

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.

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.
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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