

# Exemption Decision

<b>Topic</b>	Online Proctoring of Examinations
<b>Period of Validity</b>	22.04.2020 – 31.08.2020
<b>Decision Making Body</b>	Academic Senate
<b>Date of Decision</b>	22.04.2020

## Background

The corona disease has spread in Germany and is considered a pandemic by the WHO.

The German Federal Government and the Länder agreed to extend the guidelines for restricting social contacts adopted on 12<sup>th</sup> March 2020.

With regard to the ongoing global spread of COVID-19, Jacobs University has taken intensive measures that aim to limit exposure of Jacobs community members to the virus, imposing social distancing, and generally elevating preventive hygiene practices across the campus.

These actions include the complete transfer from in-person teaching on campus to online formats.

## Status Quo

It is not clear if the regulations will be revoked before the examination period from 18<sup>th</sup> to 31<sup>st</sup> May. Currently, it is also not possible for most students who have left Germany and returned to their home country to return to Jacobs University for examinations due to the various travel regulations in place.

There will be more than one hundred final exams in May. Instructors have started to change the assessment type wherever possible to decentral formats such as oral examinations using video interviews or essays. However, this increases the workload of each instructor significantly, especially considering the number of observers needed for oral examinations. Moreover, these options are not feasible for large courses with up to 213 participants.

Therefore, Jacobs University needs to extend the assessment situations to adapt to the current situation.

## Option

In the current situation an exemption decision is needed to amend the policies in place.

In exceptional situations, electronic assessments may be conducted online instead of in a test center. In this case proctoring will also happen online using students' webcams and/or smartphone cameras. Jacobs University will work with external partners which operate in accordance with University policies and German data security law (DSGVO). For assessments with online proctoring, students will be offered an introduction to the system and will be informed in detail about the process. A declaration of consent must be signed in advance. In case students do not agree to online proctoring, alternatives will be offered. In case of severe technical problems students may be granted the opportunity to take the make-up exam without counting the attempt.

Online oral examinations may be conducted without observer and may be recorded instead. Students will be informed in detail about the process and must sign a declaration of consent. Recording oral examinations is being checked legally at the moment.

## **Decision**

The Academic Senate approves the following exemptions:

In justified exceptional situations, assessments may be monitored by proctors online. Jacobs University may work together with external service providers to ensure that assessments are properly proctored.

In case of severe technical problems students may be granted the opportunity to take the make-up exam in the next foreseen make-up period without counting the original attempt.

Oral examinations may be conducted online without a observer and may be recorded instead. This is subject to the condition of a positive legal check.

This exemption decision is initially valid up to and including 31 August 2020 and is necessary because of the current contact restrictions in Germany due to the corona pandemic.