

Procedure for written online exams

Courses “Assistive Technology 1”, “Assistive Technology 2” and “Assistive Systems”

Note: The start time varies and multiple time slots may be offered for each course depending on needs, please see details and possible updates in TISS.

Start time of main slots:

For **Assistive Technology 1:** at **13:00**

For **Assistive Technology 2:** at **14:30**

For **Assistive Systems:** at **16:00**

Note, that the number of time slots offered will be adapted to the actual needs as far as feasible for us. Please check the slot for which you are registered in TISS. Also consider to register on the waiting list as this helps us to see the actual need for opening additional slots.

Important request: If you have registered for an exam but decide at short notice not to take the exam, please do not forget to deregister from the exam! That helps us a lot and is also fair to colleagues who are on the waiting list. Please note that we offer at least 3 dates for written exams per semester (per course).

According to the current TU regulations^{i, ii, iii} the exam will be held online as “**written online Exam**”^{iv}.

You will need video and audio connection and a printer or a blank sheet of paper to write down your answers (to be scanned/photographed by you afterwards). Your face, your upper body and the work environment (i.e. the writing desk with the paper you write on) should be visible (e.g. put a notebook on one side of your desk and take care that the distance between you and the notebook can be wide enough (ca. 1,5m) to show everything mentioned above). We ask for your agreement to record the Webmeeting (agreement to be sent via email, see below).

On the day before the exam (early afternoon) you will receive an email with a link to the “Eidesstattliche Erklärung (EE)”^v and a reminder to agree to the recording of the Webmeeting session. Fill in the EE (can be the German OR the English Version), then sign it electronically OR print it, sign it on paper, scan it and email the document (on the same day if possible) to paul.panek@tuwien.ac.at or upload it to TUWEL. In the same email please give also your short OK to the recording of the Webmeeting session.

During the exam we might check your video or ask you to respond occasionally. Please make sure that the required technology is working on your side (e.g. stable internet connection for your PC/Laptop, working access to TISS and TUWEL). The room you are in should only be used by you during the exam period. A printer (for printing questions) could be useful, but is optional. Be prepared that we might ask you to move around your camera to let us see the whole room. Your writing desk should be as empty as possible, only sheets of blank paper, a pen and optionally a glass of water should be there.

As Webmeeting tool we will use ZOOM. Please connect a few minutes before start time via browser to the TUWEL course (associated to the lecture for which you want to do the exam). There is a link in TISS to TUWEL.

In TUWEL press the ZOOM Link “online Exam” to start the meeting with video activated and microphone muted and use your real full name for the connection.

Be prepared to show your student ID card upon request to the camera.

After the identity check we will provide a link (via the text chat of ZOOM) to download a PDF file with the questions of the exam (PDF file with 2 pages). Please make sure that the downloaded document is named correctly according to the course for which you want to do the exam. (Optional: If a printer is available, you may print out the document, otherwise you should use a blank sheet of paper for writing down your answers).

On paper write your name, your student ID, the date of the day and the answers for each (numbered) question. Before answering, please write down the number of the question. Use a pen with a clear typeface. You have 30+ minutes for your answers.

If finished or when asked to terminate, within 10 minutes, please take a scan or photo(s) of your answers (e.g. via Scanner Apps “Office Lens” or “Adobe Scan” or similar) and upload to TUWEL. Upload to TUWEL is recommended. Alternatively, you may send them via Email to

paul.panek@tuwien.ac.at

We will check the uploaded document in TUWEL (or the attachment of your email) and will tell you if we could read your answers and if you can disconnect your audio/video link.

Should we encounter technical problems (i.e. connection loss) we will decide if the exam can be continued or must be stopped. In the latter case the exam would not be graded.

During the exam no other means are allowed to be used. In case of any doubts about this we will ask for clarification and will stop the exam if doubts still persist. This case would count as negative grade.

If you do not agree to the conditions, feel free to cancel your registration without consequences (before start of the exam).

Note, that there may be updates of this procedure. In case of questions do not hesitate to contact us, preferably via email.

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ⁱ See Email from Vice Rector Prof Matyas sent to all students of TUW dated 25 April 2020

ⁱⁱ Richtlinie Online-Prüfungen - Richtlinie des Vizerektors für Studium und Lehre über die organisatorische Abwicklung von Online-Prüfungen im Rahmen der COVID-19 Pandemie (online 11.02.2021) Source: https://www.tuwien.at/index.php?elD=dms&s=4&path=Richtlinien%20und%20Verordnungen/Online_Pruefungen.pdf

iii 7. Verordnung COVID-19 Sonderregelungen - Verordnung des Rektorats über Maßnahmen für die Teilnahme an Präsenz-Lehrveranstaltungen und -Prüfungen im Sommersemester 22 (online 28.02.2022) Source: https://www.tuwien.at/index.php?elD=dms&s=4&path=Richtlinien%20und%20Verordnungen/COVID_19_Sonderregelungen_7.pdf

iv See „Leitfaden für die Durchführung von Online-Prüfungen“ <https://colab.tuwien.ac.at/x/iJax> [last access: 20 Nov 2020]

v See „Eidesstattliche Erklärung (EE)“ in German on <https://colab.tuwien.ac.at/download/attachments/11638408/EE%20Online%20Pr%C3%BCfung%20NEU.pdf?version=1&modificationDate=1587742967417&api=v2> or in English on <https://colab.tuwien.ac.at/download/attachments/11638408/EE%20Online%20Pr%C3%BCfung%20englisch.pdf?version=1&modificationDate=1604560651074&api=v2> [last access: 20 Nov 2020]