

Based on the decision of the Academic Senate of the University of Rostock on April 3, 2020, the University of Rostock has decided to convert its range of courses, as far as possible, to formats without attendance. To ensure that examinations can be carried out even during the period of the physical-distancing there is the possibility of holding, written examinations as at-home-exam. This applies in particular to the still uncompleted exams from the exam period from March 16 to March 31, 2020, and the exams of the following semesters until the resumption of presence. To ensure valid quality standards are upheld, the Rectorate defined the following general guidelines for the realisation of online colloquia on June 15, 2020.

Framework

Written exams may only be conducted as at-home-exams if they are comparable to a written presence exam in terms of the level of requirements, difficulty, scope and type of questions. **It is only possible to switch to the form of an at-home-exam if the examiner assesses the subject and the examined competences suitable for this form of exam.** In this case, the scope of tasks has to ensure that attempts at fraud are largely excluded (for example, by using several examination variants with different task combinations or different order of the questions as well as by asking open questions).

It is recommended to switch to the at-home-exam, for example, for tests or formats that serve as a preliminary examination.

When carrying out at-home-exams, it is important to observe the voluntary principle. This means that a switch to this type of examination is voluntary for the students. Accordingly, the consent of the student must be obtained in advance by e-mail or as the first question in the at-home-exam.

If a written examination takes place as an at-home-exam, the examination law provisions apply following the applicable examination regulations.

- The *level of difficulty*, choice of topics, supportive equipment as well as tested competences must be equivalent to the written examination.
- The duration of the at-home-exam has to be equivalent or to be adapted in an adequate form to that of a written examination.
- In case of serious technical problems, the students can cancel the exam at any time. In this case, the exam will not be considered as having been attempted.

Requirements

To conduct an at-home-exam, the students need:

- a computer / notebook / tablet / smartphone as well as
- a stable internet access for receiving the tasks at the beginning of the exam as well as for sending back the declaration of authorship and the results at the end of the exam.
- If the results of the examination are not sent back electronically but by post, students also need the possibility to scan or take a picture (mobile phone) of their individual examination papers. These scans or photos are sent to a previously given e-mail address of the examiner.

- The students must ensure a trouble-free environment. This includes no other people in the same room during the time of the home-exam. If the presence of other people in the room cannot be avoided (for example small children), students have to discuss this individually with their examiners in advance.

In this form of examination, the participating students get the tasks at a certain time (the pre-arranged start of the examination) via e-mail. They can take the at-home-exam outside of the rooms of the University of Rostock during a predetermined processing time (the examination time). Afterwards the solutions (the written at-home-exams) are sent back by the students.

For editing and returning the results two modes are available:

1. The at-home-exams are written **in electronic form** (e.g. with a word processing program, text editor, Winword, ...) and returned by e-mail or upload to a system after the processing time.
2. The at-home-exams are **written by hand** and scanned or photographed directly after the processing time. In addition, the original has to be sent back to the examiner by post.
 - a. The digitised copies must be submitted via e-mail by the stated deadline in order to document the status at the end of the processing time. When specifying the submission time, some time for photographing or scanning the original documents must be given; an additional 5 minutes is recommended.
 - b. For the purpose of correction, the handwritten originals must be sent no later than three working days (postmark) after the date of the at-home-exam to the examiner by post. It would be also possible to hand in the originals via the letterboxes of the study offices (or other previously announced letterboxes) at the UR.

The tasks can either be sent by e-mail or provided via StudIP or Ilias. When designing the exams, it should be ensured that no permanent internet connection is required during the processing time.

The submission of the exams is certified either manually or with an automatically generated confirmation of receipt (e.g. automatic e-mail reply).

Preparation and execution

1. The examiner is responsible for providing a detailed instruction on how to receive, process and return the exam at least four days before the at-home-exam. Also, the permitted aids need to be specified bindingly and a form for the declaration of independence has to be attached.
2. The identity of the students is guaranteed either by sending the tasks to the personalized e-mail addresses of the University of Rostock or by logging into the personalized account of one of the systems StudIP or Ilias.
3. Immediately after the end of the processing time for the at-home-exam, all students must fill out the declaration of independence to assure the exam was taken independently and without unauthorized aids.
 - a. If the at-home-exam is written by hand, the declaration of authorship must be attached to the original documents when returning it by post.



- b.* In the case of electronic submission, a scan or photo of the declaration of authorship must be sent to the examiner after the at-home-exam and the original documents must be submitted by post.
4. If the handwritten mode was chosen, the digitised copies must be submitted by the deadline set by the examiner. When determining the submission time, the examiner must take the time required for digitising and sending the final exam as well as the declaration of authorship into account.

Procedure in the event of exceptional occurrences

For the case of technical problems, such as a disconnection or something similar, the examiner will provide an e-mail address and a telephone number in advance so that students can get in touch immediately. The further procedure, e.g. the cancellation of the exam or a postponement of the exam, must then be decided individually according to the technical possibilities.

Compensation for disadvantages

Students who are entitled to compensation for disadvantages (such as an extension of their writing time or the use of special aids; so called "Nachteilsausgleich") must apply for this to the respective examination board as for all examinations. For individual agreements on implementation (such as an adjusted submission time), these students must report to the examiner at least four days before the exam.



Form for the declaration of consent

I,....., immatriculation-no., hereby give my consent to conduct my written examination in the subject ___ in (summer semester/winter semester ___year___) as an home-exam. I have read the "Guidelines for the realization of written online examinations" of the University of Rostock and agree with the mentioned conditions.

I also agree to (use the platform ___ to send the exam / get the exam questions via e-mail to my e-mail address at the University of Rostock)¹.

.....

Place, Date

.....

Name

Form for the declaration of authorship

I,, immatriculation-no., hereby declare that I took the present written home-exam independently and without using any other aids than the specified one.

.....

Place, Date

.....

Name

¹ Delete as applicable.