

## **Examination statement: Important information for taking online examinations**

### **1.) Participation**

Without exception, only students who are officially registered for the course and/or the examination on LPIS will be allowed to take the exam.

The exam will only be graded if all 3 of the following conditions have been fulfilled:

- You have uploaded a photo that fulfills the necessary criteria to confirm your identity, if such an identification requirement was previously announced for the examination in question by the person responsible for the examination.
- The automated online supervision functioned properly during the examination, if previously announced for this examination
- You have confirmed that you have read and understood this examination statement

By confirming the examination statement, you also confirm receipt of the examination. If you have received the examination but not fulfilled the identity requirement and/or the automated online supervision did not function properly during the examination, the examination will be declared VOID and will count as an examination attempt. If you do not confirm the examination statement, you will not be given access to the exam. This means that the examination will not be graded and the examination attempt will not be counted.

### **2.) Technical requirements**

It is your responsibility to ensure that you will not be disturbed during the examination and that all technical requirements (as previously announced) are fulfilled (see "Information on this online examination" and/or "Technical checklist" in your online exam environment). WU cannot guarantee a problem-free completion of the examination for every student working on their individual electronic device.

### **3.) Starting and terminating/interrupting the examination**

By confirming that you have read and understood this examination statement, you also confirm receipt of the examination, and the attempt will be counted. The exam will be graded and counted towards your total number of permissible examination attempts. This applies even if you terminate the exam prematurely or do not submit your completed exam.

If you are forced to terminate the exam prematurely or interrupt the exam due to technical difficulties (e.g. loss of your internet connection), please contact the person responsible for the examination without delay. To do that, please use the communication channel previously announced for that purpose by the person responsible for the examination. When reporting the termination/interruption of your exam, be sure to include the following information:

- Your student ID number
- Exact time of termination/interruption
- Screenshot of the error message, if applicable



If you are able to solve the problem and continue with the exam, please report this with the message "Examination resumed." To be able to send such reports in the event of technical problems, it is recommended that you download the appropriate apps to your mobile devices before the start of the examination. In this way, you will for example be able to report the termination/interruption of the exam even if your Wi-Fi connection fails.

In cases where you report the termination/interruption of the exam due to technical problems beyond your control, as a general rule, the examination is not graded and the examination attempt not counted. If you would like to have your exam graded nonetheless, please contact the person responsible for the examination immediately after the exam and request that your exam be graded. The examination can only be graded if all the applicable requirements for grading are fulfilled (e.g. the automated online supervision worked properly, if applicable). Only those parts of the exam will be graded that were completed without any problems.

#### 4.) **Cheating and identity confirmation**

Any attempt to cheat on the exam (e.g. cell phone, consulting forbidden materials, consulting other people) will result in the exam being declared VOID and the examination attempt counted. You will also be blocked from re-registering to repeat the examination for a period of 4 months starting from the examination date.

Having someone else take your exam for you is punishable by a fine of up to 25,000 euros. Such instances of cheating will be reported to the locally competent district administration. Criminal liability expires by limitation only after 30 years.

If announced in advance by the person responsible for the exam, automated online examination supervision will be conducted for the duration of the exam. This means that you and your screen will be monitored by camera and microphone (video and audio) throughout the exam, and the examiner will be able to see and hear the recordings. As soon as you start the exam, you will need to give your browser permission to access your screen, webcam, and microphone. Any attempts to manipulate the online exam supervision will be considered attempts at cheating.

#### 5.) **Permissible aids**

When taking this examination, you may use only the aids explicitly listed or not explicitly forbidden in the information on this specific exam under "Information" by the person responsible for the examination. As a rule, no one else may be present in the same room with you while you are working on the exam.

#### **(Checkbox to tick off)**

#### **Acknowledgment of the information on receipt and completion of the examination**

I confirm that

- I have read and understood the information given above on taking this written online examination
- I fulfill all the requirements for taking this examination
- I will complete the examination independently and without consulting any forbidden aids
- I have read and understood the information on this specific exam under "Online examination"

I accept receipt of this examination, i.e. I acknowledge that the exam will be graded and will count towards my total number o