



Instruction sheet for the conduct of oral examinations in video conference format outside the University or other institutions

This leaflet contains information on the conduct of oral examinations as video conferences at the University of Freiburg in view of the current restrictions on the classroom and examination operations due to the Corona Ordinance of the State of Baden-Württemberg.

Oral examinations can generally be held as video conferences, even if the candidate is at a different location than the University of Freiburg or another institution. This includes, insofar as this is provided for in the Corona Statute, in particular oral coursework and examination credits the Bachelor's, Master's and Magister courses of study as well as in the course of study for a teaching profession at primary and secondary schools and oral examination credits, success controls and performance records in the state examination courses of study. Also included are oral examinations in doctoral procedures, with the exception of the oral examination for the doctorate in human sciences, as well as the academic lecture for the habilitation at the faculties mentioned in § 32 section 2 of the Corona Statute.

In this context, the term "oral examinations" shall mean, in particular, oral coursework, oral examinations during the course of study, oral Bachelor's and Master's examinations, oral performance assessments, oral performance certificates, the defense of the diploma thesis in the course of study in Pharmacy, oral examinations in doctoral procedures and the scientific lecture in habilitation procedures.

General information:

1. As of April 20, 2020, oral examinations may be conducted by video conference under the conditions laid down in the statutes, without the examinee being under supervision at the University or any other institution. The examiners and assessors shall be located on University premises wherever possible.
2. Conducting an oral examination by video conference requires the examinee to submit an application, on which the competent body as defined in the Corona Statutes (examination committee, head of the respective course in agreement with the Dean of Studies, doctoral committee, habilitation committee) must decide.
3. There is no legal claim to conducting an oral examination by video conference. Exceptions only apply if the request's refusal would present an extraordinary hardship on the candidate.
4. The candidate as well as all examiners and assessors must agree to a video conference. There is no obligation to conduct an oral examination per video conference.

5. Conducting an oral examination by video conference requires that the principles of a fair examination procedure are also adhered to under these general conditions and that the examination standards applicable at the University of Freiburg are ensured. The requirements for the taking of oral exams as laid down in the respective examination regulations apply and must be observed.
6. One of the following videoconferencing systems maintained by the University IT Services shall be used: Adobe Connect, BigBlueButton, Jitsi, and DFNconf or a videoconferencing system offering at least an equivalent data protection standard.
7. Before conducting the video conference, the technical, personnel and spatial prerequisites must be in place to ensure a smooth process. For this purpose, the procedure shall be coordinated with the e-learning department of the University IT Services in certain cases, when needed.
8. As a rule, the videoconference shall be conducted in such a way that the faculty's or university's regulations are observed. If this is not possible or if the effort required for this would be disproportionate, restrictions are permissible; an appropriate representation of the potential group of participants should be aimed for. Otherwise, guests from outside the faculty or university are not allowed to participate in the video conference.
9. It should be noted that not all candidates have the technical facilities (PC, camera, sufficiently powerful internet connection) available to them to be able to conduct the oral examination from home. They should therefore be offered the possibility to take the examination in a room at the university using the technical equipment available there.

Notes on conducting a videoconference exam:

1. Before the examination is conducted per video conference, it must be determined whether the candidate's written request to conduct an oral video conference examination outside of the University or other institutions and the declaration of the independent performance of an oral examination in a video conference examination - in the case of an oral examination in the doctoral procedure, the affidavit - are available. The candidate must physically sign the forms. In addition to sending the forms by mail, it is also permissible to scan/photograph the handwritten signed documents and send them by e-mail. The document must be complete and clearly legible.
2. The candidate's identity must be verified before the start of the oral examination if it is not known to at least one examiner. For this purpose, the candidate may be required to show his or her identity card or a comparable official identity document by means of a camera or to send a copy of the identity card by e-mail or in any other way well before the video conference. The copy of the identity card will not be kept on file.
3. Before the examination starts, the technical conditions need to be checked. All persons involved in the examination (examinee, examiners, assessors) should test whether they can hear and see each other well. It is recommended to carry out this examination with sufficient time before the examination date so that the examination can be started punctually. The examinee is required to point out technical and other disturbances in the course of the exam immediately when they occur.

4. Before the start of the examination, the candidate must be informed that cheating and the use of inadmissible aids are prohibited and a corresponding attempt to influence the result of the examination will result in the candidate failing the examination.
5. At the beginning of the examination, the examiner in charge must inform all participants that the recording of the video conference is prohibited. Anyone who nevertheless records it may be liable to prosecution pursuant to §§ 201, 201a StGB.
6. The same testability and exam withdrawal procedures apply as with on-site examinations.
7. Bathroom visits: Please note that, in the case of oral examinations by videoconference where the candidate cannot be supervised, a bathroom visit could be used to use unauthorized aids. The candidate should therefore be asked to visit the bathroom again if necessary after testing the technical requirements and before the start of the examination. As a rule, it should then be possible to complete the oral examination without having to go again. Should the candidate feel an urgent need to use the bathroom during longer examinations, this request should not be denied. If possible, the set of questions just dealt with should be completed beforehand. The examination is to be interrupted for going to the bathroom.
8. In the event of technical difficulties or other external disturbances which are temporary and of short duration, the duration of the test may be extended accordingly. In the event of technical issues, such as complete or partial breakdown of the connection, which mean that the test cannot be held in accordance with the principles of fairness and equality of opportunity, the video conference must be terminated and repeated at a later date. In this case, the examination attempt is deemed not to have been made.
9. An examination protocol must be completed. The examination protocol shall also include information on any malfunctions that may have occurred and corrective measures taken.