



AALBORG UNIVERSITET
Study Services

Educational law

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Responsible for the document: Christina Buhl / Jesper Bjørn Gorm Poulsen

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Guidelines for Conducting Exams in the Autumn Semester 2021/22

OBJECTIVE AND DEFINITION

The guidelines have been drawn up in response to new calls for conducting exams presented at the Prime Minister's press conference on 17 December 2021. The new calls for conducting of exams mean that **examinations at Aalborg University (hereafter AAU) are conducted digitally wherever practicable.**

The announcement means that all exams that are practicable to convert must be converted to digital exams. Physical attendance may be permitted in connection with an examination in cases where switching to digital examination is not practicable. The Pro-Dean of Education may authorise a physical exam if it is not practicable to conduct the exam digitally.

The guidelines apply to all programmes at AAU and aim to ensure that the examinations in the Autumn Semester 2021/22 are conducted digitally in a responsible manner that complies with applicable rules.

The guidelines apply to digital exams that are conducted until and including 28 February 2022. If the ordinary examination has been conducted digitally, the re-examination is generally also carried out digitally. However, the Study Board may, in consultation with the Head of Studies, waive this requirement.

The guidelines are intended to support the solutions to be found in a situation which must be considered as force majeure. There is ongoing collaborations among the universities on the handling of exams in the autumn semester, which may give rise to continuous updating of the rules when deemed necessary. The guidelines are a supplement to the Examination Order.

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1.0 Conducting oral exams digitally

AAU provides some programs to run the digital exams. The Study Board may decide which of these programs they would like to use for conducting the digital oral exams. However, it is a requirement that the selected program supports video so that the assessors can see the student(s) during the examination. Therefore, the exam must be conducted with camera. It is the examiner's responsibility to ensure that the conditions for the examination are met. If the examiner assesses that the conditions for the exam are not met, the examiner must discontinue the examination and the student will use an examination attempt. The student is awarded the lowest possible rating (-3 or not passed).

Oral exams can be conducted both individually and in groups.

The Study Board decides what safety measures the student must meet during the oral examination. For example, the student may be required to present the room in which the student sits before the examination begins. As a minimum measure, students who participate in an oral examination must complete and submit a solemn declaration prior to the exam. The Study Board decides the deadline for completing the solemn declaration. This applies regardless of whether the solemn declaration is to be submitted by e-mail or in the Digital Exam System.

The Study Board decides who should receive the solemn declaration at the department. The Study Board that conducts the exam is responsible for ensuring that students are informed about the solemn declaration and how it should be completed. Submitting the solemn declaration is considered a prerequisite for participating in a digital oral exam. If the student does not submit the solemn declaration on time, the student will not be able to participate in the exam. In this case, the student uses an examination attempt and receives the grade "not assessed". The Study Board may grant an exemption from the stipulated deadline if there are special circumstances.

In case of technical issues while conducting oral exams, the assessors must compensate the students by giving them extra time corresponding to the interruptions that occurred during the exam. The assessors must make a concrete, academic assessment of the impact of the interruptions on the examination and, on that basis, decide how much extra time the student or students should be allocated. If the assessors assess that the examination cannot be carried out due to technical issues, the exam may be held at different time.

Audio and/or photo or video recordings are not permitted during digital examinations, unless these are part of the examination itself. The recording is then done by AAU.

The assessors must (in the same way as physical exams) take notes on the examination process (including any technical issues), the performance and the grading process for the handling of any complaint. The notes must be kept for at least one year, and in addition to this, until any complaint is closed.

The Study Board must inform students about how the digital oral examination is conducted as soon as possible.

2.0 Conducting written exams digitally

The Study Board must decide whether scheduled on-site exams in some other manner can be conducted as digital exams at the student's home, whether the form of examination should be changed or whether the exam, upon application to the Pro-Dean, can be conducted physically.

It is not allowed to convert on-site exams without aids into digital exams at the student's home. For these exams, the Pro-Dean must be requested to conduct the exams physically. Thus, only on-site exam, where all aids are allowed can be converted into digital exams in the student's home.

The Study Board is responsible for ensuring that there are adequate safety measures if the exam is conducted digitally. The Study Boards should be aware that it is not possible to invigilate the students, nor it is possible to use the digital invigilation system ITX Flex when the exams are conducted digitally at the student's home.

If the Study Board decides to convert one or more on-site exams to digital exams at home, the students must at least complete and submit a solemn declaration before the examination. The Study Board decides when to submit the solemn declaration.

The Study Board decides who should receive the solemn declaration at the department. The Study Board that conducts the exam is responsible for ensuring that students are informed about the solemn declaration and how it should be completed.

Submitting the solemn declaration is considered a prerequisite for participating in a digital exam at home. If the student does not submit the solemn declaration on time, the student will not be able to participate in the exam. In this case, the student uses an examination attempt and receives the grade "not assessed".

3.0 Exemption from current curriculum

Due to the current situation, it is possible to apply for an exemption from the current curriculum after the deadline for submission of exemption curriculums. An exemption from the current curriculum must be applied for if the Study Board wants to conduct an exam in a different way than described in the curriculum. It is Educational Law that process exemptions from current curriculums on behalf of the Pro-dean of Education. If the application for exemption contains academic matters, the decision on exemption is made in consultation with the Pro-dean of Education.

If a Study Board wants exemption from a current curriculum, the application for exemption must be sent to studieordninger@adm.aau.dk. The application for exemption must be submitted as soon as possible so that students can be informed of the change in exam format as soon as possible.

Changing from physical to digital examinations does not require an exemption from the curriculum, e.g. conducting a digital oral exam that should have been oral at AAU, or a change from a written exam at AAU to a written exam at home.

3.1 Exemption to change the form of examination

There may be some forms of exams that can be difficult or impossible to conduct digitally. This applies, for example, on-site exams where the students must sit in a hall for a certain number of hours and answer an assignment that is assigned to them on the spot, and where the use of aids is not allowed.

In these cases, the Study Boards have two options: They can apply the Pro-Dean of Education to conduct the exam physically, or they may apply for an exemption to change the form of examination.

If the duration of the on-site exam is specified in the curriculum, the Study Board can apply for an exemption for the on-site exam to be replaced by a written assignment at home, which is carried out on e.g. 24 hours, 48 hours, 72 hours or a week. If the duration of the examination is not specified in the curriculum, the Study

Board may decide for itself to change the duration of the examination. In that case, it will not require an exemption from the curriculum. It is only important that the scope and degree of difficulty of the examination assignment correspond to the time available to the students for the examination.

It is also possible to exempt, so that a written examination is instead be carried out as an oral examination (or vice versa) if it is deemed academically meaningful.

It must be stated in the application for exemption which module it is, when the exam is conducted, and which form of examination is requested.

3.1.1 Special exam conditions

The approval of a change of exam format may have an impact on students with physical or mental impairments. These students may need to apply for new or other special exam conditions in order to be equal with other students in the exam situation. Therefore, the Study Board must process exemption applications for special exam conditions as soon as possible.

3.1.2 Project exams (including final projects)

As the semester is in progress and the students have started their projects, it is not possible to exempt from the examination format in project examinations, so students do not have to participate in the oral examination. Firstly, because the students write the project jointly with the expectation that their individual performance will be assessed at the oral examination. Therefore, it is difficult to make an individual assessment of the individual students based on the written assignment alone. Secondly, it is an integrated part of AAU's way of conducting project exams that the written project report is followed by an oral exam. This also applies to projects prepared by a single student.

Therefore, it will be necessary to conduct the oral exam digitally in accordance with Section 1.0.

In some exceptional cases, an exemption may be granted for the individual conduct of oral examinations on the basis of a joint project report. The Pro-dean has the possibility to approve an application for exemption if there is an academic justification for the oral exam to be conducted individually. No exemption will be granted for reasons other than academic ones. Applications based on e.g. technical issues cannot be accepted, as the systems provided by the University support the conduct of oral group exams digitally.

3.2 Exemption from prerequisites for participating in exams

Some Study Boards have set prerequisites for students to participate in the exams. For example, students must participate actively in the lectures, or students must submit physical assignments or models on an ongoing basis to attend the exam.

Initially, the Study Board must assess whether it is possible to maintain the prerequisites in a way that the students can continue to comply with them. For example, it may be to conduct certain lectures physically, by handing in assignments digitally, checking out digital attendance for lectures or the like.

If it is not possible to maintain the prerequisites, the Study Board must apply for an exemption from the current curriculum. The Study Board must state in the application for exemption that the Study Board wants exemption from the prerequisites in the module, because the students cannot meet the prerequisites during the home period.

4.0 Postponement of exams

The students are expected to be active even if the university converts the exams into digital ones. It also means that they are expected to participate in the exams that are being conducted digitally. Therefore, the students may not necessarily deregister from exams or have the submission postponed in their project exams.

If the student wishes to be deregistered from an exam or wishes a postponement, the student must write an application for exemption from the deadline of submission to the Study Board. The application must be in writing and reasoned, and the student must provide any documentation. The Study Board that processes the application can grant an exemption if special circumstances apply.

There may be some exams that cannot be conducted within the current guidelines. If it is not possible to conduct the tests in accordance with the guidelines and in a professionally sound manner, the exam may either be physically conducted or postponed.

CONTACT/RESPONSIBILITY

The rules have been prepared by Study Service and approved by the Strategic Council for Education. If there are questions regarding the rules, they can be sent to:

Jesper Bjørn Gorm Poulsen, jp@adm.aau.dk, or

Christina Buhl, cbu@adm.aau.dk