



## Proof of identity for online examinations under video supervision

As of: April 04, 2022

Online examinations in text form under video supervision currently take place in the form of a ZOOM video conference. Participation in such an exam is voluntary. Please refer to the [“Information sheet for students for online examinations under video supervision using ZOOM”](#) (German only) as well as the [“Information according to Art. 13/14 DS-GVO on the use of the video conferencing system ZOOM at the University of Freiburg.”](#) These are available on the Corona information page of the university under the information sheets for the area of study and teaching. According to the legal requirements, examination participants must prove their identity upon request before the start of an online examination. In the case of online examinations in text form under video supervision, a digital copy (scan or photo) of your ID card or passport is stored for this purpose in the corresponding examination course on ILIAS with the help of this form. You may additionally be asked to show the document in the exam.

### I. Instructions

1. Print out this document and place your ID or passport in the designated field.
2. Sign the statement with a pen.
3. Take a picture or scan your proof of ID and the statement (page 2).
4. Save the file as a PDF as „Last Name\_First Name.pdf“ (use your own name). Make certain the file has a large enough resolution so that the text and image are legible.
5. Upload the file in the ILIAS-Kurs for the appropriate examination in a timely fashion before the examination begins.
6. If you do not have the possibility to print the form, you can alternatively hand-write the required information on a sheet of paper and place the identification document on the paper. Then proceed according to steps 2 through 5.

### II. Proof of ID

To make the digital copy, please place your ID card or passport in the field marked below. Make sure that the data not required for proof of identity is covered, as in the example shown. Please also enter your matriculation number.



Matriculation number: \_\_\_\_\_

### III. Note on how the proof of ID is stored

The data processed to establish identity is not stored beyond a technically necessary intermediate storage. Personal data from the intermediate storage will be deleted immediately after the purpose has been fulfilled. The digital copy of the ID card is not included in the examination file or stored in any other way. Further information on data protection can be found in the "Information on the processing of personal data for online examinations under video supervision". This information is available on the University's Corona Website under the information sheets section, category „studies and teaching“.

### IV. Declaration

I declare that I have taken note of the [Information sheet for students for online examinations under video supervision using ZOOM](#) (German only) as well as the [Information according to Art. 13/14 DS-GVO on the use of the video conferencing system ZOOM at the University of Freiburg](#) and confirm this with my signature.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature