

Remarks on planning and conducting online examinations as alternative examinations in summer semester 2021

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1. General Remarks

According to the RPO annex published in Gazettes no. 01/21-22/21 at <https://www.leuphana.de/universitaet/amtsblatt.html>, the lecturer is responsible for "the timely and correct provision of the exam as well as the documentation of the receipt of the exams processed" for all alternatives to face-to-face exams. The following notes are intended to give you an orientation as to what to consider when selecting, planning, conducting and documenting the alternative examination formats.

It is up to you as a teacher to decide which of the alternative online exams suggested in the appendix to the RPOs you would like to offer your students. The following options are available to you for this purpose:

- Exam with immediate online processing time (with exam software: Moodle, EvaExam, etc.)
- Exam with extended processing time
- Exam with immediate processing time (without exam software)

Please take sufficient time to select the appropriate alternative examination format for you. In this document, you will find information on the following three phases to help you choose the different examination formats: **Planning, Development & Testing** → **Implementation** → **Documentation**.

Content-related aspects are so varied and individual that we will mainly refer to the technical-practical aspects here. The Teaching Service is of course also available as a reflection partner for questions regarding content and didactics; please do not hesitate to contact us if necessary (lehrservice@leuphana.de).

Planning the examination modalities. Plan the exact modalities for each examination: When do students receive what information? Is a test run necessary in advance? How do you communicate with the students during the examination process? etc. Inform your students early on about the modalities of the examination procedure and clarify any questions that may arise and document this in advance. Either by announcing "Information on the examination" in the "Notes" field in myStudy and also in the examination protocol (see examination protocol in myStudy).

Shortened withdrawal period for students. Please note that the withdrawal period for students has been changed from 5 working days to 3 working days. This means that as an examiner you will only know the fixed number of examiners **3 working days** before the exam date.

Availability during the exam. For the execution of all variants it is important that you are reachable for the students during the time window in which the exam is being processed by the students; ideally via different, alternative channels such as e-mail, telephone, video conference meeting room, so that you can be reached in case of health and/or technical problems of the students or questions regarding the exam.

Use of other aids. It cannot be ruled out that students will use other aids such as websites or seminar materials. Please take this into account when developing the tasks.

Inquiry about health and independence. Please make sure that you design your online exam - regardless of the variant - in such a way that

- a) the candidates declare, by actively clicking or ticking the box, that they are fit to take the test; and
- b) the candidates actively confirm that they have carried out the processing independently, without the assistance of other persons (Note: Unfortunately, another form of identity verification is not possible for data protection reasons).

In addition, depending on the alternative form of examination selected, different process steps must be taken into account during preparation (see Chap. 2-4).

2. Exam with Immediate Online Processing Time (with Software: Moodle, EvaExam, etc.)

Only this variant provides for implementation using a specific software (preferably Moodle or EvaExam). This variant is only recommended for teachers who either already have experience with Moodle (especially the activities Tasks, Tests and Quizzes) or EvaExam (e.g. conducting scan exams), or who have the time and interest to familiarize themselves extensively with the corresponding software in advance. The Teaching Service is happy to support you by providing instructions and answering questions about specific setting options. Please use the function address digi-support@leuphana.de. Especially with this option, it is essential that you give the students the opportunity to familiarize themselves with the alternative examination procedure, preferably by conducting a trial exam.

Even if you must allow some time for preparation and testing for this examination option, it is worthwhile in the long run. On the one hand, it is to be expected that options for online examinations will continue to be created in the future. On the other hand, both software solutions with the same functionalities can also be used in the future, e.g. to create exam sheets which are later automatically evaluated by scanning (EvaExam) or to carry out smaller quizzes and tests, e.g. for exam preparation with the students (Moodle and EvaExam).

Further information, video tutorials and instructions for online exams with Moodle or EvaExam can be found here:

<https://www.leuphana.de/en/university/history/teaching/support-tools/digital-platforms-and-tools/online-exams.html>

If you decide to take an online exam with Moodle or EvaExam, please contact the Teaching Service at [mail-to:digi-support@leuphana.de](mailto:digi-support@leuphana.de) and they will set up the appropriate access to the software for you.

Important remarks on the examination procedure

In myStudy, a list of participants with the e-mail addresses of the registered examinees is provided. The examiner will send the access data for the online exam to these participants after the cancellation period for students (3 working days before the exam date) or, depending on the software, also shortly before the start of the exam.

Individual concerns such as illness or technical difficulties must be communicated immediately to the examiner by e-mail using Leuphana e-mail addresses or other agreed formats and documented in the examination protocol.

The examination protocol for the online examination, which is also made available via myStudy, must be filled out, printed, signed and sent to the Student Services Department by (in-house) post after the examination. The atypical course of the examination must be documented in writing in the examination protocol and serves as evidence in the appeal proceedings.

Students take the exam online using the software provided and within the specified time frame on their own computer from home. At the end of the exam, they click on "send" or "finished", depending on the software. The exam is then saved in the software for the examiner(s) for correction.

3. Exam with Extended Processing Time (Format between Classic Exam and Term Paper)

The extended processing time, which provides even more room for the use of other aids and research sources, results in a format that has a certain proximity to a classical term paper. In addition to content-related and technical aspects, which can speak for such a format, this format is basically suitable for a more in-depth treatment of certain questions, which consciously considers or provides for the use of further aids and research sources.

With this option, it is important to consider at an early stage whether the examination should be handwritten or electronic and how (e-mail, upload myStudy, etc.) the communication of the examination should take place between you and the students. Please note, especially in the case of handwritten exams, that you may receive several individual files which you will have to merge and convert into pdf at the end. This procedure must be agreed upon and tested with the students in advance.

The students work on the exam from home within the specified time frame. For submission, they send the exam, photographed or scanned, if possible as a pdf file, with the file name: *Last name_matriculation number*, by e-mail to the examiner(s) or upload it into myStudy (see below for instructions).

Important remarks on the examination procedure

In myStudy, a list of participants with the e-mail addresses of the registered examinees is provided. The examiner(s) will send the examination papers or examination forms to these participants.

The candidates confirm to the examiner that they have received the examination papers by e-mail using the Leuphana e-mail addresses. The candidates process the examination within the specified time window and then send it back to the examiner(s) by e-mail using Leuphana e-mail addresses or by uploading it to myStudy. In the latter case, students upload the pdf files with the completed assignments to a folder in myStudy previously set up by the examiner(s). Important: In this case, select the option only "visible: to the course owner, lecturer and tutor" in the settings for this folder under Share ("Freigabe"). The examiner(s) confirm receipt of the processed exam to the candidates immediately after submission by e-mail using Leuphana e-mail addresses. Further recommendation for the use of myStudy for submitting exams can be found under the following link:

<https://www.leuphana.de/universitaet/entwicklung/lehre/support-tools/digitale-plattformen-und-tools/online-klausuren.html>

Recommendation: Since myStudy does not allow an automated time control for the visibility/provision of examination documents nor an automatic confirmation of the successful upload of processed examination tasks, we explicitly recommend the use of the activity "Task" in a Moodle examination course for the provision and upload of tasks (Note: This is different from an online-exam in Moodle, see chapter 2 above). At digi-support@leuphana.de you can get a template for such a moodle course with the submission task and further advice if needed.

The examiners must determine before the start of the exam and document in the exam protocol which procedure has been determined. It is recommended that students submit the exam they have worked on as *one* pdf file with the file name: *Last name_ matriculation number* if possible. Otherwise, the examiners must later join the files submitted by the examinee into one pdf file for archiving and documentation purposes (see below).

Individual concerns such as illness or technical difficulties must be communicated immediately to the examiner by e-mail using Leuphana e-mail addresses or other agreed formats and documented in the examination protocol.

The examination protocol for the online examination, which is also made available via myStudy, must be completed, printed, signed and sent to the Student Services Department by (in-house) post after the examination. The atypical course of the examination must be documented in writing in the examination protocol and serves as evidence in the appeal proceedings.

4. Exam with Immediate Processing Time (without Exam Software)

Teachers who want to stay close to the format originally planned for face-to-face exams and who have neither previous experience nor the time/interest to transfer the tasks into an exam software (see variant a) are recommended to use this variant. Here you can compile your exam tasks in the usual form, e.g. in a Word or pdf document.

The students work on the exam from home within the specified time frame. For submission, they send the exam, photographed or scanned, if possible as a pdf file, with the file name: *Last name_ matriculation number*, by e-mail to the examiner(s) or upload it into myStudy (see below for instructions).

With this option it is also important to consider early on whether the exam should be handwritten or electronic and how (e-mail, upload myStudy, etc.) the communication of the exam should take place between you and the students. Please note, especially in the case of handwritten exams, that you may receive several individual files which you will have to merge and convert into pdf at the end. This procedure must be agreed upon and tested with the students in advance.

Important remarks on the examination procedure

In myStudy, a list of participants with the e-mail addresses of the registered examinees is provided. The examiner(s) will send the examination papers or examination forms to these participants.

The candidates confirm to the examiner that they have received the examination papers by e-mail using the Leuphana e-mail addresses. The candidates process the examination within the specified time frame and then send it back to the examiner(s) by e-mail using Leuphana e-mail addresses or by uploading it to myStudy. In the latter case, the students upload the pdf files with the processed tasks into a folder in myStudy previously set up by the examiner(s). Important: In this case, select the option only "visible: to the course owner, lecturer and tutor" in the settings for this folder under Share ("Freigabe"). The examiner(s) confirm receipt of the processed exam to the

candidates immediately after submission by e-mail using Leuphana e-mail addresses. Further recommendation for the use of myStudy for submitting exams can be found under the following link:

<https://www.leuphana.de/universitaet/entwicklung/lehre/support-tools/digitale-plattformen-und-tools/online-klausuren.html>

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The examiners must determine before the beginning of the examination and document in the examination protocol which procedure has been determined. It is recommended that students submit the exam they have taken as *one* pdf file with the file name: *Last name_ matriculation number*. Otherwise, the examiners must later join the files submitted by the examinee into one pdf file and adjust the file name accordingly for archiving and documentation purposes (see below).

Individual concerns such as illness or technical difficulties must be communicated immediately to the examiner by e-mail using Leuphana e-mail addresses or other agreed formats and documented in the examination protocol.

The examination protocol for the online examination, which is also made available via myStudy, must be completed, printed, signed and sent to the Student Services Department by (in-house) post after the examination. The atypical course of the examination must be documented in writing in the examination protocol and serves as evidence in the appeal proceedings.

5. Evaluation and Archiving of the Online Exams

For all online exams, the **grade recording** is done as before using the Excel table provided in myStudy. Examiners enter the grades and upload the list in myStudy at the exact place where they downloaded the examination list. Under no circumstances should you upload the results into the regular materials folder of the course, where all students could see the results!

For exams with exam software (variant 1), the system generates pdfs in the case of EvaExam, in which several exams are summarized. These bundled pdfs can be stored in the form generated by EvaExam and sent to the Student Service. For archiving Moodle exams, please refer to the instructions in the [handbook for online exams with Moodle](#). Since archiving for online exams with Moodle is more complex, we recommend using EvaExam for exams with large numbers of participants.

All modalities for the **archiving** of examinations have been summarized by the Student Services in the [handout Archiving of Online Examinations](#) (german), which contains all modalities such as the merging of several file formats as well as further information on the recording of grades in myStudy. Finally, the pdf files with the exams and results must be sent to the Student Service for archiving. **If the examiners have printed out the assignments of the students, evaluated them on paper and commented on them, the archiving is carried out in the usual analogue way.** Further information on this can be found in the brochure on exam organization.

For evidence purposes in opposition proceedings, the stored files with the tests (including corrections and results) must be able to be clearly allocated to the respective test items.

It must be absolutely unambiguously ensured that the online exam completed and "submitted" by examinee A at time x is exactly the exam that the examiner(s) corrected. Exactly this examination paper must be archived with all marginal notes, if necessary.

