



# 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

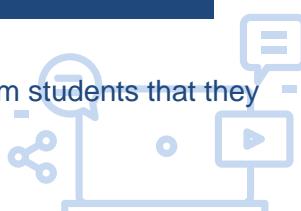
- Read the login sheet carefully, check the correctness** of your name and registration number and **sign the back**
- Log in to ILIAS** with the login name and password on the login sheet
  - Note: Include dashes in your login name!
- Test is not yet activated, processing time begins after the e-examination 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 toolbar, 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

