

# Regulation for decentralised (off-campus) written exams for on-campus study programs of Wismar University

on the basis of statutes for maintaining the quorum of the committees of Wismar University of Applied Sciences and for the election of the forms of examination from the summer semester 2020 to summer semester 2021

## *UNOFFICIAL TRANSLATION*

*This English version is not binding and for convenience only.  
In case of any legal dispute, the German version is authoritative.*

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To ensure common quality standards in off-campus written exams, on January 7<sup>th</sup>, 2021, the rectorate has agreed on the following regulations for de-centralized written exams (§ 7 RPO) in the on-campus study programs of Wismar University:

### **§ 1 General Regulations**

Decentralised written exams, according to this regulation, are exams in which the students receive or get access to the tasks at a pre-defined date, then work on these tasks at an off-campus location or at other sites of Wismar University (for example, that means especially at home), and afterwards submit their work online.

The following general regulations apply:

#### 1. Form

Decentralised written exams are distributed via the learning platform or via e-mail, are completed in a strictly limited timeframe, and finally, are scanned and uploaded to the learning platform.

#### 2. Examination Regulations

- (1) For decentralised written exams, the examination regulations of the study program concerned as well as those of the general examination regulations of Wismar University apply.
- (2) The difficulty and the competences examined must equal those of an on-campus written exam.

#### 3. Consent

The participation in a decentralized (off-campus) written exam requires a declaration of consent by the students. (see Attachment 1)

#### 4. Attempt / Withdrawal

- (1) The attempt becomes valid once one gains access to / receives the tasks.

- (2) In exams that require signing in, a withdrawal is possible up until the time the attempt becomes valid, and shall be declared to the Examination Office in writing or by electronic means.
- (3) Failure to take the exam is regarded as a proper withdrawal.
- (4) Once the attempt has become valid, a withdrawal is only possible based on the details outlined in the Examination Regulations of the study program and the General Examination Regulations of Wismar University, especially in § 18 of the latter.

## **§ 2 Technical Requirements**

1. To guarantee a common standard and equal treatment of all students in off-campus written exams, the following technical requirements must be met:
  - (1) a PC or Laptop connected to the Internet to receive the tasks and to upload the exam and the declaration of authorship,
  - (2) access to the student email account at Wismar University with the possibility to send and receive e-mails,
  - (3) access to the learning platform via a current browser on the PC or laptop,
  - (4) a scanner or an appropriate application on the smartphone.
2. The exams must be designed in a way ensuring that no permanent internet connection is required for the duration of the exam, but only for downloading and uploading.
3. The students themselves are responsible for meeting the technical requirements. Wismar University is not obliged to offer support.

## **§ 3 Room requirements**

The participating students themselves are responsible for an undisturbed and trouble-free environment during the time of examination. Further persons are not allowed to be present in the same room throughout the examination.

## **§ 4 Preparation and execution of decentralised (off-campus) written exams**

For the execution of decentralised written exams, the following regulations apply:

1. The tasks are provided digitally to the students either via the learning platform or via e-mail to their Wismar University student mail account.
2. Before accessing the exam, the students must declare their consent with the exam being executed as a decentralised (off-campus) written exam according to this regulation.
3. At the date of the exam, the tasks are distributed to the students via e-mail or made accessible to them on the learning platform at a defined starting time.
4. The duration of the examination time has to be increased by a technical handling time of 30 minutes. Both the exam time and the additional handling time must be stated separately on the task sheet.

5. Uploading of the hand-written exam is done in digital form. This means that the hand-written exams are to be scanned or photographed (in a good, readable quality). The exam may only be uploaded as one single file in pdf format. The 'Declaration of Authorship' (see Attachment 1) must be submitted together with the exam in the same file.
6. The exam must be uploaded before the end of the examination time plus the technical handling time. After this time has expired, an upload is no longer possible. Exams submitted beyond the deadline are considered as having been not submitted.
7. In case of technical problems with the upload process, the exam should immediately be sent via e-mail to the Wismar University email account listed on the task sheet.

#### **§ 5 Regulations in case of technical failure and unusual incidents**

1. In case of technical problems, such as a breakdown of the internet connection or computer failure, the students are supplied with an e-mail address and a telephone number as an emergency contact.
2. If the problem cannot be solved within due time, the delay must be properly documented by the student. If the exam must be aborted early, the examination committee will decide upon the validity of the exam.

#### **§ 6 Compensation of disadvantages**

Students who are entitled to compensation due to individual disadvantages, such as an extended examination time, must apply for the compensation in writing beforehand, just as in on-campus exams. The decision will be taken by the examination committee.

To ensure a proper application of any compensation measures granted by the examination committee, the students concerned should contact the professor in charge at least one week before the exam. On request, the department of 'Didactics / E-learning / Quality Management' will consult with the professors on questions of the technical realization of the measures.

#### **§ 7 Entry into effective period**

This regulation is put into action on the day of its proclamation and remains valid until Feb. 28<sup>th</sup>, 2021.

Wismar, 7 January 2021

**The Rector of Hochschule Wismar  
University of Applied Sciences: Technology, Business and Design  
Prof. Dr. Bodo Wiegand-Hoffmeister**

## Attachment 1

### Declaration of Authorship

I, (name / surname), Student No. XXXXXX, declare that:

- I have completed the submitted decentralised exam autonomously and without any inadmissible help,
- I have not communicated with others at all during the exam and handling time,
- I have not used any aids other than the authorized tools and means,
- my exam may be electronically copied and stored so that Wismar University may perform a check of plagiarism with an anti-plagiarism software,
- I am aware that my exam will be marked "Failed" if I do not submit the Declaration of Authorship, or if the declaration is not signed by me.

Location, Date

\_\_\_\_\_  
Signature