Zentrum für Wissenschaftsdidaktik

IT.SERVICES

Short Guide for Students
to Online-Exams

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Moodle-based online-exams at RUB

Moodle-based online-exams at RUB usually take place in Online-Exam:
https://online-exam.ruhr-uni-bochum.de/

This is just a general guideline document. Please, always refer to the specific information given by your examiners regarding your electronic assessment.

Technical equipment for online-exams

Please take note of the required technical equpiment to participate in your online-exam that your examiners have specified. We recommend that you collect this information way in advance of your actual online-exam date.

Terms and conditions for electronic assessments

The terms and conditions for electronic assessments are defined by the examiners according to the examination regulations of the study programme and the rules and guidelines put in place by the examination offices and the university management.

If you are not sure about the terms and conditions for your electronic exam or have any questions regarding the exam, please contact your examiner(s) directly.

Support for electronic assessments

If you have any questions about electronic assessments, if you need support or want to share your feedback, suggestions or ideas with us, please send an e-mail to:
e-assessment@rub.de

Compensation for disadvantages (Nachteilsausgleiche) and inclusion

If you are entitled for disadvantage compensation please notify your examiner directly. This will ensure that your examiners have enough time to plan and technically implement the measures of disadvantage compensation. By a direct notification of your examiner you allow the examiners and our eAssessment-Team to organize counseling and support for the technical adaption of disadvantage compensation measures.
If you have any questions regarding inclusion, accessibility or compensation for disadvantages in the context of electronic exams, please contact us:

Kontaktstelle barrierefreie Prüfungen (KoBaP)
https://einrichtungen.ruhr-uni-bochum.de/de/kontaktstelle-barrierefreie-pruefungen-kobap

IT.SERVICES: Inclusion Team
https://www.it-services.ruhr-uni-bochum.de/services/sl/inklusion-behinderter.html.de

BZI (Beratungszentrum zur Inklusion Behinderter)
https://www.akafoe.de/inklusion/

Orientation for online-exams with Moodle-Quiz

The students should have the opportunity to get accustomed to the technical environment and the usage of Moodle before they take their exam. This can be achieved in the framework of test-exams for orientation purposes.

These test-exams don't have to fulfill scientific quality standards, but are rather intended for the students to try different question types and get to know the test environment in Moodle-Quiz.

We have created the following Moodle-course for you:

Practical Orientation: Online-Exams with Moodle-Quiz
https://moodle.ruhr-uni-bochum.de/m/course/view.php?id=38139

This course offers staff members and students a practical orientation on how to operate the interface in Moodle-Quiz as an examinee. No special prior knowledge is required and enrolment is possible without a password.

The course contains a set of general example questions that illustrate the most common question types in Moodle-Quiz. The question type is displayed in the first line of the description of each question so that the orientation is easier.

Orientation for online-exams with Moodle-Assignment

Please note the defined timeframes your examiners have given you as the examinee to
  a) work on your online-exam
  b) upload your work to Moodle with the assignment-activity

Manage your time well during the exam and please see to it that you have enough time for the actual upload of your work.

If you start the upload just a few minutes before the end of the specified timeframe, you do risk that your exam can't be evaluated and graded, if unforessen technical problems should occur!

The screenshot below illustrates the interface of the Moodle-assignment (Aufgabe)**:**
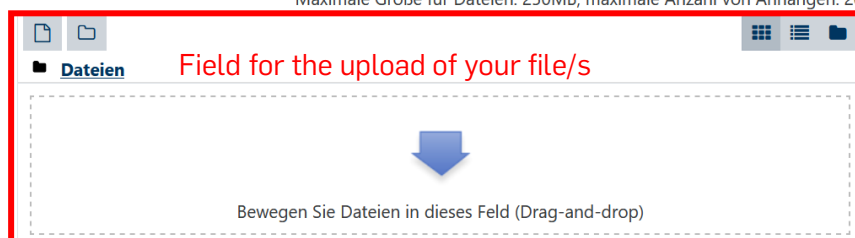
Test-Aufgabe

Eigenständigkeitserklärung: You declare that the submitted file/s are your own work and that you cited all the other sources.

☑ Diese Arbeit ist meine eigene Leistung. Sofern ich fremde Quellen verwendet habe, sind diese Stellen entsprechend gekennzeichnet.

Dateiabgabe
Maximale Größe für Dateien: 250MB, maximale Anzahl von Anhängen: 20

Dateien

Field for the upload of your file/s

Bewegen Sie Dateien in dieses Feld (Drag-and-drop)

Änderungen sichern   Abbrechen

Pflichtfelder❗

Confirm the upload of your file/s by clicking „Änderungen sichern"

◄ Beispiel-ePrüfung   Direkt zu: ⇕

Frequently asked questions

1. What happens if technical problems occur?

Technical problems and all other disturbances during an exam have to be protocolled. Examiners should provide a phone number for students to contact them and they should be available for the students in a parallel Zoom-conference.
According to the rules of the current examination regulations the examiners decide how to proceed in case of technical problems or other disturbances during the exam.

2. How can a post-exam review be done?

Your examiners decide how the post-exam review takes place. We recommend a post-exam review with the examiners on campus or during a video conference call.

3. What should I know as an examinee, if I want to take part in an online-exam?

1. **Gather all relevant information** about the specifics of your online-exam way in advance before the actual exam date. Make sure that you will be able to meet the **technical requirements** for the online-exam. Contact your examiner, if you are unsure or have any questions regarding your online-exam.

2. If you have not yet worked with Moodle-Quiz, you can enrol in our practical orientation course to get used to the interface and the operation of online-exams with Moodle-Quiz.
    Practical Orientation: Online-Exams with Moodle-Quiz
    https://moodle.ruhr-uni-bochum.de/m/course/view.php?id=38139

3. Please make sure that you can take your online-exam in a **quiet room** with a sufficient, **stable internet connection** and **working hardware** (PC, laptop etc.)

4. We advise you **not to use** a **smartphone** or **tablet** for your online-exam, if possible.

5. Please **log into Moodle** at least 30 minutes before your online-exam takes place. You save some time, an extra step and you can focus your concentration on the exam instead of having to remember your login details and typing them in a hurry just before the exam.

6. If you are unsure, wether there is free or restricted navigation within the online-exam, please ask your examiner, before you click any further!
    If the exam has restricted navigation enabled, you can not skip questions to return to them later! Once you navigate a question further, there is no way back. Please keep that in mind and answer the questions in the given sequence.

7. Should you have **technical problems** during an online-exam please contact your examiner directly via phone or in the Zoom-conference, if one was set up for the exam. If it is possible, please take a screenshot or photo to document the technical problem for your examiner.

8. If you are entitled for **disadvantage compensation** or have **special accessibility needs** please notify your examiner directly at the start of the semester.

9. If your examiner/s decided to have an **identity verification via Zoom**, please use the video prevew in Zoom (**Settings > Video**) to test, wether your student card is visible and well recognizable in your webcam view. Check the lighting, distance to the camera and all other relevant factors.
Hide all pieces of information that are not required for the identity verification, such as your **matriculation number (student ID)** by sticking a post-it over it or covering it with your finger while holding your student card in the camera view.

10. If your online-exam is accompanied by a **Zoom-conference** and eventual background noises disturb your concentration, it might be useful to regulate the **audio output of Zoom quieter.** Please do not turn Zoom completely silent! You have to be able to hear your examiner's spoken word during the whole exam, in case they make any announcements etc.

On German examination regulations: Eigenständigkeitserklärung

The **Eigenständigkeitserklärung** is a declaration you have to confirm so that your exam can be evaluated and graded as your own work. The declaration states that you have authored your exam independently without the help of others and that you have only used the allowed sources / resources.
The following text is just an example of an **Eigenständigkeitserklärung** with an English translation (for orientation purposes only). Your examiners may have specified a different version of this declaration according to the rules of your faculty.

Eigenständigkeitserklärung

Ich erkläre, dass ich die vorliegende Prüfung selbständig und ohne die unerlaubte Hilfe Dritter verfasst habe und dass ich keine anderen als die zulässigen Hilfsmittel verwendet habe.
Diese Erklärung ist auch ohne meine Unterschrift gültig.

The following English translation is for information purposes only.
The original German text is the legally binding version.

I confirm that I have authored this exam independently without the help of others and that I have not used any other than the allowed sources / resources.
This confirmation is valid without my signature.

We wish you all the best and success for your online-exams!