



Checklist for Announcements for E-Exams

Introduction

The following points serve as a checklist for announcements during exams in the e-examination room.

Points 1 to 4 are mandatory and, based on experience, important for students.

Points 5 to 6 can be added if:

- ☐ Students who are inexperienced in dealing with e-exams
- ☐ Complex exams (many applications, challenging scenarios)
- ☐ Large group size with multiple cohorts

It is recommended to read all points in advance to familiarize yourself with them and to consider what is relevant for your course participants. A microphone is available at the front desk for the announcements.

If the exam starts at the same time in both e-examination rooms, the exam will still be turned online at one place. If you feel insecure, the e-examination team can provide support. Otherwise, we would be pleased if you could include our technical comments in your announcements.

Thank you.

1. Organization

- ☐ **Welcome & introduction:** exam, lecturers, processing time, etc.
- ☐ **Bags and jackets** in the compartments (EPR I) or under your own seat on the floor (EPR II)
- ☐ **Allowed at the table:** pen, student ID, other approved aids
 - ☐ If permitted: own calculator, scrap paper, own documents in the case of an open book exam
- ☐ **Beverages:** next to you on the floor or under the table, not on the table
- ☐ **Students' wellbeing:** Last chance for leaving the room and consulting a doctor
- ☐ **Mobile phones and smartwatches** must be stored in your bags
- ☐ **Earplugs** can be taken from the front if necessary

2. Registration

- ☐ Read **the login sheet carefully, check the correctness** of your name and registration number and **sign** the back
- ☐ **Log in** to ILIAS with the login name and password on the login sheet
 - ☐ Note: Include dashes in your login name!
- ☐ **Test is not yet activated, processing time begins after the e-examination team has turned the test online, the start will be announced**

3. End of exam

- ☐ **Leaving the room:** Remain seated until the end of the exam or ask for permission to leave early, then leave the room at the marked door (green sign)
- ☐ **Leave the login sheet at your place or hand it in** (as well as scraps of paper)
- ☐ **Check your workplace:** Take all personal belongings with you
- ☐ For the last cohort: **The last two students are asked to stay 2 minutes longer to sign the e-exam protocol**

4. Start test

- ☐ If you have any questions or technical problems, please contact us
- ☐ **Have the test activated by the e-examination team** and, if necessary, inform students that they should click F5 or button '42' to refresh the browser and to start
- ☐ Good luck!



5 . Navigation in the test (optional)

- ☐ **Navigating:** With 'Next' to the next question, with 'Back' to the previous one; 'Question list on/off'; 'Processing status'
- ☐ All questions can be edited (again) at any time (e.g. navigation via the question list)
- ☐ Test view can be enlarged and reduced using the **page zoom in the top right corner**
- ☐ **Ending the test** is done in three steps: 'End test 1/3' → 'End test 3/3'
 - ☐ Don't forget the last step!
 - ☐ Red lettering = exam finished

6. Additional exam-specific scenarios (optional)

- ☐ **Approved applications:** Name of the approved application(s) at the bottom of the taskbar, e.g. Windows Calculator, Excel, Adobe, SPSS, Stata, R, PSPP, etc.
 - ☐ Switch between ILIAS and the permitted applications using the **key combination Alt+Tab** (blue and yellow dot)
 - ☐ If necessary, set up two windows next to each other before starting the exam
 - ☐ If necessary, **open documents** in an approved application via **'Open File' → 'Documents'**
- ☐ **File upload:**
 - ☐ Upload results under Upload question
 - ☐ Saving the file in and uploading it from the 'Documents' folder
 - ☐ Name the file clearly, e.g. name and registration number
- ☐ **Time limit:** Fixed processing time starts individually and is visible at the top of the screen at any time
 - ☐ After the end of the processing time, everything is saved and the exam ends automatically
 - ☐ The processing time is already set to one minute longer in case the test takes a while to start due to the high server load at the beginning.
 - Click on 'Start test' only once and wait
 - Only report if nothing has happened after 30 seconds - 1 minute.
- ☐ **Further editing tab in the browser:** Stud.IP, websites
 - ☐ Name URL if it is closed

