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The Vice-Rector Academic Affairs

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*Updated*

29/06/2021 – vaccination status

**Regulations of the Vice-Rector Academic Affairs for examinations in the 2021 summer semester, valid for examinations from May 31, 2021 (for examinations up to and including May 30, 2021, please refer to the [regulations](#) of the Vice-Rector Academic Affairs on the start of the 2021 summer semester, as of April 9, 2021)**

**I. Guidelines:**

1. The current, limited on-site operations of TU Dresden are to be maintained for as long as possible. (Circular mail of the Vice-Rector Academic Affairs of April 12, 2021)
2. The 2021 summer 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 stipulated 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 2021 summer 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 March 10, 2021, the Senate of TU Dresden passed **University-wide regulations for studies and examination procedures to cushion the legal uncertainties caused by the coronavirus crisis, fundamental resolutions of the Senate for the 2021 summer semester** [[link](#)].

**II. Regulations:**

For examinations, the following stipulations apply (starting from May 31, 2021):

1. All examinations should preferably be conducted in an online or alternative examination format. This regulation generally applies to all examinations where the purpose of the examination and the associated acquisition of competencies permit a digital format, which may deviate didactically from the examination regulations and the relevant module description. On-site examinations may still be offered in compliance with the regulations below, but must be reduced to the necessary minimum.
2. Examinations with more than 100 participants should generally not be conducted on-site.
3. Individual exceptions to the above regulations will be decided upon by the Vice-Rectorate Academic Affairs. In order to do so, the examiner must submit a written application justifying the need for on-site attendance to the Vice-Rectorate Academic Affairs. **For exams in the 2021 summer semester (taking place on or after May 31, 2021), applications must be received by the Central Room Allocation Office by May 14, 2021.**

**4.** For on-site examinations with fewer than 100 participants that are planned by the Central Room Allocation Office, rooms will be provided on the entire campus in the time slot Mon-Sat 07:30 am - 8:00 pm. To further minimize the risk of infection on the campus and to avoid gatherings of people in front of the buildings as well as on their way to and from the facilities, rooms are planned in different buildings depending on the number of participants in the respective examination. The examiner is responsible for arranging the appropriate staff to conduct the examination. The permission to conduct an on-site examination is granted by the responsible Dean's office with the active involvement of the Studies Co-ordinators. Should the Studies Co-ordinators object to the examination being conducted on-site, the decision will be made by the Vice-Rectorate Academic Affairs (cf. no. 3).

**5.** To implement these regulations, the examiners continue to be granted flexibility in the planning and realization of their exams as well as regarding the type of exam. If, due to the stipulation in no. 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 committees 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 committee, the faculties/centers must keep separate lists in order to keep record (for comparison purposes) of how the examination types have changed for the respective examinations.

### **III. 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 (cf. no. II), provided that compliance with the applicable hygiene regulations for conducting on-site examinations at TU Dresden in the current version [[link](#)] is ensured. The hygiene rules in the current version [[link](#)] must be observed accordingly. In addition, a safety concept must be created and documented in writing. The Deans and Heads of the Central Units are responsible for deciding on the safety concepts while actively involving the Studies Co-ordinators. Should the Studies Co-ordinators object to the examination being conducted on-site, the decision will be made by the Vice-Rectorate Academic Affairs (cf. no. 3). The supervisory staff for on-site examinations must present either a negative test result for COVID-19 (no older than 24 hours) or proof of their full vaccination status; the examiner is responsible for confirming this. This is to be confirmed on the corresponding safety concept.

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

It is still strongly recommended to switch from written on-site examinations to alternative digital examination formats. Examinations with more than 100 participants should generally be conducted in digital form. Examinations with fewer than 100 participants are still permitted on-site in justified cases (cf. no. II), provided that compliance with the applicable hygiene regulations for conducting on-site examinations at TU Dresden in the current version [[link](#)] is ensured. The hygiene rules in the current version [[link](#)] must be observed accordingly. In addition, a safety concept must be created and documented in writing. The Deans and Heads of the Central Units decide on the safety concepts on their own responsibility while actively involving the Studies Co-ordinators.

Should the Studies Co-ordinators object to the examination being conducted on-site, the decision will be made by the Vice-Rectorate Academic Affairs (cf. no. 3). The supervisory staff for on-site examinations must present either a negative test result for COVID-19 (no older than 24 hours) or proof of their full vaccination status; the examiner is responsible for confirming this. This is to be confirmed on the corresponding safety concept.

With regard to **digital examinations**, it should be noted that online supervised 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.

When choosing an alternative digital format, 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, and the type of examination (seminar paper, essay etc.) should be considered when testing the required competencies. The open book exam should be used as a guideline.

**Multiple Choice examinations** can currently be conducted where no MC regulations have been issued so far. Where MC regulations have been issued, deviations may be made if the 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 created and documented in writing. The Deans or Heads of the Central Units are responsible for deciding on the safety concepts. The supervisory staff for on-site examinations must present either a negative test result for COVID-19 (no older than 24 hours) or proof of their full vaccination status; the examiner is responsible for confirming this. This is to be confirmed on the corresponding safety concept.

c. If, after exhausting all alternatives, it appears impossible for compelling reasons to conduct a scheduled examination, this examination must be rescheduled as soon as possible, i.e. postponed. The postponement must be requested by writing to the Vice-Rectorate Academic Affairs by May 31, 2021. Proof of this will be provided 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. It is strongly recommended to switch to alternative digital formats **when making the results of written examinations accessible**. Access on-site remains permitted. The regulations already made in this regard remain valid [[link](#)]. In order to grant on-site access, a safety concept must be drawn up and documented in writing. The Deans or Heads of the Central Units are responsible for deciding on the safety concepts.

f. For the use of possible **tools for digital exams or digital access to examination results**, please refer to the information provided at <https://tu-dresden.de/tu->

[dresden/organisation/rektorat/prorektor-bildung/zill/e-learning/corona/tooluebersicht](https://dresden/organisation/rektorat/prorektor-bildung/zill/e-learning/corona/tooluebersicht) and <https://tu-dresden.de/tu-dresden/organisation/rektorat/prorektor-bildung/zill/e-learning/corona/digitale-pruefungen/minimierung-von-betrugsversuchen>. The ZiLL assists examiners in the **creation and implementation of virtual exams** as far as possible. 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:

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

## 5. Time allowance for exams not taken on-site and for final theses

As usual, the time allowance may be extended by the Examination Committee 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 should be avoided. The application should outline the valid reason for the Examination Committee 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 Committee 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.

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

## **7. Vocational internship**

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 after 50% of the planned internship period has been completed, allowing for a successful completion of the associated examination (e.g. internship report).

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