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Handout for online exams as a download

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Content

Which forms of online exams are available?

Technology test before taking part in online exams

Steps for taking an online exam as a download

What do I do in case of technical problems?

Which forms of online exams are available?

The amendment of the General Examination Regulations (APO) opens up the implementation of online examinations instead of face-to-face examinations. The online exams are accessed via the FlexNow system and a supplementary online identification system (Exam Ident System). Duplication of the online exams is not permitted and constitutes a violation of the examination regulations.

For online exams, a differentiation is made between two variants:

1. Online exam as download

You will be redirected via FlexNow to an online identification system, where you can then download the exam (Word or PDF) and work on it on your own computer in the exam processing time plus an additional time for the additional organizational effort amounting to 15 minutes (overhead time). At the end of the total time, upload the exam as a PDF document in FlexNow in due time. You will receive the overhead time for the additional organizational effort for the online identification and the download as well as the upload of the online exam.

2. Online exam with Ilias

You will be redirected to an online identification system via FlexNow and will then work on the exam online in the examination system Ilias. You can edit the exam in the examination system. After the scheduled processing time, the possibility of processing ends.

In the following, the explanation of the steps of conducting online exams as a download is provided. For the steps explaining how to take online exams via Ilias, please read the corresponding guide.

Technology test before conducting online exams

Before you take an online exam for the first time, please test whether you can successfully perform the identification via webcam (or smartphone) in advance. You can use two test systems for this purpose, which you can find here. The photos taken will be deleted again automatically.

When taking the online exam, you will receive an extra time of 15 minutes for the additional organizational effort, in addition to the regular processing time. In order to not lose any processing time, make sure that you have all the technical requirements for processing an online exam beforehand. Therefore, please observe the instructions in the following steps for carrying out an online exam as a download.

If you encounter problems in the test runs, please first ask fellow students who have successfully completed the test to find out the nature of the problem. If the problem cannot be solved in this way, please contact the Examination Office: wiwipa@uni-goettingen.de.

Steps for taking an online exam as a download

In the following, we will show you which steps to complete when taking an online exam as a download. An explanation of the process (e.g. tutorials) can additionally be found [here](#).

1. Registration in FlexNow and selection of the online exam

In order to take part in an online exam, you must first log in to FlexNow with your student access data. Then go to the "News" section. There, under "Subscribed exams", you will see all the exams for which you are registered. Select the exam in question and click on "Identify for online exam". You will be redirected to the online identification system.

2. Registration in the online identification system

Log in to the online identification system (Exam Ident System) using your student account. This will take you to the homepage of the online identification system.

3. Homepage of the online identification system

In the upper area of the page, you will see a progress bar that will show you which step you are currently on, regarding the process of taking part in an online exam (Information → Identification → Exam → Finish).

The homepage provides you with important information on how to take part in an online exam. You will receive an overview of the following three steps:

- Identification via webcam and student ID,
- Download and write the exam,
- Upload the exam in FlexNow.

In addition, you will find a checklist that outlines the required provisions necessary to complete the exam:

1. You have your student ID card next to you (for identification),
2. you are in a quiet place where you will not be disturbed,
3. you have a computer or mobile device on which you can work on the exam,
4. you have a stable internet connection (over the complete processing time),
5. you have a webcam or a smartphone,
6. you have a current web browser: please use either Google Chrome or Mozilla Firefox in a current version. Older browsers may not be supported.

Additionally, you need to make sure that you have an office software on your computer (e.g. Microsoft Word, LibreOffice, OpenOffice or Pages) that allows you to edit the exam and you need to be able to save the created document as a PDF file (usually possible via the office program) in order to upload it to FlexNow afterwards. Next, you must assure that no other persons are in the same room during the examination and that only permitted aids are used.

Finally, you acknowledge that the following data may be stored for the purpose of conducting the examination and identification:

- Your student account data,
- your matriculation number,
- your photo including full face and student ID card,
- your IP address,
- the date and time when you carried out the Exam-Ident procedure,
- which exam you want to write and which user agent you are using (e.g. web browser, operating system).

Next, click on „ I acknowledge the information and continue ".

4. Identification via Webcam/ Smartphone and Student ID card

Before you start editing the exam, we need to verify your identity. There are two ways to do this.

Method 1: Photo of the student ID and your face via webcam

You take a photo via your webcam by clicking "Start Camera" (you may have to agree to use the camera in the browser). A live preview will open. Make sure that your face as well as your student ID are clearly visible (to avoid a reflection, please remove the foil around your student ID in advance, if necessary). Also, make sure there is adequate lighting. If you are satisfied with the result of the live preview, click "Take picture". If you are not satisfied with your shot, please click " Reset and take new picture ". Before you can finally save your photo, confirm that your face and student ID are clearly visible in the photo. Finally, click on "Save picture and continue".

Method 2: Photo of student ID and your face via QR code or link on smartphone.

If your computer does not have a webcam, you can alternatively take the photo using the camera on your smartphone. To do this, click on "QR code for smartphone". An extra window with a QR code will open. Scan this QR code with your smartphone to complete the identification procedure with your smartphone. Alternatively, you can enter the link provided on the identification page directly in Google Chrome (Android) or Safari (iOS). Or, if you notice that the online identification link has been accessed with alternative browsers, copy the link from the address bar and open the copied link with Google Chrome (Android) or Safari (iOs).

To carry out the identification procedure, log in again on the smartphone to the online identification system page with your access data and go through the steps again until the photo is taken (as described above). Also use an up-to-date Internet browser on the smartphone, e.g. Google Chrome or Mozilla Firefox on Android and Safari on iOS. Additionally, make sure that the browser of your smartphone is allowed to access your camera. QR code scanners sometimes use their own browsers, which may deny access to the camera. In this case, call up the website directly via the smartphone's browser. Take the photo with your smartphone and complete the identification step. Now switch back to your computer. Load the identification page again. The following note will now appear here: You have already completed the authentication process. You can now skip directly to the exam. To do this, click on "Skip identification".

The identity check must be performed by the examiners on the basis of the taken photos within 7 days after the exam. After this period, the photos stored on a server of the university are automatically deleted.

5. Download and write the exam

After you have completed your identification, you will be directed to the next step to download and write exam. On this page you will receive information about the processing time, the additional time for organizational extra work as well as the total time until the exam has to be uploaded in FlexNow. Click on "Download exam". Save the file on your computer.

To take the exam, you must have Office software installed on your computer. If you haven't purchased a Microsoft Office license, you can use free applications such as LibreOffice.

Start working on the exam. Please remember to save regularly.

6. Upload exam in FlexNow

Save your edited exam as a PDF document on your computer in due time before the total time expires. Please note the following instructions:

- The file can be uploaded to FlexNow as PDF only,
- you can only upload one file,
- name the file explicitly with your matriculation number and the module name (abbreviations allowed), but do not include your name under any circumstances (matriculation number_module name, e.g. 0123456_test event),
- the total size of your file should not exceed 100 MB. If your file exceeds this limit, you can upload it as a compressed ZIP file.

Then upload this file via FlexNow in time by clicking on "Redirect to FlexNow" in the online identification system. You will be redirected to the FlexNow registration. Log in with your access data. Use Google Chrome or Mozilla Firefox as your browser, never Microsoft Internet Explorer or Microsoft Edge!

After logging in, click on "Upload paper and theses" in the menu bar on the left. Click on the title of the exam for which you want to upload an online exam. Here you will see a date when the processing time ends. However, it is imperative that you adhere to the exact deadline given to you by the examiner.

Then, by clicking on the declaration of independence, you confirm that you have written the online exam independently and without using any unspecified aids.

Select your file via the "Select file" button and then click "Upload". If the upload was successful, you will see your file under the "Already uploaded files" section.

In any case, check the uploaded file for correctness. With a click on the file name you can view and check the file again. If you would like to remove your file, this is possible via the "Delete file" button. If you cannot open the file in the browser, this may be due to your browser settings and you must deactivate the pop-up blocker. Please check this beforehand so that you don't encounter a timing problem.

If you want to submit your online exam as final, click on the button "Hand in finally". Important note: This process is the same as handing in your exam and leaving the room during a presence exam. Only then is the exam considered to have been handed in completely. Further processing is then no longer possible. This action cannot be undone.

Make sure to finally submit your online exam in time before the end of the total time period. You can submit before the end of the total time period, but submitting after the end of the total time period is too late. Please take into account that the upload of the exam may take some time.

After the final submission, the following confirmation is displayed: "You have submitted a file". An online exam is only submitted on time if the upload was made within the total time period of the respective online exam. The time window specified by the examiner is the determining factor. The exam will only be graded if it is verified that the deadline has been met.

What do I do in case of technical problems?

Depending on which process step and at which time technical problems occur, please proceed as follows. Please communicate exclusively with your "stud.uni-goettingen.de" e-mail address, especially in case of technical problems during the online exam.

1. What do I do if I have technical problems in the technology test before the online exam?

If you encounter problems in the test runs, please first ask fellow students who have successfully completed the test to find out the nature of the problem. If the problem cannot be solved in this way, please contact the Examination Office: wiwipa@uni-goettingen.de.

2. What do I do if I have technical problems during the online exam?

2.1 What do I do if the online identification doesn't work?

Please send an e-mail to the member of the professorship responsible for the supervision of the exam. Name and e-mail address will be sent to you by e-mail one week before the exam. In the mail contact please use only your Name@stud.uni-goettingen.de address.

2.2 What do I do if the download of the online exam doesn't work?

Please send an e-mail to the member of the chair responsible for the supervision of the exam. Name and e-mail address will be sent to you by e-mail one week before the exam. In the mail contact please use only your Name@stud.uni-goettingen.de address.

2.3 What do I do if the upload of the online exam doesn't work?

In case of technical problems with the upload of the exam, the examination office is to be contacted as soon as possible by e-mail to wiwipa@uni-goettingen.de. If possible, the exam must be saved as a PDF document and sent along. In addition, proof (e.g. screenshot, cell phone photo, or similar) of the nature of the technical problems must be provided. Merely claiming technical problems is not sufficient. The examination board will subsequently decide on the assessment of the exam.

2.4 What do I do in case of general technical problems (e.g. prolonged internet outage during the exam)?

In case of general technical problems during the processing of the exam, the examination office is to be informed as soon as possible by e-mail to wiwipa@uni-goettingen.de. In case of an upload, the exam has to be saved as a PDF document and sent along, if possible. In addition, proof (e.g. screenshot, cell phone photo, or similar) of the nature of the technical problems must be provided. It is mandatory that the proof shows a **date and time within the exam period**, otherwise the proof will not be accepted. Mere allegation of technical problems is not sufficient. In case of technical problems on the part of the university's IT systems, the exam will not be counted in the examination system and the examination board will decide on the further procedure.