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## Guidelines for digital on-site examinations during Covid-19 – students

### Submission in WISEflow – Examination room in Teams

During the Covid-19 lockdown, UCN has no option of conducting on-site examinations with physical presence at one of our campuses, and for that reason we have to take precautionary measures when we conduct fully digital on-site examinations. You will submit your answer paper through WISEflow as usual, but because physical presence on campus is disallowed, we will have to be able to verify the identities of our students before and during the examinations.

For this reason, written on-site examinations will be held in digital “exam spaces” supported by Microsoft Teams in the spring and summer of 2020. Before the examination, your student ID or other photo identification must be shown to your webcam for our exam supervisors to check. This of course requires you to have a webcam. In addition, we also require you to download the desktop version of Microsoft Teams if you have not already done so in the course of teaching and learning activities. You can download Microsoft Teams here: <https://teams.microsoft.com/start>

Before the actual examination, you and your fellow students will receive an invitation to the examination Teams meeting in your @ucn.dk e-mail inboxes. Inside the invitation, you will find a link that you must click to join the meeting on the day of your exam. This is a little bit like entering a physical exam room in normal circumstances.

You and your fellow students will be divided into groups of 20-30 participants, depending on class sizes and study programmes. Each of these groups will be associated with an exam supervisor who will ask all students who will be joining the exam to show their student ID or other photo ID to their webcams before the exam begins; just as they would have before an on-site examination where you would have been physically present. Be aware that you may also be asked to turn the webcam to film around the room you are sitting in to ensure the supervisor that you are alone in the room.

Just before the exam is to begin, you and your fellow students must turn off the sound on your computers to avoid disturbing each other during the exam and to avoid communicating with each other unintentionally. Alternatively, you can turn off the audio for Teams. For the entire duration of the exam, you must keep your webcam and microphone switched on. During the course of the exam, the supervisor of the digital exam space will perform random checks to prevent unintended communication during the exam. This means that the supervisor will use the audio and video from your computer to ensure that you are still the one sitting at the keyboard and that no other people are in the room with you.

## Digital on-site examinations in brief

Before the exam there are a few things you should do to ensure that your participation will run smoothly.

- Make sure you are using a stable internet connection – either plug an Ethernet cable into your computer (strongly recommended) or use WiFi.
- Make sure your computer has a webcam or have a separate camera connected to your computer. This is a requirement for exam participation!
- Keep the power cable to your computer nearby or plug it into your computer during the entire exam. **It is altogether your responsibility to ensure** that your equipment has no problems during the exam. If your connection to the digital exam space in Teams is lost, you must immediately call UCN's HelpDesk on tel.: 72 69 99 99. **Be aware that if you cannot do the exam because of technical errors or faulty equipment or if your internet connection fails, all of these will result in a used exam attempt.**

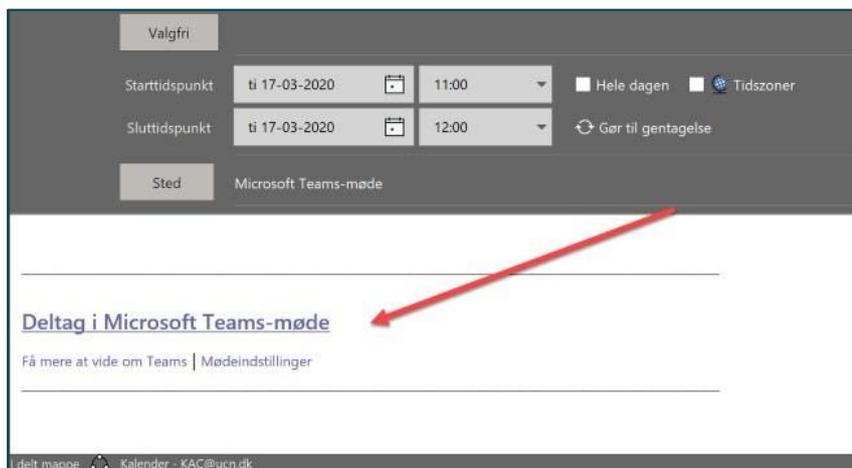
Breakdowns that are not your responsibility, such as power cuts, network downtime in entire regions of the country etc. do not count as a used exam attempt.

- Make sure that Microsoft Teams is installed on your computer before the exam
- Prepare food, drinks or other refreshments before the exam starts
- Get your student ID or other photo identification out before the exam
- **DO NOT LEAVE THE ROOM WITHOUT PERMISSION DURING THE EXAMINATION!**

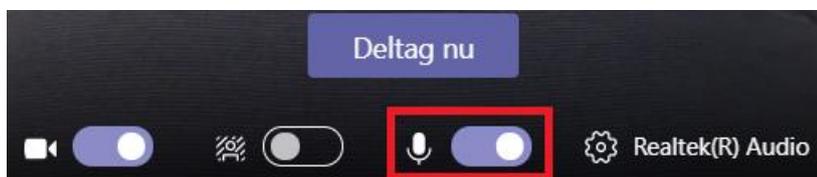
Your answer paper will be rejected if you are not in the room when the exam supervisor checks on you or if you leave your room without permission during the exam! Leaving your room is similar to leaving the physical exam room without permission at an ordinary on-site examination.

In short, your first digital on-site examinations will take place like this:

1. You [download and install Microsoft Teams](#) on your computer well ahead of the exam
2. Prior to the exam, you will receive an invitation to the digital exam space in your @ucn.dk e-mail inbox.
3. Thirty minutes before the exam is to start, you log into the digital exam space on Teams by clicking the link in the event in your Outlook calendar or by clicking 'Join now'



Then mute your sound (you might do this even before you 'step into' the exam space by clicking 'Join now'), do this by clicking the microphone icon in Teams:



4. At some point during the 30 minutes prior to the exam, the exam supervisor in the digital exam space will ask you to show your student ID or other photo identification to your webcam. For this reason, make sure you have your student ID or other photo ID ready before the exam. The supervisor will call the names of you and the other students one at a time to have you show your student IDs or other photo identification to your webcams. The exam supervisor may also ask you to film around the room you are sitting in to make sure that you are alone.
5. Just before the exam starts you must switch off the audio on your computer to avoid being disturbed by your fellow students during the exam. However, you must still keep your webcam and microphone switched on during the entire exam. So, remember to turn on your microphone when the exam starts.



If you need to play audio during the exam, you can switch off the sound in Teams instead of all audio on your computer. However, it is important that you wear a headset if you want to play audio because you may potentially disturb other students during the exam. To do this on a Windows computer, you right click on the process icon for sound settings in the lower right corner and select 'Open sound settings'. Now you can adjust or switch off the volume for individual programs running on your computer.

6. During the exam, the exam supervisor will pick you out for a random check to ensure that you are still sitting at your computer and to ensure that there are no other people with you in the room you are sitting in physically. For this control check, the supervisor will check your camera feed and will not disturb you otherwise.

7. If you need to use the toilet you must use the chat function to contact the exam supervisor. You cannot leave your computer and the room until you have permission from the supervisor. You may ONLY use the chat function to get in touch with the exam supervisor. Any other use will be considered unintended communication and may lead to expulsion from the exam! When you are back you must notify the exam supervisor in the chat.

**IMPORTANT:** If you leave your computer without permission during the exam, it will correspond to leaving a physical exam room during regular on-site examinations. As a consequence, you will not be allowed to submit your answer paper, and you will lose one examination attempt.

8. Make sure you save your answers regularly!

When you have completed your answer paper, you must upload and submit it using WISEflow as usual. If you submit before the time is up, please notify the supervisor through the chat function. The exam supervisor will make sure that you have submitted correctly, and after the supervisor has confirmed your submission, you may leave the digital exam space in Teams. Please note that your submission will be final and that you will not be able to withdraw your paper to continue writing after you have submitted it. Also remember that your answer paper must be uploaded to WISEflow as a PDF. For that reason, you should set aside a little extra time for submission since you must have uploaded your paper before time runs out.

If you submit when there is less than 30 minutes left of the exam, you must stay in the digital exam space in Teams until the exam is over, just like a regular on-site exam. In this case you do not need to notify the supervisor when you submit your paper.