

## **Retningslinjer for mundtlige prøver via Skype e.l. NAT og TECH**

Beskrivelsen nedenfor er baseret på en forsøgsordning for afholdelse af online mundtlige prøver på ingeniørhøjskolen Aarhus Universitet, Campus Herning, godkendt af ministeriet i december 2018 (bilag 1). Konceptet har være afprøvet på online-versionen af elektronikuddannelsen (diplom-ingeniør).

Hvis flere studerende deltager i prøven (gruppeeksamen) skal hver studerende sidde i et lokale for sig og opfylde nedenstående krav.

### **Før prøvens afvikling**

- Den studerende skal modtage tydelig kommunikation omkring metode for trækning af eksamensspørgsmål, nødvendigt udstyr, netværk, mobilnet som backup samt indmelding af telefonnummer og E-mail-adresse

Det skal sikres at eksaminator / censor har det fornødne udstyr, netværk mv, samt at censors telefonnummer og E-mail-adresse er kendt.

### **Prøvens opstart**

- Det anbefales at eksamen foregår først på dagen, således at prøven kan gennemføres senere på dagen, hvis der opstår net-nedbrud undervejs. Undgå for kort tid imellem de enkelte eksamener – der skal være plads til at alle er med på Skype-forbindelsen.
- Aftal på forhånd hvordan eksamensspørgsmål trækkes.
- Aftal på forhånd hvordan skriftlige og andre input under eksamen håndteres, skrivning/tegning på papir eller andet.
- Der skal derfor reserveres ekstra tid på dagen, mhp. afvikling af prøver for det tilfælde at en eller flere studerende har oplevet net-problemer undervejs.
- Den studerendes identitet fastslås. Identifikationskontrollen løses fx ved at den studerende viser studiekort / pas til eksaminator og censor inden eksamens start.

### **Under prøven**

- Prøven indledes med en 360 graderes panorering af den studerendes webcam mhp. at sikre, at der:
  - Ikke er andre personer til stede i lokalet
  - Ikke befinder sig tablets, smartphones eller lignende, der kan benyttes af en 3. part til at chatte med den studerende under prøven
- Yderligere panoreringer, deling af skrivebord mv. gennemføres af den studerende, såfremt eksaminator / censor beder om det.
- Der må kun være én indgang til lokalet og den studerende skal under prøven være placeret således at indgangsdøren til lokalet, hvor vedkommende opholder sig, hele tiden er synligt i billedet

Hvis der opstår net-nedbrud og det ikke kan afhjælpes i løbet af 5 minutter, afbrydes prøven. Der aftales pr mail eller telefon et nyt prøvetidspunkt, helst samme dag, hvor eksamen genoptages. Der skal da trækkes et nyt spørgsmål, og forsøget regnes for brugt.

### **Efter prøven**

- Den studerende meddeles resultatet efter endt votering og resultatet registreres i Digital Eksamen
- Evt. uregelmæssigheder indberettes til Nat-Tech Uddannelse

## **Guidelines for oral exams via Skype or the like NAT and TECH**

The description below is based on a pilot solution for the conduct of online oral exams at the Aarhus University School of Engineering, Campus Herning, approved by the Ministry in December 2018 (Annex 1). The concept has been tested on the online version of the Electronic Engineering programme (Bachelor of Engineering).

If several students take part in the exam (group exam), each student must stay in a separate room and meet the requirements below.

### **Before the exam**

- The student must receive clear communication about the method for drawing of exam question, necessary equipment, network, mobile network as backup, as well as reporting of phone number and e-mail address.

Ensure that the examiner/co-examiner has the necessary equipment, network, etc., and that the co-examiner's phone number and e-mail address is known.

### **Start of the exam**

- It is recommended that the exam takes place first in the day, so that the exam can be carried out later in the day if there are network breakdowns along the way. Avoid too short time between the individual exams – there must be room for everyone to be on the Skype connection.
- Arrange in advance how exam questions are drawn.
- Arrange in advance how written and other forms of input during the exam are handled, writing/drawing on paper or otherwise.
- Therefore, reserve extra time on the day, with a view to the conduct of exams, in case one or more students experience network problems along the way.
- The identity of the student must be established. The identification check can for example be solved by the student showing his or hers student card / passport to the examiner and co-examiner before the start of the exam.

### **During the exam**

- The exam begins with a 360 degree panning with the student's webcam to ensure that:
  - No other people are present in the room
  - No tablets, smartphones, or the like that can be used by a third party to chat with the student during the exam is in the room
- Additional panning, desktop sharing, etc. must be carried out by the student if the examiner/co-examiner asks for it.
- There must be only one entrance to the room, and the student must during the test be placed so that the entrance door to the room, where he or she is staying, is visible in the picture at all time

If a network breakdown occurs, and it cannot be rectified within 5 minutes, the exam must be stopped. Arrange a new time to resume the exam, preferably on the same day, by mail or phone. A new question must then be drawn, and the exam attempt is considered as used.

### **After the exam**

- The student is notified the result after the completed vote, and the result is registered in Digital Exam
- Any irregularities are reported to Nat-Tech Studies Administration