

Guidelines for examiners for the proper conduct of oral examinations by video conference at Ulm University during the corona crisis

As a follow-up to already published information regarding exams by video conference as well as the email of Vice President Prof. Olga Pollatos of 25 March 2020, these guidelines will summarise important points for the proper conduct of oral examinations by video conference at Ulm University during the corona crisis.

Students are NOT entitled to examinations by video conference. Examiners must consent to the use of video conferencing.

1. Health and infection protection are Ulm University's foremost concern; therefore, for the time being we ask all participants to ensure that they stay in separate rooms during the examination.
2. Examiners and further members of the examination board, if any, determine if the examination can be conducted by video conference specifically looking at the following criteria:
 - a) The examination rooms, especially those accommodating the examination candidate, must be suitably equipped for the purpose.
 - b) All persons participating in the examination are able to see and hear one another at all times; especially the examinee should be fully visible to preclude the use of unauthorised aids.
 - c) The technical equipment works properly, sound and image transmission are stable. This should be tested shortly before the exam.
3. The examiner establishes the identity of the examinee and announces details regarding the examination procedure (such as duration, beginning and end time of the exam).
4. Should there be any disruptions in the sound and/or image transmission during the examination, the exam must be repeated from the start, unless the examiner or examination board agree that the disruption is negligible and has no effect on the outcome of the examination. The exam can be repeated immediately in consultation with all participants (including the examinee).
5. The examiners decide whether the problems with the sound and image transmission have relevantly impaired the examination and, if so, abort it. A relevant impairment is, for example, if
 - a) there are disruptions and overlaps in the conversation,
 - b) other communication problems are augmented, e.g., because controlling oral contributions is difficult without direct visual contact, general time lags (e.g., asynchrony) and the lack of habitual signals produce insecurity,
 - c) the lack of a common physical and social context (directing the attention by pointing at objects, verification of a place and overall visibility of objects) gives rise to a variety of action barriers.

This does not affect the student's option to criticise the exam procedure as not orderly and to withdraw from the exam before the result is published.

6. As usual, minutes are kept (result protocol); as usual, all particularities must be noted down. If sound and image transmission was smooth, this should also be put on record. The examination transmission is not recorded. The examinee, the examiner or any members of the examination board are not allowed to make a recording of the examination. To ensure this, at the beginning of the exam the responsible examiner points out to all participants that the recording of the video conference is forbidden.

Ulm, den 21.04.2020

signed

Prof. Dr.-Ing Michael Weber

Courtesy translation