

## ***Guidelines on conducting online oral examinations***

### **I. RIGHTS AND OBLIGATIONS OF STUDENTS AT THE UIS**

1. Students shall undertake to familiarise themselves with the date and time of the examination – via Canvas. The exact day and time will be made available by no later than two days before the start of the examination.
2. Students shall undertake to use a secure, stable Internet connection. A wired network is recommended.
3. Students must have a webcam on their PC, but it is recommended that a separate webcam should be used for oral examinations. Students must be able to show the surroundings in the room, including their PC screen if the examiner requests such. Generally speaking the room and face of the candidate should be well lit. Headsets or table microphones are required in order to ensure good, stable sound quality for the examiners. The surroundings must not be noisy and interfere with the examination. If compliance with any of the items mentioned above is difficult, students can ask if they can sit their examination online at the campus and/or borrow equipment from the UiS. This must be clarified with the examination coordinator for the relevant course one week before the scheduled examination date. Students are responsible for clarifying this within the specified deadline.
4. Prior to the examination students shall undertake to check that all their equipment is working on the day of the examination, i.e. PC, microphone, audio, visual and Internet. The UiS recommends that students should test these by no later than the day before the examination so that any updates have been completed and do not cause any interference while they are sitting the examination.
5. If the requirements relating to technical equipment are not met, students may be excluded and not be allowed to sit the examination.
6. Student must have valid ID available before and during the actual examination.
7. Allow plenty of time for the examination. The UiS reserves itself against the possibility that delays could occur at the start and end of the examination between 0900 and 1530 hrs, and asks students to be aware of this.
8. The Zoom or Teams link for the examination will be made available by e-mail/Canvas by no later than two days before the examination. Students shall undertake to keep an eye on and read student e-mails regularly before the examination, cf. Item 1.
9. Students must be aware that holding examinations online always involves a risk of technical problems occurring. The UiS will always do its best to ensure that the examination takes place without any problems. However, if a student experiences serious unforeseen technical problems during the examination, a decision must be made in each case about whether or not they should have the opportunity to resit the examination at a later date. For technical assistance please contact the examination coordinator for the relevant course.
10. If a student becomes ill on the day of the examination, he/she is obliged to notify the examination coordinator for the course as soon as possible. He/she must also submit an application for valid absence, accompanied by a medical certificate, in the online student portal within 5 days, cf. Section 3-11 of the Regulations relating to Studies and Examinations at the UiS.
11. Any withdrawals which occur during the examination shall take place when logging on/attending.
12. If desired, any requests for explanations about grading shall be submitted immediately if the grade is given verbally. If a grade is awarded in writing, any requests for explanations about grading shall be submitted by no later than 24 hours after the grade has been awarded. Please note that grades may be continuously published on Studentweb after the end of the examination day.
13. Grades for oral examinations cannot be appealed against, cf. Item 5 of Section 5-3 of the Norwegian Act relating to Universities and University Colleges.
14. Appeals may be submitted about formal examination errors, cf. Section 5-6 of the Regulations relating to Studies and Examinations at the UiS.

## **II. RESPONSIBILITIES AND DUTIES OF Uis LECTURERS**

1. Lecturers shall undertake to set up a Zoom or Teams link for the examination in Canvas by no later than two days before the examination, cf. Item 8 of the "Rights and Obligations of Students".
2. Before examinations commence, lecturers shall undertake to check the identities of all students who will be sitting the examination. Students must have valid ID available.
3. Lecturers have a compulsory responsibility to report to the Examination Office about both the length of examination time required for each student and the total number of examination hours on each examination day. This is essential for planning technical assistance. Online examinations must take place between 0900 and 1530 hrs in order to ensure technical assistance from the IT/examination coordinator.
4. If a student withdraws from the examination, the course coordinator must notify the examination coordinator. If the student concerned is the first student, the support time (0830 hrs) shall NOT be offset. The IT/examination coordinator often operates to a tight schedule during examination periods due to the work involved in organising other online examinations at the same time.
5. However, if a student experiences serious unforeseen technical problems during the examination, a decision must be made in each case about whether or not the student concerned should have the opportunity to resit the examination at a later date, cf. Item 9 of the "Rights and Obligations of Students".
6. Lecturers/examiners shall undertake to notify the examination coordinator and head of department of any unforeseen illness/absence as soon as possible.
7. Students shall undertake to use a secure, stable Internet connection. A wired network is recommended.
8. If the lecturer/examiner has not used Zoom/Teams before, the course coordinator must plan guidance/training before the day of the examination.
9. Lecturers/examiners are responsible for attending in plenty of time before the start of the examination (or by special agreement) for tests involving technical assistance and logins.
10. Lecturers/examiners are entitled to reject students who have not complied with the requirements for setting up technical equipment when the examination starts, cf. Items 4 and 5 of "Rights and Obligations of Students".