Instructions on the execution of digital examinations for exam participants

Created by ECQA GmbH

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1 Preparation

1.1 The following regulations must be observed for exam participants

Please note that the check can only be processed **with these** browsers – you can find the instructions for installing the browsers here:

Google Chrome
https://www.google.de/chrome/

Microsoft Edge
https://www.microsoft.com/de-de/edge/?form=MA13DE&OCID=MA13DE

Firefox
https://www.mozilla.org/en-US/firefox/new/

Mac OS also supports **Microsoft Edge** https://www.microsoft.com/de-de/edge/?form=MA13DE&OCID=MA13DE

- ✓ The exam is always scheduled according to CET/CEST (the times may change due to your time zone)
- ✓ You will receive a MS Teams exam meeting invite via e-mail, a few days before the exam.
- ✓ MS Teams or an adequate program is installed and activated on your technical device and smartphone. Please download the MS Teams app or the equivalent on your smartphone or laptop in advance

Prepare your technical settings accordingly BEFORE the exam (this applies to digital exams that are administered/proctored virtually):

- ✓ Position your smartphone/webcam in such a way that both you and the work **screen, the keyboard and also your work area are clearly visible during the** entire exam period (see screenshot). Alternatively, you can use an external

webcam for image transmission. If possible prevent filming in the direction of a window (better the opposite way).

- *If this setting is not possible, please contact ECQA GmbH well before the exam date. In case of doubt, you will not be able to take the exam online.*

Please note that if this requirement is not met, the test may be considered non-evaluable.

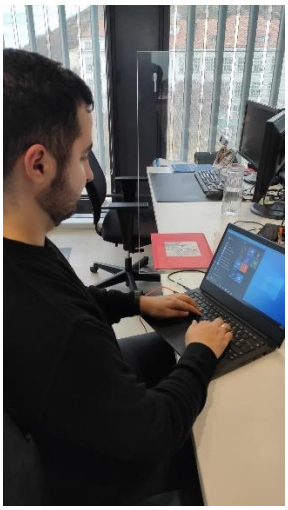


Image 1: Required image transmission

✓ The following should be noted:
  - Sufficient battery life and data volume on all devices
  - Smartphone does not lock itself automatically (during exam time)
  - No "background image" and no "blur" enabled
  - Only **one** device has the speaker activated. During the exam, turn the speaker off and keep the microphone activated
  - The camera setting is already correctly positioned before the start of the exam and is stable throughout the entire exam period (pay attention to the appropriate holder)

✓ Have your ID ready in your workspace – if requested, please hold it up to the camera. Identity verification must be carried out before the exam. Participation in the exam without identity verification is not possible

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- ✓ There should be no additional documents in your workspace, only your technical device and smartphone are allowed, except for, for example, open book exams. A review of the exam room and workspace via camera sweep may be requested by the exam supervisor
- ✓ Ensure a quiet exam environment. No other people may be present permanently in the room during the entire exam

Prepare your technical setting accordingly BEFORE the exam (this applies to digital exams that are conducted on site):

- ✓ Position your device so that the screen is clearly visible. If you are working with a tablet, pay attention to the technical requirements and that the screen must be set up (stand or similar)

- ✓ The following should be noted:
  - Sufficient battery life and data volume on all devices

- ✓ Have your ID ready in your workspace – if requested, please hold it up to the camera. Identity verification must be carried out before the exam. Participation in the exam without identity verification is not possible
- ✓ There should be no additional documents on your workspace, only your technical device and smartphone are allowed, with the exception of, for example, open book exams

2 Execution

2.1 Entry and registration for digital exams biz:Examiner

- ✓ Make sure you are online/on-site on time at the specified time
- ✓ Log in to your e-mail program
- ✓ After the ID check, please wait for an email with your personal access data from Bizexaminer. (Please also check your SPAM/junk mail folder if necessary)

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2.2 The following regulations must be observed for conducting written examinations that are held virtually:

- ✓ Ensure that your smartphone/webcam is positioned in such a way that your workspace is clearly visible, and both your workspace, your screen, and yourself are clearly identifiable throughout the entire examination period
- ✓ The exam supervisor will provide you with the key information for the exam and will start with identity verification
- ✓ When prompted by the exam supervisor, start the exam with the link that was sent to you (the exam time will begin)
- ✓ If you experience internet problems during the exam, you can re-join via the link - please report this to the supervisor
- ✓ In the biz:Examiner exam tool, you can see the number of exam questions on the left (these can clicked freely or worked through the given order)
- ✓ Any necessary communication between students and exam supervisors takes place via the chat function in the meeting software
- ✓ Occasional checks on exam behavior and your identity will take place during the entire exam period
- ✓ Wearing headphones is not allowed during the actual exam time (exceptions will be communicated by the exam supervisor for health reasons)
- ✓ All instructions from the exam supervisor must be followed during the examination
- ✓ Once you have completed your exam, select "End Exam"
- ✓ The examination ends after the given exam time– please stay online until the end of the exam period (webcam remains activated)
- ✓ The exam supervisor ends the exam, and you can log out
- ✓ Your exam will be sent to your presenter for correction
- ✓ Any errors or deviations that occur in your exam history are logged and verified by the exam supervisor in the form of an automatically generated test protocol
- ✓ Final information on irregularities during the exam situation will be provided directly by the exam supervisor or possibly at a later point in time
- ✓ Never leave your exam place within the exam (make sure you don´t have the need to go to the toilet, please go in advance) – If you ever have to leave the place, make sure to inform the supervisor and accept his/her decision.

- ✓ Possibilities for the exam result:
    - The exam result will be displayed to you immediately, and if the exam was passed successfully, the certificate can be downloaded instantly

- The exam result will be displayed immediately and if the exam has been successfully passed, the certificate will be sent to you later
- You will be shown a message that you will be informed about the exam result

2.3 In addition, the following regulations apply to the procedure of virtual oral examinations for students

- ✓ Make sure you are online on time at the specified time
- ✓ Check your devices and set up in time, make sure you have sufficient power
- ✓ Webcam and microphone must be turned on throughout the entire exam
- ✓ Face, upper body, and hands must be visible at all times
- ✓ A check of the "exam room" can be requested by moving the camera.
- ✓ No other people are present in the "exam room," and additional (technical) aids are not permitted during the exam
- ✓ Identification may be requested
- ✓ Questions are displayed for review via "Share" (if applicable, preparation documents may be provided to you before the exam)
- ✓ The examiner will document the exam via an exam protocol
- ✓ The exam may be recorded by the examination board/examiner
- ✓ The evaluation will be announced at the end of the exam
- ✓ The examination protocol or the final grade will be submitted to ECQA GmbH

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