

Supplement-1 to the

Implementation of the Measures to Contain Coronavirus (COVID-19) Infections

dated 15.3.2020

Oral Examinations

In general, the suspension of all examinations also applies to oral examinations, including individually agreed oral overview examinations. However such examinations can **take place**, if the **following requirements** are fulfilled:

1. the examination takes place without **any personal contact** between the examiner, the examinee and the observer.;
2. to this end online video connections, e.g. *Skype*, *Vidyo*, *DFN* or *Zoom* can be used;
3. the examinee must be alone in the room and is not allowed to use any aids that would not be allowed during an examination in person.;
4. the net length of the examination should be the same as an examination in person. This does not include the time to establish the connection or time taken because the connection was lost;
5. minutes of the examinations should be written in the same way as is done for an examination in person. The minutes should be signed by the examiner and the observer (if necessary electronically). Delays due to loss of the online connection etc. should be noted in the minutes;
6. the discussion about the grade for the examination should take place without the examinee.;
7. at the end of the online session, the examinee should be informed about his/her grade;
8. the examinee should request via email to examiner and/or examination office that the examination takes place in the above form. The examiner and the observer have to also agree on this form of examination, considering the appropriateness for the given module. The fixing of a date for the examination is assumed to mark this agreement;
9. the procedure for the examination follows that of an in-person examination, for cases such as failure to appear, premature termination and a failing grade.;
10. in general, the examination regulations for the courses still apply.

Extra information on practical implementation

Ian Brock has written some guidelines on how such an online examination can take place using *Skype*, *Google Slides* and *Google Docs*. For this to work the examiner needs to have a Google account and all participants need to have a Skype (Microsoft)-Konto.

Instead of Skype it is possible to use, e.g. <https://www.conf.dfn.de/>; in this case for the video the examiner only needs to have an Uni-Bonn account (the guidelines do not discuss this option).