

Guide to online examination for examiners

This guide is relevant for those who need to take the exam online or partly online.

Online exam with Microsoft Teams

Teams are available both as an online version and as an application for Mac/PC. It is recommended that you download and install Teams and run the exams in the application on your computer. To ensure that the exam runs satisfactorily for all participants, we recommend that you read this guide well in advance of the exam and test your equipment so that we minimize the risk that the technique will result in poor exam performance. You can find a checklist via the link in the sub-posts on how to make sure your set-up is functioning well and ready for the exam.

Preparation before the exam

- As an online exam participant, you are expected to ensure that you have the proper equipment to run the online exam.
- The participants of the examination must therefore ensure the following:
 - A computer with Teams installed.
 - A functioning camera on the computer.
 - Functional speakers (possibly a set of ordinary headphones, for example the same one you use when listening to music on your phone.)
 - A working microphone, for example the same as in the headset of your phone.
 - A good internet connection.

We recommend that you either test your equipment yourself, or hold an online test meeting with a colleague before the exam.

- The student must have his/her student card ready and identify him/herself with the card to the examiner and the external examiner before the examination commences. (Alternatively, another picture ID can be used if the student has lost his/her student card). If the student cannot identify himself/herself satisfactorily, the examination cannot be completed.
- The Exam Administration creates all exams well in time in Teams. One invitation is created per exam where both the examiner, the external examiner and the student or students are invited by mail. If the invitation is accepted, the exam and link will appear in all participants' calendars (not only for Outlook Calendar, but also other common calendar formats).
- At the same time, a separate Team Meeting (virtual Team Room) is set up, where the examiner and the external examiner can vote according to the individual exams (see more below) and possibly also meet before the exam if deemed appropriate. By default, the meeting room is placed in the examiners' calendar 30 minutes before the start of the exam.
- The Exam Administration usually takes 5 minutes between exams, however 15 minutes for project exams, but contact the exam administration well in advance if you have other preferences.

Students must log into the Teams exam room well in advance of the exam and wait for the examiner and external examiner to enter the "room". No other unauthorised persons must be present in the same room as the student during the exam. However, students in the same group are allowed to sit in the same room.

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- In addition, it should be noted that the very ordinary rules for conducting the exam also apply, even if it is done online. This means, for example, that it is still not allowed to take the exam, cf. §5 of the Examination Order, just as the general rules for exam cheating apply.

During the exam

- In general, the exam is simply virtual. This means that the examiner welcomes the participants, provides a presentation and initiates the exam.
- The examiner initiates the exam to review how word management works.

During **individual exams**, word management can include the following:

- The student is given an agreed time to present orally, after the presentation the examiner/external examiner will have time to ask questions.
- Both the student, the examiner and the external examiner can speak during the entire exam and the microphones are therefore kept on for the entire examination period.
- Webcams are kept on and hands are marked when you have a question or comment.

During **group exams**, word management can include the following:

- Each student is given an agreed period of time in which to present; fellow students and examiner/external examiner have their microphone turned off while.
 - Each student is given a period to present in, fellow students have the microphone turned off, and the examiner/external examiner has the microphone turned on and can speak.
 - Everyone present has the microphone turned on and can speak.
 - The chat can be used so that the number of speeches for the students is defined by typing their name in the chat - the examiner/external examiner has the microphone turned on and can invite during the whole exam.
- Up to 9 people can now be visible at a time, ensuring that everyone can be visible and "present" online throughout the exam.
 - The students' possible presentation/outline plan can be shared by students with examiner and external examiner by sharing screen.
 - Ensuring individual testing for group tests: Just as with a regular exam, the examiner and the external examiner must ensure that all students speak during the exam.
 - The examiner and the external examiner must keep an eye on whether all participants are online during the entire exam . If a participant falls short, the exam is suspended until the student is online again (see below for special problems related to the online exam).

The examiner completes the exam when the time has run out, then the voting and the students receive their assessment/feedback. See further below.

Voting and feedback

- The examiner and the external examiner log into the separate Teams Meeting (virtual room) set up just for them. When they log in here, they are automatically logged out of the "examination room". Once they have voted, they return to the examination room again. You can "go" between the different rooms by clicking on the links in the calendar invitations. (Voting can also be done on the phone or whatever best suits the assessment, but there will always be a Teams room available).
- While voting, the students in the exam room wait for the examiner and the external examiner to come back and report the assessment and provide feedback on the exam.
- During group exams, students have the opportunity to get their grades without others present. If one or more students so wish, the other students will be asked to log out and return after a short time set by the examiner.
- It is recommended that the examiner and the external examiner use only one application throughout the exam - that is, one does not have a room open on the computer and another on his tablet/phone. If only one application is used, there is no risk that the students will overhear the assessment.

Special issues related to online exam

Unfortunately, technical problems can occur during an exam that cannot be foreseen. It is the examiner who can decide whether or not to cancel an exam if this happens. The examination should be interrupted if technical difficulties have made it impossible for the students to be tested and assessed on a sufficient basis.

RUC recommends using the following guidelines:

- If a participant experiences connection problems, they should try to reconnect and notify when they reconnect. The examiner and the external examiner/co-assessor can keep an eye on who is participating in the meeting.
- If you drop out of the meeting, you can access the meeting again through the link sent to you.
- If the exam is interrupted due to technical problems, the examiner extends the examination accordingly.
- If one participant in a group test completely fails and does not come back, the exam will be conducted for the other students.
- If the examiner or external examiner gets technical problems of longer duration, the exam must be canceled.

- The Exam Administration is informed about interrupted exams or if individual students do not participate in all or part of the exam so that a re-examination can be scheduled for that student.
- Unless the assessors consider that there is a deliberate attempt to avoid the exam, such a technical error does not cost the student an attempt at an exam.
- If problems arise with the image of a student, for example due to bad internet, but the student can participate with sound, the examiner must assess whether there is a risk of exam cheating or whether the exam can be conducted under the conditions. If no cheating is suspected, the exam can be conducted.
- If technical problems of longer duration arise, the examiner and the external examiner decide in consultation whether the exam should be canceled and rescheduled for a new time. If there is disagreement between the examiner and the external examiner, the examiner's decision applies.

Contact RUC

If you have questions about the exam, you are welcome to contact RUC's Exam Administration at tel. 4674 3200. If you require IT support, you can contact RUC's Servicedesk at 4674 3601, which is a special emergency number created for the examiners. Office hours for both phone numbers are weekdays from 8-16.

If you are an examiner in a continuing education program, you can contact the Master Secretariat on 4674 3030 weekdays between 10.00-15.30. Or send an email to imt-master@ruc.dk

Instructions

This guide, IT guides and other information about exam performance can be found here:

RUC's Censor Portal for external examiners: <https://ruc.dk/to-censors-paa-roskilde-universitet>

RUC's Serviceportal for Examiners (and Internal Examiners):

<https://serviceportal.ruc.dk/tas/public/ssp/content/search?q=kb-0727>