

Guideline for external censors on online exams

Department of Computer Science has compiled the following guidelines for **external censors**.

Software for online oral exams: The Study Board of Computer Science has decided that online oral exams can be conducted through either "MS Teams" or "Zoom". The study secretary will inform you of the chosen platform for the exam where you serve as a censor.

Note: If you serve as a censor for more than one exam and possibly for more than one examiner, please note that there may be different types of online platforms involved (even on the same day of exam).

Guidelines for online platforms are available from the [CS-webpage](#).

Technical problems or questions: please contact AAU, ITS support: +45 9940 2020 or support@its.aau.dk

Arrangements in connection with an oral PROJECT exam:

The study secretary will invite you (censor), the examiner(s) and the student(s) in the project group via a calendar called "**CS Online-exam**". You will be invited via Outlook in the chosen online platform. You enter the project exam by activating the link in the invitation. It can either be a link to "MS Teams" or "Zoom" (note: there is a password connected with Zoom invitations).

Arrangements in connection with an oral INDIVIDUAL COURSE exam:

Examiner(s) and censor(s) receive an invitation via the calendar "**CS Online-exam**". Examiner/censor call in the students one by one.

In exams via *MS Teams*, there will be a list of the students' names and their e-mail addresses in the Outlook invitation so that it is easier for the examiner to call in the students one by one.

In exams via *Zoom*, all participants (examiners, censors and students) receive the same Outlook invitation with a link for the exam and students use the waiting room before they are called in for the exam by the examiner.

When conducting INDIVIDUAL oral exams in COURSES:

The examiner and the censor will be responsible for "calling" the students in one by one per the examination plan sent to you by the study secretary.

At the latest 12 hours before the exam begins the study secretary has added all students participating in the exam in the calendar invite in Outlook.

Examiners and censors are generally encouraged to be pragmatic under this (still) rather special and unfamiliar way of conducting oral exams.

Particular points of attention/advice:

- At all times during the exam the camera must be used by all participants for the examiner(s) and censor to be able to see the examinee(s) and vice versa. Each participant of an exam is encouraged to use cabled internet connection.
- The exam should be conducted without disturbing elements within the participants' rooms.
- An examinee is not allowed to use an artificial background picture, hiding the background of the room in which he/she is sitting.
- For group exams:
 - Each examinee must sit alone in a separate room unless supervisor approves otherwise.
 - Each participant is encouraged to have a photo associated with his/her profile to allow for a still photo when/if there is no video signal from the participant.
- **Right before the exam begins, the examiner**

- may ask each examinee to show his/her AAU student card
- asks each examinee to turn his/her camera around for inspection of the room in which the examinee sits to make sure that there are no one else present in the room (unless supervisor approves that the group sit in the same room) and that only allowed aids are present in the room. The examiner and censor can ask for a re-inspection at any time during the exam.
- The examiner and censor must cancel the exam if they do not find the above conditions for the exam fulfilled to a satisfactory degree and give the mark "-3" or "fail".
- If the examiner and censor suspects that an examinee has cheated, a disciplinary claim must be put forward in accordance with [AAU's disciplinary rules](#).¹ If the cheating takes place in a group exam, the examinee should be expelled from the exam, and the exam should continue for the remaining examinees.
- In case of connection problems for one or more of the participants, the examiner and censor may decide to have a short break to allow time to fix the problems. Extra exam time can be added to compensate for the wasted time to fix technical problems.
- If a technical problem cannot be solved within reasonable time (up to, say, 10 minutes) the examiner and censor can decide to postpone the exam or to continue the exam at some later (yet unknown) point in time. In that case, please note the following:
 - Nothing should be noted in Digital Exam; i.e., the examinee receives no mark before the exam has been completed after resumption of the examination.
 - Group exam: If it's a single examinee that experience a serious technical problem that makes it impossible for the examinee to continue the exam, the exam is continued with the remaining examinees.
 - Bad audio: Switch to audio via phone – keep camera on (audio has priority).
 - An interrupted exam can be continued as soon as possible according to the participants' schedules.
- As an alternative to using blackboards/whiteboards, the examiner and censor can ask examinees to write or draw something on a piece of paper and then show it via their camera.
- Before the exam, the examiner(s) and the censor are recommended to rehearse the processes (chatting without including the examinee, letting the examinee(s) out/calling the examinee(s) back in, etc.)

Feel free to contact the study secretary and/or the examiner if you have any questions.

Good luck with the exams!

¹ <https://www.studerende.aau.dk/studie-trivselsvejledning/regler/plagiat/disciplinaerregler/>