

18 October 2021

Electronic Take-Home Examinations – FAQ

Quick access:

ZOOM (Video / Audio)	1
Printing, Screen	2
Exam Place/Room	2
Interruption of the Internet	2
Visit to the Toilet	3
Translation Tools	3
Pocket Calculator	3

ZOOM (Video / Audio)

1. Which device should I use for the ZOOM transmission? Is it compulsory to have an external webcam?

For the ZOOM transmission we recommend you use your smartphone. That is the easiest and best option. If you do not have a smartphone you can use a tablet or another laptop with an integrated laptop camera. Alternatively, you can connect an external webcam to your laptop/PC.
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2. Must ZOOM run on the PC/Laptop on which I am writing the exam?
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No, ZOOM is not running on the PC/laptop on which you will be receiving, writing and returning the exam. However, ZOOM must be running on the smartphone/tablet (second device) with which you are filming your workplace.
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3. Do I have to activate the microphone (audio) in ZOOM during the exam? Why? Will I be disturbed by noise or background sounds of the other examinees which could affect my concentration? Can I use ear protection?
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Yes, you have to activate the microphone during the entire exam so that the supervisors can hear you. However, you may reduce the loudspeaker of your smartphone (second device) to a level where you can still hear clearly articulated announcements of the exam supervisors (in case of irregularities). We try to reduce acoustic disturbances with two measures: Firstly, there is a maximum of 25 students in a ZOOM meeting, and secondly, in the event of an annoying or disturbing noise, the exam supervisor can mute the person concerned.

Ear protection: If you wish to reduce/eliminate ambient noise, earplugs and headphones are permitted, provided they are wireless. It is your own risk, however, if you do not hear announcements of the

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examination supervisors, such as the announcement of the remaining 10 minutes and 5 minutes before the end of the exam or an (unforeseen) extension of the exam time.

Printing, Screen

4. May I print out the exam? May I leave the workplace to do so?

Yes, of course you may print out the exam. You may leave your workplace at the beginning of the exam and return to your workplace shortly afterwards with the printed exam. The printer does not have to be in the image area of the ZOOM transmission.

5. May I open the Word and the PDF document at the same time and switch between the two documents on my screen during the exam?

Yes, you may do so. We will send you the exam via e-mail (alternatively: download from OLAT) in two versions: As a Word file and as a PDF file (so that you still have the original wording should you accidentally delete an exam question in the Word document). You are allowed to have the PDF of the exam open as well as the Word document in which you write your answers, and switch between the two views. Other applications/programmes are not allowed during the exam.

6. May I use a second screen to have the PDF with the exam questions visible on one screen and the WORD document in which I write my answers on the other?

Yes, you may use a second screen if two requirements are met: 1. Both screens must be captured by the camera over which the ZOOM transmission is running and thus be visible to the exam supervisors. 2. Only the exam document (PDF or Word) is open on both screens. (Except for the use of email and OLAT at the very beginning and end of the exam to receive and return the exam documents).

Exam Place/Room

7. May I write the exam in a different place/room than the one I did the ZOOM test in? Or does it have to be the same room?

Yes, you may. You do not necessarily have to be in the same room or at the same workplace when taking the exam as when testing your ZOOM settings. It is important though that your settings (especially the camera position) meet our specifications.

Interruption of the Internet

8. What should I do if the ZOOM meeting is interrupted through no fault of my own (interruption of the Internet connection)? Do I automatically receive the grade 1.0 in such a case?

If you drop out of the ZOOM meeting due to an interrupted Internet connection (through no fault of your own) and notice this yourself, re-enter the ZOOM meeting if possible. If your Internet stops working permanently, contact the exam supervision immediately (pruefungen-rf@unilu.ch; tel. 041 229 53 00). If your video image is not visible for more than 5 minutes (without you noticing it yourself), a supervisor will

try to contact you by phone (on the phone number you have entered in the UniPortal under personal details). If you are contacted on the smartphone with which you are logged into the ZOOM meeting of the respective exam please answer nevertheless (you should not drop out of the ZOOM meeting by answering a call). The call will be made from a supervisor's mobile phone or from the exam administration's landline. A failure or interruption of the Internet through no fault of your own and despite the exercise of due diligence will not result in a grade 1.0. Note though, that your due diligence includes, for example, making other family members and roommates aware that multiple Netflix content is not streamed over the same network during your exam.

Visit to the Toilet

9. Do I have to report to someone if I have to visit the toilet?

No, that is not necessary. However, the exam supervisor will record the time when you leave and return to your workplace.

Translation Tools

10. May students with mother tongue other than the examination language use translation services such as DeepL Translate or Google Translate?

No, you may only use Microsoft WORD and PDF (as well as e-mail and OLAT at the beginning and end of the exam). It is not allowed to use any other computer programmes or Internet services. You may use a dictionary.

Pocket Calculator

11. May I use a pocket calculator at the exams?

Yes, you may use a pocket calculator.