

## **Information for Students Regarding Online Examinations Department of Economics**

### **TECHNICAL ORGANIZATION OF THE EXAMINATION**

The exams are organized via eCampus. There is a central eCampus folder "Modulprüfungen / Module Exams" and for each "exam" there is a "group". Both folder and group are closed; students cannot join them on their own. The Exam Office will add members manually after the end of the exam registration period based on the respective lists of participants. Generally, examinees will be able to enter the exam folder or their exam "group" at the latest 24 hours before the exam to familiarize themselves with the exam environment and upload documents for identity verification, if necessary. Each exam contains detailed formal and work instructions, as well as contact options during the exam.

*Path in eCampus to the exam folder:*

Repository → Einrichtungen → Dezentrale Einrichtungen → Rechts- und Staatswissenschaftliche Fakultät → Wirtschaftswissenschaftlicher Fachbereich → Volkswirtschaftslehre / Wirtschaftswissenschaften / Economics → Module Exams → Modulprüfungen Bachelor or Module Exams Master → Modulprüfungen Current Semester / Module Exams Master Current Semester → 1st or 2nd exam period(Current Semester) → "Name of the Exam"

### **TYPES OF EXAMINATIONS**

There are the following types of exams:

- **Written exams** where the examinee downloads the exam from eCampus, types the answers into a blank file (e.g. Word document), and then uploads this document via eCampus as a PDF file.
- **Written exams** where the examinee downloads the exam from eCampus, writes the answers on paper, scans the written document (with scanner or freely selectable scan app with cell phone or tablet) and then uploads it again via eCampus as **one** PDF file.
- **Written exams** where the exam questions are programmed in eCampus and the answers need to be entered directly into eCampus (e.g. in the form of single choice questions, multiple choice questions, cloze, free text, classification, etc.).
- **Oral exams**

Examiners will let you know in advance what type of online exam they will be conducting.

### **SUPERVISION**

There are the following variants of supervision

- **No supervision**, students only need to submit an affidavit that the examination was carried out independently and without unauthorized aids. The examiner provides the text, which must be signed by hand (no digital signature). The declaration must be uploaded with the examination results.
- **Proctored via Zoom**, possibly in multiple Zoom meetings and/or with breakout sessions. For proctored exams, the following rules apply:
  - microphone turned off
  - no headphones

- Camera on, no virtual background allowed
- Login to Zoom with real name (first name, last name), no nicknames, no matriculation number.

### IDENTITY CONTROL

There are the following variants of identity control

- **For proctored exams**, an identity check is performed by matching the ID card or passport. For this purpose, a copy or photo of the ID card must be uploaded to eCampus with the following readable/recognizable information: Country the ID comes from (e.g. Germany), validity period of the document, picture of the holder, name of the holder. All other information can be blacked out. During the exam, the exam proctors will compare the submitted copy with the Zoom picture and name.

### AIDS

- **Open Book Exam**: All aids or a number of defined aids are allowed (exception: outside personal help is not allowed in any case!).

The examiners will announce which aids are allowed.

- **Closed Book Exam**: No aids are allowed (will be proctored via Zoom).

### BREAKS

For **unsupervised exams**, examinees decide on breaks individually. For **proctored exams**, the examinee must report to the proctor (via chat) and announce that he/she is leaving (will be noted in the protocol) and also report his/her return (via chat).

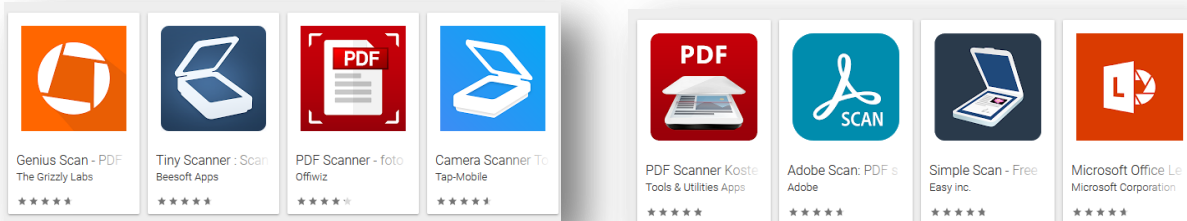
### HARDWARE AND SOFTWARE REQUIREMENTS FOR EXAMINEES

The hardware and software equipment required to take online exams depends on the type of exam and whether it is a proctored exam or not. In all cases, an internet connection and access to eCampus is required.

For of Supervision	Supervised/proctored	unsupervised
<b>Exam Format</b>		
Exam answers are typed and uploaded	<ul style="list-style-type: none"> <li>• Laptop with webcam (alternatively use cell phone as webcam)</li> <li>• Browser</li> <li>• Application for writing documents (e.g. Open Office)</li> <li>• Application to convert office documents into pdf file</li> <li>• Zoom Campus License</li> </ul>	<ul style="list-style-type: none"> <li>• Laptop or tablet</li> <li>• Browser</li> <li>• Application for writing documents (e.g. Open Office)</li> <li>• Application to convert office document into pdf file</li> </ul>
Exam answers are written by hand, scanned, and uploaded	<ul style="list-style-type: none"> <li>• Laptop with webcam (alternatively use cell phone as webcam)</li> <li>• Scanner or cell phone with scan app for mobile devices</li> <li>• If you use your cell phone as webcam and do not have a scanner, you need a second device</li> </ul>	<ul style="list-style-type: none"> <li>• Laptop or tablet</li> <li>• Scanner or cell phone with scan app for mobile devices</li> <li>• Browser</li> <li>• Own paper according to the lecturer's specifications</li> </ul>

	<p>for scanning</p> <ul style="list-style-type: none"> <li>• Browser</li> <li>• Zoom Campus license</li> <li>• Own paper according to the lecturer's specifications</li> </ul>	
Exam answers are entered directly in eCampus	<ul style="list-style-type: none"> <li>• Laptop with webcam (alternatively use cell phone as webcam)</li> <li>• Browser</li> <li>• Zoom Campus license</li> </ul>	<ul style="list-style-type: none"> <li>• Laptop or tablet</li> <li>• Browser</li> </ul>
oral	<ul style="list-style-type: none"> <li>• Laptop with webcam (alternatively use cell phone as webcam)</li> <li>• Zoom Campus license</li> </ul>	<ul style="list-style-type: none"> <li>• not applicable</li> </ul>

Various scan apps are available in the Play Store or App Store. Download them to your mobile device in time and test them. Make sure that the scan of your exam is stored only locally and not stored in a cloud outside of eCampus or Sciebo (e.g. by performing the scan in flight mode).



### TECHNICAL PROBLEMS

Each examiner should announce a contact option during the exam and, if necessary, during the upload time, where he/she or the exam proctor can be reached.

If e-Campus is disrupted for a short time only, please try again to download the exam or to upload your exam answers. If necessary, please send the exam to the examiner via email. In case of a long-term malfunction, the exam will be cancelled.

In case of technical malfunctions, take a screenshot with the corresponding error message and send it - as soon as possible - to the examination proctor and to the Examination Office ([vw|pa@uni-bonn.de](mailto:vw|pa@uni-bonn.de)).

If the technical malfunction is your responsibility (e.g. internet failure), the extended regulations for exam withdrawal apply. If it is a short-term failure of less than 1 minute (e.g. failure of the zoom meeting, failure of laptop or camera), the exam can still be finished regularly. However, the failure will be documented in the exam protocol.

### TIME FOR UPLOAD 60 MINUTES

The upload time of one hour is intended exclusively for digitizing the exam. During the upload time, you have to make sure that the exam's scan is legible and in sufficient quality. Furthermore, the pages of your exam have to be scanned in chronological order and in the proper format (e.g. not upside down). Please bear in mind that pdf-files

in which pictures have been inserted are hard to read. Therefore, please make sure to scan and save your exam as a pdf-file right away. If the exam is illegible, it may not be graded and you may not receive a grade. In this case, the extended regulations for exam withdrawal of the summer term 2021 apply.

**The previously granted 10-minute grace period after the upload time is omitted without replacement.** If you have technical problems during the upload time that are **not your fault**, contact the examination office **in good time** before the upload time expires (by email from your Uni-Bonn email address, attach your exam answers directly to the email!). Problems with your WLAN, Internet connection, scanner, printer, mobile phone etc. are your responsibility and you are held accountable for them. Exam answers that are submitted after the upload time has expired will be marked as withdrawal.

### Proper Behavior/ Attempt at Deception

It is not allowed to write the exam in the same room (e.g. in the same room of an apartment or similar) as other examinees. Examinees living in shared apartments must arrange for a single room with sufficient internet connection in good time. An exception applies only to the use of the ULB reading room.

The examinee must ensure that the exam/examination documents cannot be viewed if he/she leaves the room during an online exam (e.g. for a bathroom break).

**It is not allowed to send your exam answers to other candidates during the upload period.**

If a violation of these rules is found, it constitutes prima facie evidence of an attempt at deception. The attempt at deception will then be punished accordingly.

**In the event that a candidate cheats in several online exams (on the same exam date or in consecutive exam dates), the Examination Committee reserves the right to determine multiple or serious attempts at deception, which can lead to exmatriculation. This also applies to previous arrangements to solve the exam together.**

### WITHDRAWAL FROM THE EXAM/EXTRA ATTEMPTS

**Withdrawing from an exam** is possible in the winter semester 2020/2021 for all final module examinations **until the submission of the written exam, or immediately before the end of the oral examination - until 1 day before the examination regularly via BASIS**, afterwards and in case of technical difficulties, by mail to [vwlpa@uni-bonn.de](mailto:vwlpa@uni-bonn.de) (mail from your @uni-bonn.de address stating your matriculation number and the name of the module). **Failure to hand in the exam, failure to appear or crossing out the exam on the day of the exam will automatically result in withdrawal from the respective exam.** Therefore, please refrain from withdrawing due to illness.

**There will be no additional retake attempt (Corona-bedingter-Freiversuch).**