

Examinations of the winter semester 2020/21: Examination without presence

In order to keep the risk of infection for teachers and students as low as possible during the examination period, the following measures will be taken during the upcoming examination phase. The guiding principle continues to be that examinations should not take place in attendance. All scheduled examination dates will also be rescheduled in accordance with the requirements of the state of North Rhine-Westphalia.

A Postponements

1. All exams scheduled between February 1 and February 14 that cannot be conducted in an online format will be rescheduled to a date on or after March 1 by agreement between room administration and the instructors.
2. All exams scheduled between February 15 and April 11 will be rescheduled by two weeks. Thus, an exam scheduled for February 15 will be held on March 1, etc.
3. Deviations from this rule: the dates scheduled for the E-exams will not be rescheduled, and exams scheduled for March 19-22 will not be rescheduled by two weeks, but by four weeks to April 16-21, as they would otherwise have to be written on Easter.

The new dates will be entered centrally in unison between February 1 and 5. After February 5, the responsible exam coordinators whose exams are not centrally scheduled will have the opportunity to enter their new dates. Apart from that, all exam coordinators and teachers are urged not to make any changes.

An individual examination date must be offered for individual students for whom postponement of a scheduled examination would result in undue hardship or cause a significant delay in the course of study of at least six months. If necessary, an alternative form of examination may be used for this purpose. Undue hardship is deemed to exist in particular if the loss of the residence permit/visa is imminent or the possibility of starting an already guaranteed job, a directly subsequent Master's program or a traineeship is denied.

This systematic rescheduling of the entire block of examinations or the agreement between the room administration and the lecturers when rescheduling examination dates prevents consequential problems that can arise when arbitrarily rescheduled examinations overlap (see circular of January 18). Individual examination dates, e.g. for oral examinations, can be rescheduled in consultation with the students.

B Examination formats without presence

All exams, including postponed exams, will be taken without attendance whenever possible. The goal is to protect instructors and students by allowing as many exams as possible to be taken from home. For this reason, all instructors are urged to replace scheduled face-to-face exams with alternative exam formats.

The legal basis for the possibility of choosing examination formats other than those provided for in the examination regulations was already decided by the Rectorate at the beginning of the winter semester 2020/21 and published on 29 October (§5 of the [Regelungen für das Wintersemester 2020/21](#)). Students should be given sufficient opportunity to adjust to the changed examination format. Therefore, the decision on the changed examination format should be made as early as possible and communicated to the students at least two weeks before the examination date. Oral examinations may be conducted as videoconferences. When conducting oral examinations via videoconferencing, all conditions listed in the „[Merkblatt zur Durchführung von mündlichen Online-Prüfungen](#)“ (instruction sheet for the conduct of online oral examinations) must be met.

Conception of alternative examination formats: Prerequisites, tools, etc.

- Surveillance during written examinations conducted online (online proctoring) is not permitted. Only the establishment of identity before the start of a written online examination is permitted, after which the examinees can switch off the camera.
- The design of the examination formats must be aligned with the competencies to be acquired. The portal Digital Teaching of the University of Siegen offers good help in designing examinations ([Link](#)).

Notes on conception: **synchronous written examination formats** (e.g. examinations in real time)

- Since monitoring is not permitted for written online exams, the usual face-to-face exams cannot be replaced one-to-one by online exams. Instead, the tasks and the processing time must take into account the fact that students can use aids.
- Examinations that are essentially completed by all students at the same time, analogous to written examinations, **cannot be conducted via Moodle** due to limited technical capacities of the system.
- However, synchronous written examinations can be carried out with the help of an extension of ECON EBook, an in-house university development (DiWiS, Fac. III). The prerequisite is that the respective exam is created in the system. Different types of questions and tasks are possible. Detailed information will soon be available on the website of the Team [Digitale Lehre](#).
- Online exams are usually held on the scheduled date (after rescheduling). All exams have been scheduled without overlap, i.e. students can participate in all exams for which they have registered. This guarantee can only be maintained if exams are not rescheduled for another day of the week or another time.

Notes on conception: **asynchronous written examination formats**

- Asynchronous examination formats include all those examinations in which students submit their examination paper by a specified time, but apart from this are not logged into a network or program.
- The submission of such examination papers by e-mail is permitted. It is recommended that students be given specific information about how to submit their exam paper (e.g., exact deadline, file format).
- Moodle can be used for asynchronous online examinations, but is only recommended for the simultaneous submission of examination papers by up to 100 students, as the system's technical capacities are limited.
- When determining the processing period, it must be taken into account that students may have to process other examinations at the same time.

Note on implementation for all online written exam formats

- For all written online examinations, a declaration is obtained from the examinees that the examination was prepared independently by the examinees and that no aids other than those specified were used. You can find a template here: https://www.uni-siegen.de/zuv/dezernat3/abteilung_3_2/
- Students who do not have the space or technical requirements at home to take a written online examination will be provided with a suitable place in a PC pool at the university. All students will be informed about the application and organizational details in due time.
- For synchronous online exams, which are written with Q-Exam (e-exams) or ECON EBook, central contact persons will be named, whom students can contact in case of technical problems—especially at the time of submission. For all other online exams, e.g. via Moodle, the teachers are recommended to name a contact person to the students.

C Presence exams

- The execution of examinations that can only be carried out in presence is applied for at the Dean of Studies Office. The necessity of conducting the exam in presence must be justified. You can find a template here: https://www.uni-siegen.de/corona/download/genuehmigung_praesenzpruefungen_dokumentation.pdf
- All rooms booked for exams are initially deleted centrally in unison. As soon as the approval to conduct an attendance examination has been received, rooms for the new date can be requested with this approval (raumverwaltung@uni-siegen.de) or room requests can be made in unisono. Teachers and study coordinators who intend to request attendance exams are advised to find out which rooms were originally booked via unisono before February 1 in order to facilitate the new room request.
- For students who cannot take part in an attendance examination for actual reasons (e.g. stay abroad in the case of international students, medical certificate of increased risk of serious illness in the case of infection with Covid-19), a suitable alternative examination format must be offered. The regulations in the examination regulations regarding compensation for disadvantages and withdrawal remain unaffected.