

Examination procedure during Covid-19

Updated version of 19/05/2020

These rules replace the rules dated 19/03/2020 and will be valid from 01 June 2020 to the end of the summer semester in September 2020.

Examinations held after 01 June 2020 will be subject to the version of the rules dated 19/03/2020 if the student has registered for the exam prior to 01 June 2020.

Dear Students and Lecturers,

FH JOANNEUM strives to use digital media to ensure that even in this time of crisis academic life and exams run smoothly and on schedule and students do not suffer any disadvantages if possible. Given that the situation continues to be difficult to assess, the following options will be offered for oral and written examinations.

- **Online exams:** All exams that do not require physical contact must be held **online**.¹
- **Alternative forms of examination** are also possible, e.g. options for providing other evidence of achievement.
- **In-person exams** are currently only possible in exceptional cases, e.g. where a certain infrastructure is required or the examination involves large student cohorts.

Online examinations are subject to all applicable provisions. Due to the current situation, the exam dates and how they are taken should be as flexible as possible and in agreement with the students.

The **provisions applicable to online examinations** are described in more detail on the following pages.

Thank you for your understanding and cooperation so that we can overcome this crisis in the best possible way. We wish you all the best for your exams.

For the FH Board: Uwe Trattnig and Anna Riegler

For the ÖH Student Union: Clemens Lukas

For the Management: Karl P. Pfeiffer and Martin Payer

¹ Students have three examination attempts (initial examination with two dates, resit, board examination) in online exams, corresponding to the provisions applicable to in-person exams acc. to § 15 (2) of the Study and Examination Regulations.

Examinations are subject to the FH JOANNEUM Study and Examination Regulations (as amended) and the University of Applied Sciences Studies Act (FHStG). Lecturers must inform their students in good time (no later than 01 June 2020) if the online exam or other evidence of achievement represents a different form of examination than originally specified in the syllabus. In this case, the syllabus must be amended accordingly until 01 June 2020.

The lecturer must also inform the head of the relevant degree programme if the examination is carried out in a different way.

Candidates acknowledge that **using unauthorised aids or obtaining assistance from other persons and other forms of obtaining examination results by fraudulent means** during online exams will have **legal consequences**.

Neither the examiner nor the candidate nor any other member of the examination senate are permitted to record the online exam.

Online individual written exams or online exams with several candidates

Individual examination means that one candidate is examined by the examiner. It is in principle possible for several candidates to be examined simultaneously in this form of online examination.

This form of examination does not require separate consent from the candidates. It must be ensured that no other person is present who could assist the individual candidate and that no unauthorised aids are used. Any written examination documents must be sent to the examiner electronically in due time. The candidate's transmission record will count as the date of submission.

If the examination is interrupted due to a failure of the online communication medium, the examiner decides whether to continue or repeat the examination; this will not count as a new examination attempt. The examiner keeps a written record of the examination.

Online individual oral exams or online oral exams with several candidates

Individual examination means that one candidate is examined by the examiner. It is in principle possible for several candidates to be examined simultaneously in this form of online examination.

This form of examination does not require separate consent from the candidates. It must be ensured that no other person is present who could assist the individual candidate and that no unauthorised aids are used.

Any written documents must be sent to the examiner electronically in due time.

If the examination is interrupted due to a failure of the online communication medium, the examiner decides whether to continue or repeat the examination; this will not count as a new examination attempt.

The examiner keeps a written record of the examination.

Online 2nd retake examinations (individual oral board examinations)

Pursuant to § 19 of the Study and Examination Regulations, second retake exams are board examinations in which the candidate is examined by an examiner and in which at least two additional committee members and the person of trust appointed by the candidate (if applicable) are present throughout the exam via digital media.

Due to the current situation, contrary to § 19 (1) of the Study and Examination Regulations, the fourteen-day advance notice or invitation period may be waived with the candidate's consent.

§ 19 (2) Study and Examination Regulations: In the case of board retake examinations, the examination senate shall consist of three persons. All members of the examination senate have to be present

throughout oral board examinations; if necessary, this obligation can be met through teleconferencing. The student may appoint a person of trust to be present at the examination.

This form of examination does not require separate consent from the candidates. It must be ensured that no other person is present who could assist the candidate and that no unauthorised aids are used. Any written documents must be sent to the examiner electronically in due time.

If the examination is interrupted due to a failure of the online communication medium, the chair of the examination senate decides whether to continue or repeat the examination; this will not count as a new examination attempt.

The examiner keeps a written record of the examination. This record must be signed by all members of the examination committee (using digital media).

Online Bachelor's examinations

Bachelor's examinations are governed by §§ 29 - 34 of the Study and Examination Regulations, as amended. Due to the current situation, the dates specified according to § 31 (1) and § 31 (3) of the Study and Examination Regulations may be changed with the candidate's consent.

Each member of the examination senate must be present during the entire examination; this obligation must be met via teleconferencing.

Since these are public examinations according to § 32 (1), the examination dates must be announced. In the case of embargoed theses, confidentiality must be observed in accordance with § 32 (8).

This form of examination does not require separate consent from the candidates. It must be ensured that no other person is present who could assist the candidate and that no unauthorised aids are used. Any written documents must be sent to the examiner electronically in due time.

If the examination is interrupted due to a failure of the online communication medium, the chairperson decides whether to continue or repeat the examination; this will not count as a new examination attempt.

The examiner keeps a written record of the examination. This record must be signed by all members of the examination senate (including using digital media).

Online final examinations of FH Master's and Diploma degree programmes

Final examinations of FH Master's and Diploma degree programmes are governed by §§ 35 - 47 of the Study and Examination Regulations, as amended. Due to the current situation, the dates specified according to § 36 (4) of the Study and Examination Regulations may be changed with the consent of the candidate and the examiner.

Each member of the examination senate must be present during the entire examination; this obligation must be met via teleconferencing.

Since these are public examinations according to § 45 (1), the examination dates must be announced. In the case of embargoed theses, confidentiality must be observed in accordance with § 45 (9).

This form of examination does not require separate consent from the candidates. It must be ensured that no other person is present who could assist the candidate and that no unauthorised aids are used.

Any written documents must be sent to the examiner electronically in due time.

If the examination is interrupted due to a failure of the online communication medium, the chairperson decides whether to continue or repeat the examination; this will not count as a new examination attempt.

The examiner keeps a written record of the examination. This record must be signed by all members of the examination senate (including using digital media).