

Written Exams and Online Exams at KIT under Corona Conditions during the Winter Semester of 2020/ 21

Many exams are planned for the semester break from February 2 to April 10, 2021. These can be carried out on campus under 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 in the future.

Please note the following information.

Written exams on campus

Attendance logging

Attendance is logged using attendance sheets (e.g. from the Campus Management System) for examiners or supervisors to document examinees' attendance. For the purpose of contact tracking, these sheets shall be kept by the examiner for four weeks in accordance with § 6 of the Baden-Württemberg Corona Ordinance.

Prohibition of admission and participation

The prohibition of admission and participation in accordance with § 7 of the Baden-Württemberg Corona Ordinance shall also apply to exams.

Persons,

- who are or have been in contact with a person infected with the corona virus, if 14 days have not yet passed since the last contact,
- who show typical symptoms of an infection with the corona virus, namely fever, dry cough, taste or smell disturbances, or
- who, contrary to § 3 paragraph 1 of the Baden-Württemberg Corona Ordinance, do not wear a face mask,

are not allowed to participate in the on-campus exams.

Pursuant to § 19 no. 5 of the Baden-Württemberg Corona Ordinance, violation of this prohibition of admission and participation constitutes an administrative offence.

In the case of an officially ordered quarantine, violation can also be punished with imprisonment for up to two years or with a fine in accordance with § 75 (1) nos. 1, 30 (1) of the Infection Protection Act.

Unlike in the previous summer semester, there shall be no need for examinees to give any written confirmation.

The above prohibition of admission shall be posted outside the exam rooms. A prohibition-of-admission information sheet shall be linked on the [FAQ pages](#) under the heading of Examinations & Courses.

Face masks

According to the Corona ordinances relevant to KIT, face masks (FFP2 or medical masks) 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.

Face masks must be worn also for and during exams when seats have been taken.

Medical exemption from the obligation to a wear 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.

Special regulations 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 corona-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, the relevant examination board shall be in charge of all other special concerns or requests.

In case that the current curfew restrictions are continued:

The general exit restrictions in Baden-Württemberg will be lifted as of 14.2.2021 and may be replaced by local exit restrictions. Therefore, please note the regulations in force for Karlsruhe and your travel route at the time of the examination. Concerned examinees and examiners are advised to carry with them as credible evidence the confirmation of their on-campus exam registration for the case of checks or patrols. If necessary, the examiner or supervisor will issue a certificate of exam attendance at a later date.

Under the conditions of the corona virus pandemic, fair withdrawal from exams shall be possible again.

Deviating from the KIT Studies and Examination Regulations and due to the special situation with regard to the corona virus (SARS-CoV-2), it is possible during the current examination period to withdraw in writing from all exams without giving reasons, 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.

Students should note that, if still possible, they 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 name and number 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 building signage marking access.

In addition, the **general hygiene rules** apply (to all participants).

For clarification, the possible individual measures 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.
- Wherever practicable, the entrances to the exam rooms shall be used either as entrance or exit doors.
- In the lecture halls, the seats to be occupied shall be clearly marked. In the exam centers, all available seats may be occupied. To avoid passing each other frequently, examinees will take seats in the back rows first and then fill up towards the front.
- When determining the seats to be occupied, care must be taken to ensure that no more than two examinees are seated in one row of seats between two aisles.
- Sufficient time (at least 120 minutes) shall be allowed between individual blocks of exams.
- 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.
- 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 the instructions of the supervisors.

Online exams

Due to the corona virus pandemic, various digital or digitally supported exam formats have emerged at KIT. 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.

If you have any questions, please contact your examiner or the relevant examination board, unless otherwise stated above.

We wish you a successful exam period.

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

(signed) Ute Schmidt
Head of SLE