

Written Exams and Online Exams at KIT under Coronavirus Conditions

Winter Semester 2021

Many exams are planned for the semester break from February, 15th 2022 on. These can be carried out on campus in compliance with the hygiene and distancing rules, provided that the [Baden-Württemberg Corona Ordinance](#) or the [Corona Ordinance of the Ministry for Science, Research, and the Arts](#) will not be tightened.

Please note the following information.

Written exams on campus

Attendance logging

With the Corona Ordinance study operation valid from 10.2.2022, data collection for the purpose of contact tracking for study operation is no longer required. Attendance will only be collected to the extent necessary for the examination process.

Self-isolation/quarantine

The previous rules for prohibiting admission to and participation in exams are no longer listed in the Corona Ordinance. Instead, it is mandatory to observe the [Corona Ordinance "Absonderung"](#) (Corona Ordinance on Self-isolation) which states in which cases persons suspected of being ill and persons who have tested positive, family members, members of one's household, and close contacts must isolate themselves. Persons who are subject to the obligation to isolate themselves according to the Corona Ordinance "Absonderung" may not leave their place of isolation/quarantine and, therefore, are not able to participate in exams held on campus.

Violation of the Corona Ordinance "Absonderung" constitutes a misdemeanor pursuant to § 8 of the Corona Ordinance "Absonderung".

Face masks

According to the Corona ordinances relevant to KIT, face masks (FFP2 standard) must be worn at KIT in all workplaces and on all KIT premises as well as on all walkways and in all aisles inside buildings, for example, at doorways and in other entrance areas, in passageways, corridors, stairways, sanitary facilities, and pathways at events and other venues.

According to the resolution taken by the Executive Board on July 12, 2021, face masks must be worn during exams. This mouth-nose covering must at least meet the standard of a medical mask. However, for reasons of greater protection against infection, the wearing of an FFP2 mask is also recommended here. Through this request, KIT makes use of its right to take measures exceeding § 12 of the Corona Ordinance on Studying and the Arts (CoronaVO Studienbetrieb). On the one hand, this is intended to reduce the risk that, in the event of an infection case, the health authority will declare a quarantine for persons who are not quarantined (in accordance with CoronaVO Absonderung § 1 Sentence 9) and, on the other

hand, is intended to further stabilize the robustly planned examination phase by providing a higher level of protection against infection.

Medical exemption from the obligation to wear a face mask

Students wishing to claim exemption from the obligation to wear a face mask are required to submit a medical certificate from their attending physician. This certificate must clearly state the restrictions and consequences which wearing a face mask would imply for the person concerned. It is not necessary to disclose the student's illness or disease.

The medical certificate must be submitted to the examiner seven working days before the exam, so that alternative options can be examined in good time, as participation in the scheduled on-campus exam is not possible without wearing a face mask. An alternative may be, for example, to do the exam in a separate room.

Obligation to present proof of vaccination, recovery, or a negative test (3G)

In accordance with §6 of the Corona Ordinance on Studying and the Arts, there is an obligation for 3G control at events in study operation. Persons who are not fully vaccinated or have not recovered must present a negative test result for the day. An antigen test or PCR test is acceptable. Please note the respective validity of these tests: antigen test 24 hours, PCR test 48 hours. The test result must be valid for the entire duration of the test (not only at the time of admission).

Special rules for students with disabilities and chronic illnesses

If affected students can prove by medical certificate that they are suffering from a chronic disease or allergy leading to coronavirus-specific symptoms, KIT shall endeavor to allow them to participate in the exam, if possible in a separate room. In order to be able to take the appropriate organizational measures, the affected examinees are requested to contact the examiner at an early stage (at least seven days in advance).

As before, please address any other special concerns to the relevant examination board.

Fair policy which, in line with the examination board's decision, allows withdrawal from exams

Notwithstanding the KIT Studies and Examination Regulations, and due to the special coronavirus situation, students in the current examination period may withdraw from all exams in writing without giving reasons and even at short notice, i.e. until immediately before an exam. Such withdrawal can be submitted by email to the examiner in charge. No medical certificate is required. If in doubt, please consult the relevant examination board/examiner.

Please note that if still possible, you should deregister from the respective exam using the Campus Management System instead of deregistering by email. If deregistering by email with your examiner in charge, please use your KIT email address to enable a clear and secure assignment. Please indicate your matriculation number and the title(s) and number(s) of the exam(s) from which you wish to deregister.

Exam rooms and access to buildings

As before, the university buildings shall be open to university employees only and shall be closed to the public. The buildings are open during the daily exam times, and access to the exam rooms is thus ensured. Please follow the buildings' signage.

General hygiene rules

The **general hygiene rules** to be observed by all participants are listed below:

- After arriving at the building and before entering the lecture room, please wash your hands thoroughly and/or use the hand disinfectant provided.
- When entering the exam room, please make sure to keep a distance of at least 1.5 m to those waiting.
- The exam sheets have been placed in envelopes in advance and shall be handed out either at the identity checkpoint at the entrance to the lecture hall or be laid out on the desks; after the exam, they shall be put back in the envelope and, keeping the required distance, be placed in one of the collecting boxes provided.
- A clear documentation as to rooms and persons is required if the examinees of an exam are placed in different rooms.
- Wherever practicable, the entrances to the exam rooms shall be used either as entrance or exit doors.
- In the lecture halls, all the usual places for examinations may be occupied as before Corona. A distance of approx. 1.5 m from the person sitting next to you must be observed. In order to avoid frequent passing of each other in the lecture halls, the examinees first sit in the back rows and fill up towards the front.
- Between exams, the desks used shall not be cleaned. In the entrance area, cleaning supplies are available to the examinees.
- As access to the buildings may be staggered, please allow sufficient time on the day of the written exam.
- The students (examinees) are not allowed to gather outside the lecture hall or building before or after the exam. They are requested to leave the building one by one after the exam and then move away quickly.

Please follow your supervisors' instructions.

Online exams

Various digital or digitally supported exam formats have emerged at KIT since the beginning of the coronavirus pandemic. Already during the last exam period, upload exams (open-book exam) and online exams (done directly in ILIAS) were conducted.

With the amendment of the Act of Baden-Württemberg on Universities and Colleges through the 4th Higher Education Law Amendment Act (4. Hochschulrechtsänderungsgesetz) of December 17, 2020, the universities are granted the possibility to offer **online exams with video supervision** (proctored exams) in addition to the previous online open-book exams.

Proctored online exams are *voluntary* unless they are conducted on the premises of KIT or at exam centers. Voluntariness can be ensured in particular by offering an on-campus exam to be done at the same time (or, if not at the same time, during the same exam period), as far as such exam is legally permissible i.e., especially if the infectious situation and the Corona Ordinance requirements allow this.

Deregistration: Students can choose between the proctored online exam and the on-campus alternative. Deregistration from both the proctored online exam and the on-campus alternative is possible without giving reasons before the exam sheets have been issued. However, **registrations can be changed** from proctored online to on-campus exams only up to one week before the date of the online exam. After this time, students can still deregister from the proctored online exam without giving reasons until the exam sheets have been issued. It is, however, no longer possible to change to the on-campus alternative.

Change in exam type: The exam type is considered as having been changed in accordance with § 3 paragraph 4 of the KIT Corona Statutes, if the type of exam (written, oral, other type) has been changed by the examiner at short notice due to the pandemic. Proctored online exams shall be considered written exams, open-book formats (upload - written exams and online exams) shall be considered other types of exams, and proctored oral exams shall be considered oral exams. Thus, one speaks of a change in exam type, if, for example, there is a change from a written supervised exam to the online open-book format or to an oral exam.

The examinees must be informed about the change in exam type at least 14 days before the exam date. If there has been a change in exam type, a failed exam attempt shall be disregarded and be considered a free trial. A completed exam, however, cannot be repeated e.g., to improve grades.

If, for example, an exam has been intended as written on-campus exam but is then conducted as proctored online exam, this is **not** a change in exam type within the meaning of the Corona Statutes, and the above free-trial principle and obligatory period of 14 days' notice do not apply. Of course, the examiners will make every effort to notify you of any such change at the earliest possible time.

Technical difficulties during online exams may occur as errors in the transmission or processing of exam questions or as problems in the transmission of images or sound.

If the transmission or processing of the exam questions or video supervision during the exam demonstrably are not technically feasible at the time of the exam in the case of a proctored online exam, the exam shall be terminated and the attempt shall be disregarded.

If the image or sound transmission demonstrably has been temporarily disrupted during a proctored online exam, the exam shall be continued after troubleshooting. If the technical malfunction continues and the examiner deems that troubleshooting will not be successful, the exam will be terminated also and the attempt will be disregarded.

Errors and malfunctions during online exams shall in principle be treated in the same way as errors and malfunctions during on-campus exams. Students who are affected by such errors

are requested to immediately report all technical problems to the exam supervisor. It needs to be ensured that a competent person is available during the exam. If the cause of a technical malfunction cannot be clearly determined, the examinee can be instructed to have the next exam attempt on campus.

Unless otherwise stated in the text, please contact your examiner or the relevant examination board if you have any questions.

We wish you successful examinations.

(signed) Prof. Alexander Wanner
Vice-President for Higher Education and Academic Affairs

(signed) Ute Schmidt
Head of Studying and Teaching (SLE)