

Guidelines on oral online home exams

Dear student

This guide is for you taking an oral online home exam at DTU.

The basic prerequisite for online home exams are that all students at DTU have signed [DTU's Code of Honour](#), thus undertaking not to receive any unauthorized help during the exam.

Before the exam

- Your teacher will inform you on how the oral exam will be conducted.
- Remember, you must have photo ID (student card or passport) ready for the exam.
- It is your responsibility that *your technical equipment* works. Therefore, it is important that you check and test your equipment well in advance of the exam. This applies, for example camera and microphone on your PC, headphones, WIFI, etc. See the guidelines in ['IT support before and during the exam'](#).
- It is recommended that you have a *headset/ microphone* as a backup if the sound on your PC is working poorly.
- Your lecturer announces which *exam platform* you will need for the relevant exam (Zoom, Adobe Connect, Skype, Teams or similar). At DTU Inside under ['IT systems'](#) there are links to a description of the different tools, for example [Zoom](#). It is recommended that you check the use of the selected platform with a few fellow students in good advance before the exam. If you are unable to access, contact your lecturer as soon as possible.
- The exam can be held both as an individual exam and as a group *exam*. Read more about group exams on [DTU Inside](#). At the group exam, you have the right to get your assessment/grade, without any other group members present.
- According to the Examination Order, *audio and video recordings are not allowed during an exam*.
- The lecturer will inform you in advance about how the exam will be conducted and what aids you should have ready. It is also agreed whether the exam is based only on the oral presentation or whether *sharing of documents / drawings is also needed*. If a whiteboard is needed during the exam, it must be agreed with the lecturer beforehand how this should be done. On DTU Inside under ['Exam guides'](#) there is a guide on white board functions at oral online exams and suggestions for different solutions.

During the exam

- *Log in to the exam well in advance* of your exam time. Follow the link that the lecturer announces. When you sign in, you are likely to be in a "waiting room" from which you will be "picked up" when it becomes your turn. During voting, you will also stay in the waiting room, but will be brought into the examination room to get your grade.
- If there are *changes in the schedule* during the exam, you will be informed by the lecturer via DTU Inside and on SMS (this requires that you have signed up for the SMS service at DTU Inside).
- To counter exam cheating, identify with photo ID (student card or passport), and through your PC camera, show the room you are sitting in, so the assessor and examiner can ascertain that you are alone in the room. If you cannot identify yourself, the exam cannot be completed.
- Before starting the exam, the lecturer may ask you to provide your *mobile number* so that you can call if the network connection is lost. In that case, the examination may continue by telephone.
- If you experience *network connection problems* during the exam, try to reconnect. If it is a group exam, please point out when the connection is re-established, e.g. via a chat feature. It is the examiner who decides whether you should have extra time in this case.
- If you experience problems with your *image* but you can continue to participate with audio, it is the examiner who will assess whether the exam can continue. However, it is basically a requirement that the web cam is on during the entire exam.
- If you attend a group *exam* and you completely leave the system and cannot come back, the exam will be conducted for the other students. In that case, you will not use an exam attempt, but the exam must be rescheduled for a later date.
- In case of minor interruptions to the exam due to technical faults, the examiner will decide whether you will have extra time.
- If there are *major general problems with the technique*, it is the examiner who assesses whether the exam should be cancelled and rescheduled for a later date.

Support

Contact IT support by phone 4525 0400 for individual technical problems.

Also read the guide ['IT support before and during the exam'](#)