writing the exam, please inform the examiner as soon as possible. The exam is then considered not to have been written; a failed attempt will not be taken into account.
* If you cannot save or upload the exam in the exam system after completion, please contact the examiner and clarify the further procedure.
* If you have tried everything to correct the error and the problem persists, the exam is considered not to have been written; a failed attempt will not be tak