

Information Booklet

Examination Formats for

Online Examinations

This information booklet provides helpful tips on implementing online examinations.

! A number of official abbreviations are provided below. Should you receive a request for review by the office in charge of examination planning for your field, please be sure to use those abbreviations in describing the examination format that you plan on using.

This information booklet does not contain any legal examination guidelines. Should you be unclear on any points in this regard, please contact the examination office/liaison for your degree program.

► General hints and tips

Transfer-oriented examination tasks

To avoid cheating, examination tasks should not be centered around purely –researchable– factual knowledge. They should instead be designed to provide insight into whether student and teacher have successfully achieved their mutual learning/teaching goals –such as transfer, synthesis, evaluation, etc. The following offers several notes on this:

- ▶ Whenever possible, select tasks with open answer formats.
- ▶ Frame the examination tasks so that they refer to concrete course content or typical theoretical approaches and practical methodologies from your discipline and/or practical application situations.
- ▶ During the examination, have the students:
 - Analyze and assess concrete facts based on complex criteria, including those the students must themselves formulate, and evaluate potential consequences.
 - Solve problems using learned information.
 - Convey theoretical knowledge to concrete situations.
 - Analyze theories and formulate or expand on analogies.
 - Conceive of experiment designs.
 - Discuss pros and cons of controversial questions.
- ▶ Provide guidance on the use of aids (documents from courses, research literature, etc.) and refer to these in the explanation of the tasks.
- ▶ Formulate the tasks clearly and concisely. Whenever possible, have the tasks proofread by a colleague to eliminate errors.

The following pages provide information on potential formats for online examinations.

▶ Written examinations with open questions within a short deadline

The students solve the tasks through a coherent text composed either at their own computer or using pencil and paper. Their answers/solutions are then uploaded in eCampus or Sciebo using a pre-defined naming convention.

Fewer than 200 students

The eCampus tool “Übung” is suitable for written examinations featuring open questions.

A comprehensive description of the Übung tool on eCampus can be found here:

<https://www.ecampus-services.uni-bonn.de/de/anleitungen-und-links/anleitungen/uebungen-erstellen-und-verwalten>

Abbreviation: Klausur_eCampus

More than 200 students

For more than 200 students, we recommend using Sciebo!

You can embed your Sciebo folder into the relevant eCampus course.

The examination task and working time are configured in eCampus. **Please note: scheduling of availability for the upload folder can only be made in eCampus!**

The written examination is then uploaded in the pre-defined format and based on pre-defined naming conventions to a folder in Sciebo.

The Department of Law has **experience** with collating **open book written examinations** written by hand **into Sciebo**. A separate information [booklet](#) is available for this.

Abbreviation: Klausur_Sciebo



Please note the additional considerations on the next page.

Notes on implementation

Naming of files

Provide your students with clear specifications for the **naming** of the uploaded documents to ensure that files can be unambiguously matched, such as “Student ID Number_Exam Title”.

Trial run

If your students have never taken an examination using eCampus Übung or Sciebo, we strongly recommend that you offer a **trial run**.

Emergency contact

During the examination, an **emergency contact** should be available to assist the students if technical issues arise. In the event of technical difficulties, the written examination can also be sent via email.

Upload settings in eCampus

The examination task and working time are configured using the Übung tool. Students submit their examination in a file. A variety of different file types are supported. All files can be administered in the tool.

You can limit the availability of the upload area to a pre-defined period.

Collate and Optimize Uploads

Uploaded documents should be resized to an optimal file size, with multiple pages always collated into one single document. There are a variety of utilities and tools available for this, and these should be mandatory to prevent unnecessarily large uploads!

One recommendation is the app “Office Lens”, which allows smartphones to turn photographed pages into a PDF (available on iOS App Store and Android Play Store).

Potential technical problems

Students require a **stable internet connection** to download the examination tasks and to upload their return file. If a very large number of examination candidates try to upload their written examinations at the same time within a narrowly calculated time window, then eCampus may encounter capacity bottlenecks.

Time window for the examination

Separate the actual **working time** and the **overall time window** for the examination; i.e. estimate a working time that reflects the intended standard written exam, somewhere between roughly 60-180 minutes. But also build in an extra **60 minutes for technical processes**, such as loading the tasks and upload/download of the written examination and uploading of affirmation in lieu of an oath and documentation of ID, where necessary.

▶ Written examination with closed or semi-open questions

Abbreviation: Test

Test tool in eCampus

The Test tool from eCampus is most suitable for written examinations primarily built around closed and semi-open questions, such as single and multiple choice questions.

The written examination is always composed within the Test tool.

All examination tasks and solutions as well as relevant pre-settings are implemented directly in the Test tool by the responsible instructor. An overview of the various configurations can be found in the following video tutorial: <https://uni-bonn.sciebo.de/s/ai9bSx9scOgh1GY>

Trial run

If your students have never taken an examination using eCampus Test, we strongly recommend that you offer a **trial run** of the Test tool.

Training on eCampus

To arrange for training with online examinations using eCampus, please register here: <https://www.ecampus-services.uni-bonn.de/de/veranstaltungen/aktuelle-Veranstaltungen/fuer-lehrende-und-mitarbeiter/schulungen-lehrende>

Potential technical problems

Students require a **stable internet connection** to download the examination tasks and to upload their return file. If a very large number of examination candidates try to upload their written examinations at the same time within a narrowly calculated time window, then eCampus may encounter capacity bottlenecks.

During the examination, an **emergency contact** should be available to assist the students if technical issues arise.

Preventing cheating

To effectively prevent cheating, tasks should not seek pure factual knowledge built around single choice questions. Instead orient yourself toward the aforementioned recommendations for transfer-oriented written examination tasks.

Time window for the examination

Separate the actual **working time** and the **overall time window** for the examination; i.e. estimate a working time that reflects the intended standard written examination somewhere between roughly 60– 180 minutes. But also build in an extra **60 minutes for technical processes**, such as loading the tasks and upload/download of the written examination and uploading of affirmation in lieu of an oath and documentation of ID, where necessary. Be sure to include a reasonable number of tasks; the goal should never be to test who can type fastest or handle stress best, even indirectly.

▶ **Written examination with open questions and extended deadline**

Abbreviation: Hausarbeit

Übung Tool in eCampus

The eCampus tool Übung is well suited for the technical organization of written examinations with extended deadlines, such as term papers or an open book written examination over an extended period without proctoring.

Potential technical problems

Students require an internet connection to upload their document. Because the processing time extends over multiple days, short-term connection issues are not relevant.

▶ **Oral examination using Zoom**

Abbreviation: Zoom_Mündliche Prüfung

Oral examinations can be conducted online using Zoom.

Potential technical problems

Students require a stable internet connection in quality sufficient for streaming video, since the examination is conducted live. It is recommended that a trial run be performed in advance.

Preventing cheating

The options for preventing cheating during oral examinations, even when conducted remotely, are good. Because however it cannot be ensured that no other parties are in the room or documents (crib sheets) have been set up, it is recommended that transfer-oriented (see above) questions be asked.

Alternative examinations

Insofar as the relevant examination regulations provide some flexibility in the form of examination, it is worth considering alternative examination formats.

The University of Bern offers a variety of different online examination formats:

https://www.unibe.ch/universitaet/organisation/leitung_und_zentralbereich/vizerektorat_lehre/supportstelle_fuer_ict_gestuetzte_lehre_und_forschung_ilub/corona_unterricht_hs_2020/pruefungen_im_fs_und_hs_2020/alternative_pruefungsformen/index_ger.html

The staff at the Bonn Center for Teacher Education (BZH) would be glad to assist you in making your choice:

bzh-qualifizierung@uni-bonn.de

Click on this link to register in Confluence for a workshop or consultation session:

<https://confluence.team.uni-bonn.de/x/NrGgAQ>

► Instructions and support

- ▶ Comprehensive instructions can be found on the **eCampus website**:
<https://www.ecampus-services.uni-bonn.de/de/anleitungen-und-links/anleitungen>
- ▶ **Video tutorials** can be found here:
<https://www.ecampus-services.uni-bonn.de/de/anleitungen-und-links/anleitungen/video-tutorials>
- ▶ An overview of the various configuration options for the **Test tool** can be found in the following **video tutorial**:
<https://uni-bonn.sciebo.de/s/ai9bSx9scOgh1GY>
- ▶ The Department of Law has **experience** with collating **open book written exams** written by hand **into Sciebo**. A separate information booklet is available for this:
https://www.jura.uni-bonn.de/fileadmin/Fachbereich_Rechtswissenschaft/Einrichtungen/Sonstige/CASTLE/Dokumente/Handreichung_Online-Klausuren_Studierende_WS2021_120121.pdf

Support

eCampus Support can be reached at +49 (0)228-73 5092 (10 am - 4 pm)
or at ecampus@uni-bonn.de.

For questions of university-level didactic design of your examination, the staff at the BZH are glad to provide support. Click on this link to register in Confluence for a workshop or consultation session:
<https://confluence.team.uni-bonn.de/x/NrGgAQ>

You can also reach the BZH team at:
bzh-qualifizierung@uni-bonn.de.