

## Guidelines on oral online exams

### Prerequisites for conducting online oral exams

Oral exams can, in principle, not be held as online exams, and both assessors and students must participate in the exam in person.

However, an oral examination can exceptionally be held as a partial online examination, e.g., due to an acute obstacle in the presence of one of the assessors, so that one assessor participates via an online connection. Individual online exams may also be relevant for guest students who need to take a re-exam after traveling back to their home university. The decision to conduct an oral online examination for individual students or assessors is made by the course coordinator.

The Board of Studies must approve the decision to conduct an oral online examination for an entire course for all students based on completely extraordinary circumstances.

The basic prerequisite for online home exams is that all students at DTU have signed [DTU's Code of Honour](#), thus undertaking not to receive any unauthorized help during the exam.

- The exam is held using videoconferences, online meeting forums, or similar services.
- To counter *exam cheating*, the student must show a photo ID (student card or passport) in such a way that the assessors can see it. If the student cannot identify himself/herself, he/she cannot take the exam. In courses with only a few students, where the lecturer knows the students by face, it is not mandatory to show a photo ID. Furthermore, the student must show - with the PC camera - the room in which he or she is sitting, so that the assessors can ascertain that the student is alone in the room. During the exam, the assessors must continuously be aware of the problem of exam cheating.
- The exam can be held as both an individual exam and a *group exam*. Read about group exams on DTU Inside [here](#).
- The individual *exams must not be open* to parties other than the assessors and the student(s) being examined, unless the student him-/herself wish for it. This can for example be the case with regard to the oral defense of the final project. The grade/other assessment must be given to the individual student without the presence of other students. In connection with group exams, students have the right to receive their assessment without the other group members being present.

- According to the Examination Order, *audio and video recordings are not allowed during an exam.*
- The student is responsible for having *access to the equipment* required to be able to participate in an online exam (webcam, microphone, speaker, ear-phones, etc.) and to the chosen exam platform (Zoom, Adobe Connect, Teams, etc.). In the current situation, we shall of course be flexible and try to help students experiencing problems.

### **Choice of communication tool**

- For the oral exam, a *communication tool* is used for the holding of video conferences and online meetings. The internal examiner chooses the tool that he or she regards as best suited to the situation and is generally comfortable with Zoom, Teams, Adobe Connect, or the like. At DTU Inside under '[IT systems](#)' there are links to a description of the different tools, for example, Zoom.
- There has been some criticism of the security of Zoom in the media. However, if you use Zoom through DTU (via DEIC), you can feel secure about using the system. [Read more here.](#)
- The lecturer must *inform the students about the choice of tool.*

### **Preparation of online oral exam**

- Before the exam, the chosen tool must be set up for the exam.
- The lecturer *himself/herself creates the different rooms* (exam room, waiting room, etc.) in the chosen system and distributes the relevant link(s) to all students registered for the exam with information about how the exam will be conducted.
- The lecturer can *practice conducting online exams using his or her colleagues.* Communication with the external examiner or co-assessor(s) may also be tested before the exam.
- Before the exam the students must be informed on *how the exam is intended to be conducted*, the time allocated for the presentation, etc. It is recommended that a little more time be allocated between each student than usual. It is recommended that the examiner obtain the students' mobile numbers (if necessary, immediately) before the exam, as the exam can then be continued by telephone - if necessary, using the speaker function if there are several assessors.
- It is especially important to provide information about the exam procedures in case of *group exams*. In connection with group exams, it is also important to ensure that all members of the group are examined.
- It must also be agreed whether the exam is based on oral presentation only or whether there is also a need for *sharing of documents/drawings*. If a 'white-board' is needed during the exam, the lecturer must agree with the students how this should be done. At [DTU Inside exam guides](#) for lecturers on different

solution are available under 'Teaching'/'Educational administration'/'Guidance'/'Exam guides'.

### **Conducting the online oral exam**

- The lecturer will create an *order for the examinations* specifying an approximate time for the individual exams.
- The students must *log into the 'waiting room' well in advance* before the exam. If there are changes to the schedule during the exam, the lecturer will provide information about this via DTU Inside. Remember to state that the information will also be sent as a text message.
- If a *student has problems with the image (webcam)* during the exam, but the student can participate with the sound, the examiner must assess whether the exam can be completed under these conditions. However, it is basically a requirement that the webcam is on during the entire exam.
- If a student in a *group exam* experiences problems with the student's network connection, the student must point this out—for example via a chat function—when he or she reestablishes the connection. In the system, the assessors can continuously monitor who is participating in the exam. If a student loses complete connection with the system and is unable to reestablish it, the exam is conducted for the other students.
- In case of *minor interruptions to the exam* due to technical faults, the examiner will decide whether a student is to be granted more time. As mentioned above, the examination may possibly be continued by telephone.
- If the interruption of the exam is of a duration that *makes it impossible for the student(s) to be examined and assessed* on an adequate basis, the exam should be discontinued and planned for a later date. A rescheduled exam may be used, if necessary. Read more on DTU Inside [here](#) under 'Erstatningseksamen for en aflyst skriftlig eksamen (stedprøve)' ('Rescheduled exam for a cancelled written exam (on-site exam)').