

Change of EXAM REGULATIONS for the UAS Degree Programmes of the University of Applied Sciences BFI Vienna

Valid after the resolution was passed by the academic council on 23 April 2020

1. General Information

Teaching and studying at the UAS will go ahead as planned, which means students and lecturers will be able to complete courses as planned.

This requires a changeover in teaching to Distance Learning, and a switch in grading and exams to online formats.

For this reason, the exam regulations will have to be changed and amended as detailed in Section 2. Section 3 contains provisions relating to the technical aspects of the changes.

Teaching and exam procedures will focus on ascertaining whether competences have been acquired, i.e. which scope and depth the learning results have attained.

The changes must not result in any disadvantages for students:

- Also with online exams, the assessment criteria and the grading keys have to remain fair, transparent, and comprehensible, and must correspond to the defined learning goals.
- Overly compact partial performances and overly augmented workloads in courses are to be avoided.
- The scope of exams must not be widened by the shift to online formats.

The changes in the exam regulations remain valid for as long as the directives which have been prescribed by the Federal Ministry of Education, Science and Research (BMBWF) for UAS degree programmes and universities of applied sciences in view of the covid-19 crisis are valid. These changes are subject to any special provisions by the Federal Ministry of Education, Science and Research regarding study law, or if appropriate from the provider's point of view owing to its duty of care, or owing to state or regulatory recommendations.

2. Changeover of Grading and Exams to Online Formats

In principle¹, grading and exam procedures in all courses will be switched to online formats. Suitable technical infrastructure must be available on the examiner's and the student's part. At the beginning of the exam, students must provide proof of their identity and of the fact that they have produced the exam answers independently (§ 3 sub-section 4 clause 2 und clause 3 C-FHV).²

The following exam formats can be used for online exams:

2.1 Courses with continuous assessment (integrated courses, seminars, project seminars, practical courses and practical courses with low assessment load -- ILV, SE, PS, UE, UE*)

- The formats required in the exam regulations will be used (e.g. short tests during the semester, as well as assignments, quizzes, forums, wikis, uploads of text/audio/video documents, term papers, project reports, presentations, written mid-term tests, work assignments).
- These formats will be carried out by suitable activities on Moodle.

2.2 Written exams (final exams with lectures, integrated courses, seminars, project seminars -- VO, ILV, SE, PS)

- Written exams or exam parts will be carried out **online as open-book exams** or as **standardised tests** (e.g. MC-Tests).
- Both formats will be carried out on Moodle.
- In justified cases, and after consultation with the programme director, a **paper-and-pencil-exam** can be taken.
- Board exams ought to be offered as written exams whenever possible.

¹ Should exams in classroom phases become possible after all, they will be carried out following the previous exam regulations. This decision regarding exams in classroom phases will be jointly taken by the chair of the academic council and the managing board.

² This proof will be produced on the Moodle teaching and communication platform at the UAS BFI Vienna by a sworn declaration: The students' identity, the fact that they have produced exam results independently, and receipt of the information necessary for taking the exam are acknowledged. With oral exams identity will be proven by showing an ID in front of the camera. If there is no camera on the PC/laptop, identity proof can also be transmitted on a smartphone.

2.3 Oral exams (final exams: bachelor and master exams, board exams)

- For oral final exams and board exams, the video-conferencing function of Microsoft Teams will be used.

2.4 Exam mode, exam duration, points system, weighting of exam parts

- Lecturers will communicate the grading and exam formats chosen to the students as soon as possible (at least two weeks prior to the exam).
- If attendance requirements are not met, lecturers may, after consultation with the head of the respective subject areas, and after approval by the programme director, specify compensatory work which can deviate from the requirements of the exam regulations.
- The changes made to exam modes, and the communication of these changes to the students must be documented in a transparent manner.

2.5. Changes in the exam mode and in the communication platform

In justified cases, the degree programme director can change the exam mode and the communication platform during the semester. Students must be informed of this change in a timely manner. Methods, implementation, grading criteria and standards need to be communicated in a timely manner (at least two weeks before the exam).

3. Implementation Procedures for Online Exam Formats

Lecturers are responsible for creating the online formats of their assessments and their exams on Moodle. They should choose the online exam formats in a way compatible with the existing technical infrastructure. The required technical means will be communicated to the students together with the exam mode.³

3.1. Courses with continuous assessment (integrated courses, seminars, project seminars, practical courses and practical courses with low assessment load -- ILV, SE, PS, UE, UE*)

- Continuous assessment will be carried out using appropriate activities on Moodle.
- The formats required in the exam regulations will be used (e.g. short tests during the semester, as well as assignments, quizzes, forums, wikis, uploads of text/audio/video

³ The appropriate nature of the technical means must be seen to.

documents, term papers, project reports, presentations, written mid-term tests, work assignments etc.). Lecturers need to select appropriate Moodle activities in order to be able to carry out grading and exams.

- If continuous assessment requires students to provide handwritten solutions, drawings and sketches, and to show the working in their mathematical solutions, those must be provided as a scan, a photocopy or a photo with sufficiently legible display resolution on Moodle. Digital drawings or the working in mathematical solutions (e.g. when written on an iPad) are also an option.

3.2 Written exam (final exams in lectures, integrated courses, seminars, and project seminars -- VO, ILV, SE, PS)

3.2.1 Open-book exams

- For open-book exams aids which have been specified by the lecturer may be used for answering the exam questions.
- This is why the exam tasks should not be knowledge tests but comprehension, analytical, applied/transfer or assessment questions.
- Solutions and answers will be entered or uploaded by the students into a Moodle area defined by the lecturers.
- Lecturers also need to define exam durations for open-book exams, during which the exam tasks need to be dealt with and uploaded.

3.2.2. Standardised exams (primarily MC-tests)

- Standardised tests on Moodle will be used for exams which can be carried out in the form of standardised questions and tasks, and where the solutions can be entered easily on the keyboard.
- Student access is only possible in the time stipulated by the lecturers.
- Answers will be entered directly on Moodle.
- After the exam time has elapsed, the test is automatically handed in, and can be graded immediately on Moodle.
- Lecturers decide when to communicate the points scored in the online test to the students, e.g. immediately after the test or at a later time.

Exams whose results need to be partly or completely uploaded onto Moodle must be uploaded as a pdf files unless the lecturer requires another file format.

3.2.3 Online paper-and-pencil exams

If possible, written exams should be online paper-and-pencil exams **only in exceptional cases**.

- This method can be used when students have to provide handwritten solutions, and show the mathematical working in their mathematical solutions, provide drawings and sketches or produce other exam tasks which cannot be easily done on a PC/laptop.

The procedure is as follows:

- Exam papers will be made available on Moodle as pdf files. Student access to the papers will only be possible from the start of the exam period. Students may print the exam papers; this is not necessary, however.
- Solutions and answers can be written onto the printed exam papers or on a separate sheet of paper (by referring to the number of the exam question). The sheets used for mathematical working etc. have to be numbered.
- After the exam time has elapsed, the single sheets need to be photographed or scanned (in legible display resolution) and need to be uploaded into the provided Moodle section within 10 minutes after the exam period has ended. Single sheets have to be saved into one file, or, if there are several files, uploaded into the respective folder. The files must bear the student's name. The original exam papers must be kept by the students.
- If any unexpected technical problems occur, these must be documented within 5 minutes maximum (e.g. by a screenshot) and sent to the lecturer by e-mail.
- Exam papers can be viewed by the lecturers on Moodle.
- The number of points scored will be communicated to the students on Moodle. Lecturers can also make use of the Moodle feedback function to provide detailed feedback on the exam result. This is especially recommended in view of students wanting to view the marked papers.

3.3. Oral exams (final exams: bachelor and master exams, board exams)

- Before an oral exam via videoconference, the lecturers inform the students of the technical requirements which as a rule comprise, in addition to a PC/laptop, internet access, a camera, and a microphone. Alternatively, a smartphone may also be used in order to participate in a videoconference with sound and vision.

- Before the exam, examiners and students check whether the technical requirements are met, which will be noted in the exam records at the start of exam.
- Also before the oral exam via videoconference the lecturers check students' ID cards, and photos and personal data on the ID cards.
- Before the oral exam lecturers inform students that the exam can be terminated prematurely if it is suspected that non-permitted aids are used. The students' agreement is also noted in the exam records.
- Students will then also be asked to show the entire room to the examiners with their cameras. If other people listen in to the exam, they have to sit behind the candidate in full view of the examiners and the camera.
- There may be a maximum of three listeners present in the room where the candidate is.
- It will be also noted in the exam records how many examiners in their home offices participate in the exam.
- If short-term technical problems occur (e.g. there is no sound for a brief period), the lecturers can decide whether a new question will be asked. If there is a new question, the question asked originally will not be considered for grading.
- If students cannot log in and/or the connection breaks off, and the exam cannot be continued, this has no consequences for the students, and the exam may be taken again. The reason for the cancellation/termination of the exam and the future procedure are also noted in the exam records. Any technical disruptions or terminations will also be noted in the exam records (time and duration of the disruption, exam topic/question).
- The board will then discuss the exam result in the same manner as in exams in classroom phases, i.e. with the students not present.
- Immediately after this consultation phase the chair of the board will announce the exam result.

3.4 Handling technical problems during exams

The following applies to all written exams which are taken either on Moodle or as paper-and-pencil exam:

- If there no technical problems during the exam, the uploaded documents or the saved exam parts are valid.

- With open-book exams and standardised exams on Moodle, lecturers can allow for a tolerance time for starting the exam, e.g. five minutes earlier/later than the starting time. This may lead to a delay in the start and the end of the exam; the entire exam duration remains unchanged, however. This ensures the same amount of time for every student taking an exam.
- Exam parts may only be submitted later if students can prove that technical difficulties were responsible for a failure to submit the entire exams or parts of it (e.g. by screenshots of error messages).
- If students cannot participate in an exam for technical reasons, this has no consequences for them. This aborted attempt will not count towards the maximum number of allowed exam attempts (§ 3 sub-section 4 clause 6 C-FHV).

3.5 Grading exams

- Exam papers submitted on Moodle can be digitally viewed and marked by the lecturers (e.g. by making use of the feedback/comment function).
- Exam papers submitted as pdf files can be graded by using notes in the document or handwritten “exam records”.
- The number of points scored in a written online exam will be communicated to the student in the Moodle classroom (as with other Moodle tasks). Lecturers may also give feedback on the exam result; this written feedback may be necessary and helpful when students want to view their marked papers (“Prüfungseinsicht”).
- Grades will be entered into the CIS system as before.

4. Viewing completed exams

- Students can view the exam papers and exam records online.⁴

⁴ Appropriate filing must be ensured.