

## Oral coursework and performance assessments conducted online

### Notes on the legal framework at the University of Konstanz

The following provisions apply to all University of Konstanz study programmes for which online oral coursework and performance assessments are provided for in the examination regulations. This is true for almost all study programmes, however please check the respective examination regulations to be on the safe side.

#### **In general: oral exams take place in person.**

If oral exams or coursework are to be conducted **by videoconferencing** instead, either for **all** participants or for individual participants to **join online**, different rules apply depending on the type of exam<sup>1</sup>:

		<b>Final exam or exam to complete a course/module</b>	<b>Course-related (partial) performance assessments or coursework</b> (class presentation, oral test etc.)	<b>Performance assessments or coursework in courses that are designed specifically for online teaching and exams<sup>2</sup></b>
<b>Ahead of time</b>	<b>Who acts?</b>	<b>Student</b>	<b>Student</b>	<b>Teacher</b>
	<b>To do:</b>	Get <b>consent</b> of the examiners involved (e.g. via email); submit the <b>application form<sup>3</sup></b> to the corresponding Examination Board	<b>Submit written request to</b> the corresponding teacher (e.g. via email)	<b>Provide information</b> about the exam form
	<b>When?</b>	As a rule, at least four weeks before exam date; if conditions arise at short notice: as soon as possible (with sufficient reaction time before the date)	With sufficient reaction time before the date	In the announcement of the course
	<b>Requirements</b>	<b>Important reason for the exception</b> claimed by the person being examined and that would otherwise unreasonably delay the exam. <sup>4</sup>	Brief justification of the request for online exam	
	<b>Who decides?</b>	<b>Examination Board</b> (as a rule, 1 week before exam date at the latest; unless conditions arise at short notice) provided <b>examiners have consented</b> .	<b>Teacher</b>	<b>Teacher</b> (when designing the course)

<sup>1</sup> For oral online exams, the provisions of [§ 32a and § 32b Landeshochschulgesetz LHG](#) (state law on higher education) as amended apply.

<sup>2</sup> Such oral online exams are only possible for electives or required electives, as otherwise they would not be voluntary as required by § 32 a and b LHG.

<sup>3</sup> You can find the form at [uni-konstanz.de/en/teaching/regulations/online-exams/](http://uni-konstanz.de/en/teaching/regulations/online-exams/)

<sup>4</sup> That may be, in particular: a) students cannot be present on campus for study-related organizational reasons (e.g.: stay abroad or compulsory internship), b) examiners cannot be present on campus (with reasonable effort) at the time of the exam (e.g. research semester, external examiner), c) student or examiner cannot be present on campus due to illness, quarantine or unavoidable care duties

On exam day	Examination minutes	Analogous to on-campus exam	Analogous to on-campus exam	Analogous to on-campus exam
	Only <b>videoconferencing tools</b> the university has approved <sup>5</sup>	✓	✓	✓
	<b>Identification</b> at the beginning of the exam, if not already known personally	If applicable, showing student ID card or an official photo ID via camera (information not required for identification may be covered)		
	All parties involved confirm sufficient <b>image and sound quality</b>	✓	✓	✓
	<b>Independent work</b> <sup>6</sup>	Students are instructed to work independently (without the help of third parties or unauthorized aids); The <b>student's oral declaration of independent work</b> is noted in the <b>exam minutes</b>	If applicable, instruction on independent work	If applicable, instruction on independent work
	<b>Problems</b> with video / audio transmission	Problems are documented in the exam minutes (including exact time <sup>7</sup> )	Problems are documented including exact time	Problems are documented including exact time
<b>If the exam cannot be carried out or continued due to technical problems, the exam attempt will be terminated and will not be counted (§ 32b LHG)</b>				
	<b>Recording permitted?</b>	✗	✗	✗
All parties involved must be informed that recording/storage is not permitted.				
<b>Basic requirements</b>	Possible (content, technology)	✓	✓	✓
	Equal opportunity guaranteed	✓	✓	✓
	Consent of all parties documented	✓	✓	✓
		(Via the request of the student)	(By the examiner responding to the student's request)	(Via voluntary registration for this course)

<sup>5</sup> [kim.uni-konstanz.de/en/services/research-and-teaching/videoconferencing](https://kim.uni-konstanz.de/en/services/research-and-teaching/videoconferencing)

<sup>6</sup> Personal rights and privacy may only be interfered with for justified purposes to check independent work (e.g. camera field of view). For more details, see §32a LHG.

<sup>7</sup> The person to be examined must report problems immediately; technical malfunctions cannot be claimed afterwards.