



Digital exams: guide for examiner and censor

We have developed the following guidelines in order to ensure that the exams that you will soon be participating in are of high quality and provide the best framework for full-time students at the Department of Business and Management to demonstrate their knowledge, skills and competencies.

We would like to ask you to familiarize yourself with these guidelines well in advance of the exam. Reach out to us if you have any questions or comments so we can secure that the exams are beneficial for our students.

For all written exams

1. The examiner is responsible for ensuring that the exam assignment is quality assured and uploaded in a timely manner.
2. Before starting to correct the exam assignments, you must have an overview of whether there are students who have not submitted the solemn declaration latest by 12.00 on the last working day before the exam. If there are students who failed to do so, their exam assignments should not be corrected. The Study Secretary will assist you with this part.

For all oral exams

1. Check that audio, video, screen sharing function and internet connection are working optimally. Both, on your PC/mac and mobile, in case one of the devices should fail.
2. Make sure you have a strategy for taking exam notes and checking learning goals along the way. Have the grade scale within reach.
3. The examiner must, in good time - and no later than 24 hours before the exam - receive power points or other presentation materials and share it with the censor, if the students intend to use it during the examination.
4. Before the exam, the examiner and the censor must have laid out a strategy for how the exam is to be conducted. The students must be informed about this strategy before the exam starts.
5. Discuss guidelines for conducting the exam in the form of steps for the students to follow in terms of use of nametags, procedure for

presenting of student cards, filming of the rooms in which students conduct exams, sharing of screens and handling any technical breakdowns.

6. Agree in advance on how you will deal with the possibility of canceling the exam if cheating is suspected.
7. Exchange phone numbers with the students before the exam begins.
8. Invite students to discuss and align their expectations with you before the actual exam begins.
9. Ask students before the exam if there are any special considerations to take into account.
10. Take a timeout along the way and check in with the students whether they feel the exam is progressing well or whether changes need to be made.
11. When discussing the grade and students' performance, students must leave Microsoft Teams or Skype for Business. Agree with the students when and how to reconnect.

Particularly for oral group exams

1. Agree before the exam how you will help to make sure that everyone is contributing to presentation, answering questions and participating in discussion. Align expectations with the students on this subject before the exam starts.
2. Make sure your expectations about students using the chat function during the exam match those of students before the exam starts.
3. Ask if the students prefer individual or group grade after the exam.