

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 26 January 2021

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 hybrid teaching, 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 general rule is as follows: Exams have to be taken independently¹, without the help of others, and only by using aids permitted for the exam. The use of non-permitted aids or plagiarism (e.g. digital copy/paste from study materials or copying from notes; other forms of cheating; identical answers in exams)² will be treated according to § 20 FHG, which leads to

¹ By independent we mean the ability to answer, and work on, questions or problems without the assistance of others by using the knowledge and skills acquired in a course in accordance with the defined learning objectives.

² Any form of digital and analogue communication with others is prohibited. Submitted exams can be submitted to a plagiarism check.

the exam being declared invalid, to losing one attempt to take the exam, and, in case of recurrence, to expulsion from university.

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 principle³, grading and exam procedures in all courses will be switched to online formats, with both formats being regarded as equivalent. As soon as students have opened the exam documents, this counts as participation in exam, and thus as one attempt to take the exam. With students who have permission to follow a different exam mode this mode needs to be considered in online exam formats as well, if required (§13 (2) FHG). Suitable technical infrastructure must be available on the examiner's and the student's part. When taking the exam, students must provide proof of their identity and of the fact that they have produced the exam answers independently (§ 3 para. 4 no. 2 and no. 3 C-FHV).⁴

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

³ 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.

⁴ 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 via a smartphone.

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 Courses requiring final exams

2.2.1 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**, as **standardised tests** (e.g., MC-Tests), or as closed-book exams.

- All online exams will, as a rule, be carried out on Moodle.
- In justified cases, and after consultation with the programme director, a **paper-and-pencil-exam** can be taken (also see 3.2.4).
- Board exams ought to be offered as written exams whenever possible.

2.2.2 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.

2.3 Exam mode, exam duration, points system, weighting of exam parts, and exam contents

- Lecturers will communicate the chosen grading and exam formats to the students at the beginning of the course or as soon as possible after switching from presence mode to online mode (at least two weeks prior to the exam), or which course contents serve as the basis of the exam.⁵
- 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.

⁵ Only directives which are published at short notice and thus make the two-week period impossible to be observed, or other Covid-related cases (e.g. teaching and research staff being quarantined) are excepted.

2.4. 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).⁶

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.⁷

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 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 a tablet) are also an option.

⁶ Only directives which are published at short notice and thus make the two-week period impossible to be observed, or other Covid-related cases (e.g. teaching and research staff being quarantined) are excepted.

⁷ The appropriate nature of the technical means must be seen to.

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

3.2.1 Open-book exams

- For open-book exams, students can decide by themselves on the aids they wish to use while answering the exam questions. Only exam aids which have been specified as obligatory by the lecturer are exempt from the above. The obligatory use of aids needs to be indicated clearly in the exam papers.
- 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 designated by the lecturers.
- The exam papers need to be made available on Moodle. Students must be able to work on them on Moodle or in a text-processing program (e.g. Word or Excel).
- Students can access the exam papers during the time stipulated 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. Closed Book-Exams

- For closed-book exams the permitted aids which are required for specific exam tasks and questions are explicitly specified by the lecturer. Students are not permitted to choose their aids by themselves.
- Closed-book exams must be invigilated (see 3.6).
- The exam papers need to be made available on Moodle. Students must be able to work on them on Moodle or in a text-processing program (e.g. Word or Excel).
- Students can access the exam papers during the time stipulated by the lecturers.
- Lecturers also need to define exam durations for closed-book exams, during which the exam tasks need to be dealt with and uploaded.

3.2.3. 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 ends automatically (e.g. by automatic submission, depending on the Moodle settings chosen) 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.

3.2.4 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 by the lecturers 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 in the required format (e.g. pdf format) 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 folder designated by the lecturer. 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 five 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 by the chair of the exam board to show the entire room to the examiners with their cameras. If other people are present to listen in, they have to sit behind the examinee in full view of the examiners and the camera.
- There may be a maximum of three listeners present in the room where the examinee 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 examiners 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 examinees 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 by the examiners 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 and any other people listening in not present.
- Immediately after this consultation phase the chair of the exam 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 or standardised exams on Moodle, lecturers can allow for a tolerance time period 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 encounter unexpected technical problems, those have to be documented as well as possible within five minutes after they have occurred (e.g. through a screenshot) and sent by mail to the examiner(s) as soon as possible.
- 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 para. 4 no. 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.

3.6. Online invigilation

In online exams which require invigilation, it may be necessary for examinees during the exam to switch on their cameras, microphones, and software applications on their own computers or on those computers used for the exam in order to ensure that the exam is taken by students themselves and without the help of others.

4. Viewing completed exams

- Students can view the exam papers and exam records online.⁸

⁸ Appropriate filing of exam papers must be ensured.