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## DIRECTIVE FOR THE JANUARY-FEBRUARY 2021 EXAM SESSION

### Commentary

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Article 2. The exceptions that are authorized in paragraph 1 include the exams of the first year course in medicine and the exams of practical sports courses. If a teacher uses a system other than those mentioned in paragraph 4, a student can demand an annulation of the exam result.

Article 4, paragraph 3. In the event of quarantine (obligation to stay at home without being sick), students can take exams remotely. If the exam is scheduled as a face-to-face exam, a quarantine certificate serves as justification for the absence. In the event of self-isolation (obligation to stay at home while ill), a student can decide independently whether he or she feels well enough to take a remote exam. If this is the case, she or he will not be able to challenge a failing grade after the fact on the grounds of not having been sufficiently fit. If the student withdraws for health reasons, a positive Covid-19 test result or a medical certificate, presented within the time limits defined by the faculties, serves as justification for the absence. If the exam is scheduled as a face-to-face exam, the student in self-isolation is not allowed to attend and the principles regarding absence in the event of illness apply.

Article 5. The faculties are responsible for providing students with an email address to which they can report any technical problems that could not be signaled through the Webex "chat". Based on the description of the technical problem, the faculty determines what has happened, and it decides whether the exam counts as submitted or not. The email address can either be the address of the teacher responsible for the exam, or it can be a general address that is used for the entire faculty. The dean's office is responsible for the decision between these options. The email address will be placed on the exam's Moodle page, and the student is responsible to take note of it, so that it is available even if a technical failure prevents it from being viewed on Moodle. In the event of an individual technical problem, the SITEL hotline can also be contacted (032 718 20 10). While Webex is on, students are allowed to blur the background for privacy reasons. The camera must be switched on during the entire exam. Supervisors are authorized to switch on the student's audio signal during the exam for the purpose of surveillance.

Article 6. Paragraph 4 specifies that any exchanges via the "chat" are recorded but can only be used as evidence during investigations of suspected fraud or in an appeal against the result of an exam. To save the contents of the "chat", the exam host must check the "record chat" box when logging out of Webex. The content of the "chat" is destroyed once the appeal deadlines have expired and any exam-related appeals have been processed. During the course of the exam, no images are recorded. It falls to the supervisors to note any incidents, and to summarize them in a report that is sent to the responsible teacher after the exam.

Article 8. In the event of a technical incident that was caused intentionally by a student, the dean's office may count an exam as failed. Ordinary technical problems count as a justified absence. As a reminder, the student must be granted the right to be heard. A discussion via the "chat" may be sufficient to establish the basic facts, but a right to be heard remains indispensable if those facts do not allow the firm conclusion that an exam is to be counted either as a failure or as a justified absence.

Article 9. It is the student's responsibility to submit her or his exam on time. If the exam is not submitted on time and this is done intentionally, the deanship may count an exam as failed. If a late submission is due to a technical problem, it counts as a justified absence. The exams in Moodle Test (paragraph 3) must in principle be validated to count as submitted. However, regular backups take place automatically. If a student does not validate the final version of the exam, the last version that is saved automatically during the allotted time is taken into consideration, rather than counting the exam as unsubmitted.

Article 10. A student must make sure that he or she will not be disturbed during their exam at home. If no suitable environment or no suitable material can be provided at home, students can make a request to come

to campus and to take the exam at UniNE, under the conditions of a remote exam. Requests of this kind need to be made within the required time limits. If a student has made a request and has been assigned a place, but is put into quarantine or self-isolation just before its exam, provision of loaner material is possible. However, it is not possible to guarantee that this material will be delivered to the student's home, especially if the student lives far from UniNE. In this case, the student in question must have a solution for someone to come to the university and collect the material. If a student has no suitable environment for the exam at home and is unable to come to UniNE because of quarantine or self-isolation, the exam will be counted as justified absence.

Article 11. As a reminder, the faculty regulations state that in the event of fraud, all exams of the session fail, even those that had obtained a sufficient grade and that represent the final attempt. If a student passes on information to someone else for help, that is viewed as fraud and is sanctioned as such, even if the student did not receive any outside help in return.