



Regulations of the Vice-Rector Academic Affairs for examinations in the 2020/2021 winter semester

I. Guidelines:

1. The current, limited on-site operations of TU Dresden are to be maintained as long as possible. (Circular mail of the Rector of November 5, 2020)
2. The 2020/2021 winter semester shall not be deemed a “lost semester” for our students.
3. The health protection of students and lecturers has the highest priority. The key measure required by the pandemic law is the minimization of contacts.
4. As a result, our students will be able to take all of the required exams and earn the required credit points in the 2020/2021 winter semester. However, because of health protection requirements, examinations can still only be taken on site to a very limited extent.
5. In its meeting on October 14, 2020, the Senate of TU Dresden passed the resolution **University-wide regulations for studies and examination procedures to cushion the legal uncertainties caused by the corona crisis, fundamental resolutions of the Senate for the 2020/2021 winter semester** [[link](#)], by which the negative consequences for students in the examination process are largely averted in the 2020/2021 winter semester.

II. Regulations:

For examinations, the following stipulations apply:

1. Wherever it is possible in accordance with the purpose of the exam and the associated skills to be acquired, examinations should be taken in a digital format, which may be didactically different. On-site examinations may still be offered, but must be reduced to the necessary minimum.
2. To implement these regulations, the examiners continue to be granted flexibility in the planning and realization of their exams and also be flexible with regard to the chosen type of exam. If, due to the stipulation in number 1, it becomes necessary to deviate from the examination regulations and the relevant module description, examiners may continue to offer substantially different examination formats. The Examination Boards are to be informed of such options. The experience gained in these examinations should be documented as detailed as possible in the interest of further development and the accumulation of experience. It is advisable to agree on uniform solutions on a departmental (i.e. decentralized) basis. Based on the alternative examination options submitted to the Examination Board, the faculties/centers must keep separate lists in order to keep record for comparison purposes of the examinations for which the examination types have changed and how.

3. In detail:

a. Oral on-site examinations:

Switching to virtual equivalents (video conference) is possible without any restrictions and is recommended for these exams. Nevertheless, these examinations continue to be permitted on the premises of TUD with the smallest possible number of persons, provided that compliance with the

applicable hygiene regulations for conducting on-site examinations at TU Dresden in the current version [link] is ensured. In addition, a safety concept must be created and documented in writing.

b. Written on-site examinations (including exams involving an 'object' such as a model or portfolio):

It is still strongly recommended to switch to alternative, digital examination formats. Nevertheless, these examinations continue to be permitted with the smallest possible number of persons, provided that compliance with the applicable hygiene regulations for conducting on-site examinations at TU Dresden in the current version [link] is ensured. In addition, a safety concept must be developed and documented in writing.

With regard to **written examinations (Klausuren)**, it is pointed out that online supervision examinations (so-called proctored exams, in which the candidates are invigilated in their own living room via webcam/camera while performing the examination and have to install the supervision software on their end devices, or the supervision of small groups via video conference service) are not permitted under data protection and examination law.

When choosing an alternative digital format, it is recommended to test the required competencies by means of the type of assignment (e.g. transfer performance instead of pure knowledge test; open examination questions; different but equivalent assignments for the students), the duration of the examination (shorter rather than longer) and the type of examination (seminar paper, essay etc.). The open book exam should be used as a guideline.

Even where, so far, no MC [multiple choice] regulations have been issued, MC examinations can currently be conducted. Where MC regulations have been issued, deviations may be made if current circumstances require it.

Examinations for which physical presence is indispensable to acquire the necessary skills are e.g. **laboratory trainings**. These are permitted. The hygiene regulations for conducting on-site examinations at TU Dresden in the latest version [link] apply. In addition, a safety concept must be developed and documented in writing.

c. Should the examiners decide to not conduct certain examinations, these scheduled examinations must be canceled, i.e. postponed. This will be certified to third parties, e.g. the BAföG office, if required. It is not permissible to cancel the corresponding graduation examinations.

d. If students cannot take part in an on-site examination, it must be decided on a case-by-case basis, taking into account the relevant regulations and complying with the principles generally applicable in the examination procedure, whether an alternative examination can be granted at short notice or whether an alternative examination date can be offered.

e. **Access the results of written examinations** on site remains permitted, in accordance with the stipulations of June 5, 2020. In order to grant access, a safety concept must be drawn up and documented in writing. For access to the results of written examinations, it is still strongly recommended to switch to alternative, digital formats (see information of the Vice-Rector for Academic and International Affairs of April 29, 2020 and Directorate 8 of May 6, 2020).

4. For the use of possible **tools for digital exams**, please refer to the information provided at <https://tu-dresden.de/tu-dresden/organisation/rektorat/prorektor-bildung/zill/e-learning/corona/tooluebersicht>. The ZiLL assists examiners in the **creation and implementation of virtual exams**. Detailed information on this topic is available at <https://tu-dresden.de/tu-dresden/organisation/rektorat/prorektor-bildung/zill/e-learning/corona/digitale-pruefungen/digitale-pruefungen>. The following centrally provided platforms and digital tools are recommended for the sensitive examination context from the point of view of data protection and information security, as they are operated in-house and all data is processed within the German legal area. Should you wish to use any other environments, please refer to the information on the ZiLL pages and consult Unit 3.5 (Information Security) before use.

Overview of recommended tools:

Suitable for /	Online written examination (MC, free text, etc)	Upload written examination (submission of files or digitized manuscripts)	Oral examinations (group examination, colloquium, defense, ...)
Tool			
OPAL Exam@TUD (using ONYX) ¹	X		
OPAL Exam@TUD (including task component)		X	
Cloudstore		X	
Email		X	
BigBlueButton			X
Jitsi			X

5. Time allowances for exams not taken on site and for final theses

As usual, the time allowance may be extended by the Examination Board for valid reasons (i.e. reasons beyond the student's control). A valid reason is e.g. if the task requires the student to work in rooms at TU Dresden or the SLUB, but the rooms can only be used to a limited extent due to the safety concepts. This requires a student application, which can be submitted without any particular form (e.g. by email). Any disadvantages for students shall be avoided. The application should outline the valid reason for the Examination Board to be able to decide on it.

6. Withdrawals due to illness

The obligation to present a medical certificate is waived. It is sufficient to send an email to the Examination Office. The email should indicate any existing restrictions so that the Examination Board can decide on the inability to take the examination and thus on the withdrawal. The same applies in the case of illness of a child or other relative in need of care who is mainly cared for by the student.

¹ Digital examinations on the OPAL Exam@TUD platform must be registered via the respective Examination Office.

7. Vocational internships

If (vocational) internships had to be discontinued due to the pandemic or if they could not or cannot be realized, the acquisition of competencies should be offered as a substitute through other internship opportunities or alternative forms of teaching/learning. If this is not possible, accommodating decisions should be made on a case-by-case basis for internships that have been discontinued. The point in time at which the internship was discontinued should be taken into account, as the acquisition of competencies can only be assumed and proven after a certain period of time. It is recommended that a sufficient acquisition of competencies is assumed from 50% of the planned internship period onwards, allowing for a successful completion of the associated examination (e.g. internship report).

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November 23, 2020