

## Appendix

### Manual for Conducting Oral Video Examinations

#### 1. Technical Requirements

The technical requirements must be met by both the examiners and the examination candidates in order for video examinations to be conducted. It must therefore be ensured in advance by the examining person and the examination candidate that:

- a) the technical modalities (especially system requirements) must be clarified,
- b) a stable and sufficient internet connection,
- c) an internet-enabled device (computer, mobile phone, etc.) with a webcam and microphone,
- d) possibly also a headset,
- e) software for the transmission of the audio and video stream from the microphone and camera as well as the screen content of the exam candidate are available. The use of systems that have been tested technically and in terms of data protection by HSHL is strongly recommended and technically supported.

A binding examination date must be agreed upon by the participants in advance. The invitation is given by the first examiner. Examiners and examination candidates must ensure that they have access to the software to be used and that they are able to use it. It can be useful to test the functionality of the system before the examination.

#### 2. Legal Framework

For oral online examinations, the same general legal requirements apply as for in-person examinations. These include:

- a) A test protocol must be made to check the exam procedure.
- b) Third and final exams, for which no compensation option exists in the event that the student fails, are to be assessed by the first and second examiners.
- c) Examiners must pay attention to attempts to cheat.
- d) Equal opportunities must be guaranteed.
- e) A qualified assessor should be called in if the test is carried out by only one examiner.
- f) At the beginning of the examination, the examination candidates must be informed about the examination conditions of the online examination. These must agree to the conditions (see notes and formulations under “4. Necessary Actions Before the Start of the Exam”).

### 3. Circumstances During the Exam

- a) The candidate must be alone in a closed room during the exam and must not have any contact with any other person.
- b) The camera and microphone must remain on throughout the exam.
- c) Other screens in the room must not be directed towards the candidate.
- d) The candidate's vicinity must not contain any unauthorized aids (such as mobile phones, other computers, books, etc.).
- e) If aids other than those approved are used, this is an attempt to cheat, which leads to failure of the exam.
- f) Only screens that are transmitted using the software may be used during the exam. No other programs may be open during the exam.
- g) If no headset is used for the exam, the candidate must not wear headphones.
- h) The camera should capture the head and shoulders of the candidate.
- i) The candidate must not leave the area captured by the camera during the exam.
- j) The exam candidate's gaze must be on the camera.
- k) Recording of the exam is not permitted.

### 4. Necessary Actions Before the Start of the Exam

- a) Testing the technical requirements for functionality (see "1. Technical Requirements").
- b) If the exam candidate is not personally known, authentication by means of an officially recognized photo ID (e.g. ID card, driver's license, passport) must be carried out by showing it to the camera.
- c) Information for the examination candidate about the examination provisions of the oral online examination:
  - 1. The online exam is carried out using video conferencing software.
  - 2. If the internet connection is temporarily interrupted or the transmission (sound/image/both) is temporarily interrupted, the exam is stopped. If this is not done with the intention to cheat, the termination will not be considered a failed attempt.
  - 3. If the candidate leaves the visible area of the camera, the exam is stopped and the attempt is considered a failed attempt.
  - 4. The exam must not be recorded.
- d) Information for the exam candidate about the general rules regarding cheating:
  - 1) I am alone in the room from which I take this exam.
  - 2) This room is closed.
  - 3) I have no contact with another person during the exam.
  - 4) I will not turn off the camera or microphone during the exam.
  - 5) There are no other screens in the room or they are not directed towards me.
  - 6) There are no unauthorized aids in my vicinity, especially no mobile phones, other computers or books.
  - 7) I only use the screen on which the software used is displayed and I will not open any other programs.
  - 8) I am not recording the exam.
- e) Obtaining oral assurance to ensure compliance: *"I agree to the examination provisions and assure that I am in compliance with the rules outlined. I am aware that cheating or attempting to cheat can have consequences for the examination."*

The information of the candidates on the aforementioned points as well as their consent and assurance must be included in the examination protocol.

## **5. After the Exam**

After the exam is finished, the examiners consult with each other and determine the grade. To determine the grade, technical options for the short-term exclusion of the examinee (e.g. waiting room function, switching off picture and sound) should be used. The grade is announced after the exam is finished.

## **6. Dealing with Disturbances**

- a) The internet connection is temporarily interrupted or the transmission (sound/image/both) is temporarily interrupted.
  - The exam will be stopped and will not be counted as a failed attempt unless it is clear that the interruption is due to the behavior of the candidate.
  - If the interruption is due to the behavior of the exam candidate, the exam is rated with the grade “insufficient” (5.0).
  - The examiner documents the occurrences in the examination protocol.
- b) The examination candidate leaves the visible area of the camera or communicates visibly with other people or uses aids other than those permitted.
  - The exam is stopped and the attempt is to be regarded as a failed attempt.
  - The examiner documents the occurrences in the examination protocol.