

## How to behave during online exams with Moodle

Dear Students,

this checklist informs you about what you should pay attention to when taking an online exam with Moodle before and during the exam. These rules of conduct can be extended by the examiners or the chair to include exam-specific information.

### General Information

- It is strongly recommended that you take a mock exam (if offered) to familiarize yourself with the process of a digital exam and to identify any problems beforehand.
- Are special technical skills required, such as the additional submission of handwritten notes as a PDF file, a required file upload? Familiarize yourself with this procedure!
- The specified examination times are fixed. The lecturers are required to add at least 10 minutes to the examination time for technical handling.
- Please do not log into Moodle just before the exam! The registration should be done in time before the exam starts. Please pay particular attention to the ahead-of-schedule work by your lecturers (more time than usual will be allocated for the identity check).
- An emergency/help system can be operated at the same time with the examination system (e.g. via Zoom, WebEx, cell phone or e-mail). Pay attention to the lecturers' information and have it ready so that you can contact them quickly in case of emergency or technical difficulties.
- Instructors are allowed to set up video surveillance via video conferencing and request use of the camera.
- If you do not have the technical equipment requested by the instructor, contact them and ask that an alternative be found.
- Instructors may request an identity check by visually inspecting the badge in the video conference. This is done in the breakout room so that only the supervisor or instructor sees the ID. Please have an official photo ID ready for the identity check and hold it up to the camera when prompted by the supervisor(s). The photo and name must be recognizable and legible. If necessary, practice the hand position in advance.

### One to two weeks before the exam

You should be informed of the following (or check with the instructor):

- Date, time, duration of the exam
- Content, question types, format of the exam: e.g. multiple choice or open questions; factual or transfer knowledge queries
- Planned procedure: Where will the assignment be provided (on Moodle, by mail, EvaExam, etc.)? How do you submit your solution (on Moodle, by mail, etc.)?
- Support channels: How to reach the teacher during the exam?
- Will separate identification take place, and if so, how?
- Should video surveillance take place, and if so, with which system?
- If applicable, should you additionally upload handwritten notes, and if so, by what means?
- Which tools (books, notes, calculators, tables, etc.) are needed during the exam? Which are allowed, which are not?
- What provision is there for clarifying questions of understanding?

- Emergency scenarios: What can you do if something doesn't work? For example, what do you need to document if technical problems occur?
- Check your technical equipment: Do you have the equipment to take the exam? If not, contact the instructor and inquire about alternatives. **Important:** Instructors cannot require you to purchase additional equipment to take the digital exam. In such cases, an alternative must be offered.

### One day before the exam

- Check your laptop or computer: Do updates need to be applied?
- Restart your computer if possible, if you normally use the sleep mode
- Test: are keyboard/mouse/webcam/microphone working?
- Test: Is the internet connection working? If available, have an Ethernet cable ready in case of WLAN problems.
- Set out allowed tools and a clock.
- Provide the URL to the exam or exam course in Moodle.
- Test: Does your access to Moodle work?
- If necessary: Test Zoom (recommendation: download and install Zoom client).

### On the day of the test

Make sure that you:

- log in to Moodle in good time before the start of the exam.
- have connected your laptop/computer to the power supply.
- have switched off the [VPN connection](#) to TU Dortmund.
- have closed all applications not required for the exam.
- have the information on the emergency/help system so that you can contact them quickly in case of an emergency. In the case of telephone numbers, it is advisable to write them down on a piece of paper.
- have permitted tools ready.
- create an environment free of disturbances (tell parents/roommates, etc. that you must not be disturbed. Turn off sources of interference).
- have a clock ready to keep a good eye on the remaining time span in the exam process and to have enough time for remaining work, such as possibly converting the exam sheet into a PDF file or uploading it to Moodle.
- have something to drink and snacks ready if necessary.

### During the test

Remember to:

- save your document frequently (if necessary in Word) when writing longer texts on the computer;
- check whether you have submitted the exam properly.

If a help system is offered, e.g. via Zoom, make sure that you:

- are logged in to hear comprehension questions about the exam and their clarification;
- always have your microphone turned off to avoid interference from everyone;
- activate your own video only when necessary or when asked to do so by the lecturers (if the exam is supervised via a video system, you must have your video on all the time);
- let others finish speaking; if necessary, own contributions can be announced by a show of hands or by chat;

- speak slowly and clearly so that repetitions can be avoided;
- in case of direct queries about the content of the test, send a direct message to the lecturer so that possible solutions are not passed on.

If there are any technical difficulties in Moodle or Zoom:

- Try to fix them, e.g. by logging in again, disconnecting and reconnecting to the Internet, restarting the computer;
- Prove them by means of screenshots;
- Immediately contact the exam instructor by email/phone to set an extension of the processing time, if necessary;
- In case of an assignment submission and technical problems, submit the assignment additionally via email;
- In case of problems in Zoom, you can alternatively use a cell phone or tablet instead of the laptop/computer;

At the end of the test or after the test

- If necessary, scan/photograph your notes and scratch sheets and submit them as directed by your instructor (e.g., upload to Moodle, submit by mail, or similar). Be sure to scan all sheets, that your name is noted, and that you name the file correctly (if a demand is made). The originals will remain with you until you have handed them in to the lecturer, to be on the safe side, keep them until the assessment.
- If you desire an exam viewing, ask your instructor.