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Electronic Take-Home Exams – Instructions for Students

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Brief description: Procedure of the Written Exams – Fall 21

Written exams will take place as electronic take-home exams:

- You will receive the exam as a WORD document via e-mail (or you download it from OLAT), you write down your exam answers, convert the document into a PDF file, send the PDF file back to us via e-mail and upload it additionally as a backup to OLAT.
- The **exam supervision takes place via ZOOM**: For the duration of the entire exam you will be logged into a Zoom meeting supervised by a faculty invigilator. The invigilator checks that only the WORD document with the exam task and the solutions/answers you have entered is visible on your screen at all times and that no discussions are being held.
- The written take-home exams will be **«open book», but not «open electronic sources»**: You may not use electronically available sources from the Internet or any digitally stored schemes, legal texts, summaries, lecture notes etc. In other words, you may only use «open book» documents that are physically tangible. For example, if you have prepared electronic summaries and intend to consult them during the exam, you must print them out in advance. The same applies to legal texts: You are allowed to use them «physically», but not retrieve them via the screen. Exception: You may use email and OLAT at the very beginning and end of the exam to receive your exam task and send it back to us.

Preparation Before the Exam Session

I. Technical Equipment

In order to take part in the exam session, you must have a **computer**, a reliable **Internet connection** and a second device that is compatible with ZOOM (e.g. **smartphone** or tablet). You will write your exam on the computer while your second device will film your workplace and screen from the side and transmit image and sound via ZOOM (see chapter II). Therefore, both devices must be connected to the Internet.

You can receive and send e-mails via your **@stud.unilu-address**. You must also be able to open and edit the **WORD document** sent to you via e-mail and to convert it into a **PDF file**. It is your sole responsibility to ensure that you meet these requirements.

II. Camera Set-up for the Exam Supervision via ZOOM

For the entire duration of the exam, **sound** and **video images** of the workplace where you are writing the exam will be transmitted via ZOOM. For this purpose, you have to have a second device that is compatible with ZOOM (e.g. smartphone or tablet) at hand. For the supervision you will log into ZOOM with this second device. This set-up allows you to concentrate on the exam on your computer whilst the ZOOM-supervision runs independently on the second device. It is imperative that you have

installed the most recent version of the ZOOM-app on your second device. You may otherwise not be able to take part with sound and video image. Do not forget to carry out necessary software updates on both devices and make sure to connect your second device to the power supply via cable during the entire exam.

Camera position and workplace: The second device must be positioned in such a way that the **entire screen of your computer** and a **part of yourself** (at least your profile from the side, your hands and the keyboard) can be seen during the exam (see image 1).



Image 1: Image detail of your camera

Position the camera to the side of your workplace, slightly set back from your chair. Use the help of a bookshelf, the back of a chair (see image 2), another table, a broomstick with removable adhesive tape or the likes. There are no limits to your creativity as long as the attachment of the camera (smartphone/tablet) is wobble-proof.

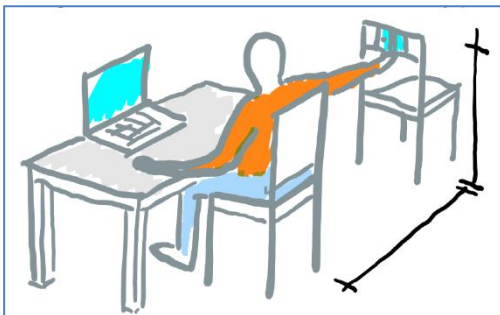


Image 2: Fixing of your camera resp. smartphone/tablet. (image source: University of Fribourg).

III. E-Mail, WORD and PDF

E-Mail: Before the exam session, make sure that your mailbox has ample memory capacity available. Check on your webmail the size of your mailbox by clicking on the tool symbol (⚙️). In the category «My account» you can see the share of used capacity for your mailbox.

WORD → PDF: Check beforehand if you can convert a WORD document (.docx) into a PDF file (.pdf).

! Important: You can carry out all the preparations described in chapters I-III before the exam session and test them again shortly before the start of the exam.

Procedure on the Day of the Exam

On the day of the exam you have completed the preparations set out above and are now ready to take the exam:

IV. Procedure of the ZOOM Exam Supervision

1. The ZOOM meeting for your exam opens **45 minutes** before the start of the actual exam. The meeting ID and password (resp. the direct ZOOM-link) will be available on the [exam administration website](#) in the section «ZOOM Links for written examinations». Make sure that you take part in the correct meeting. For each exam there are multiple links for different meetings. You must select the meeting to which your matriculation number is assigned. We will additionally send the ZOOM link via e-mail to you at least 24 hours before your exam starts. If you need instructions on how to use ZOOM, click [here](#).
2. A meeting consists of approx. 20-24 students and 1-2 supervisor(s).
3. Enter your **student ID** (e.g. S44-111-222) as name/identity on ZOOM. You can do this upon entering the meeting when you are asked to indicate your name (Image 3). Once you are part of the meeting, check if your name is displayed correctly. If you need to make changes click on «Participants» in the ZOOM toolbar, then go to your name which is displayed in the right column and in the section «More» rename your name to the correct student ID (Image 4).



Image 3: Enter your student ID upon accessing the meeting.

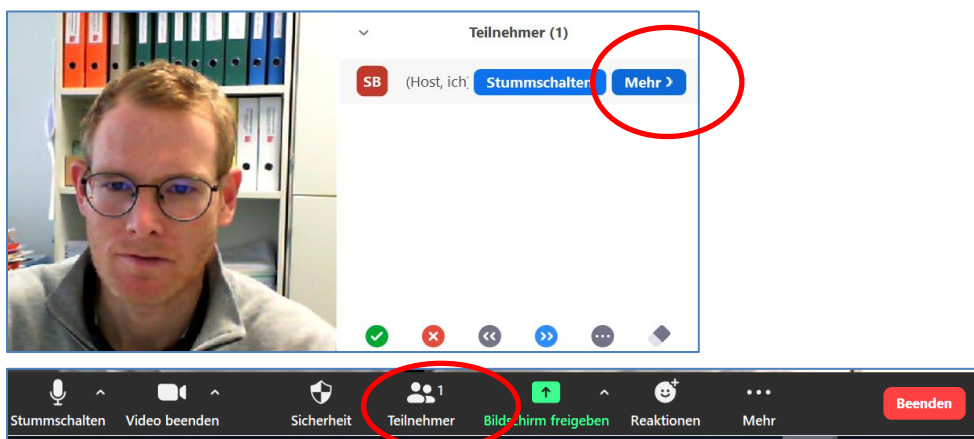


Image 4: Change your name during an ongoing meeting.

4. You will enter a virtual waiting room when logging into ZOOM 45 minutes prior to the start of the exam. To carry out the identity check, the supervisors will let the students into the actual meeting one by one. Bear in mind that this procedure can take several minutes. You have to make sure to be in the waiting room at least **30 minutes** prior to the start of the exam.
5. Follow the instructions of the supervisors and show your student identity card in front of the camera of your second device. Please adjust your camera position if asked to do so by the supervisor. After the identity check you will be sent back to the waiting room and may leave your workplace until shortly before the actual start of the exam.
6. You can only take part in the exam if you are logged into the ZOOM meeting at least 30 minutes before the start of the actual exam and if you have done the identity check.
7. The supervisor opens the waiting area in due time and invites all meeting participants to the actual exam meeting for the start of the exam (**xx.00am/pm**).
8. You have to participate in the ZOOM meeting for the entire exam duration. Your **VIDEO and AUDIO (Mic) must be activated** (image 5). The loudspeaker setting of your second device (smartphone/tablet) must allow you to hear the supervisor.

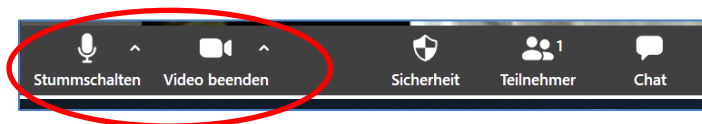


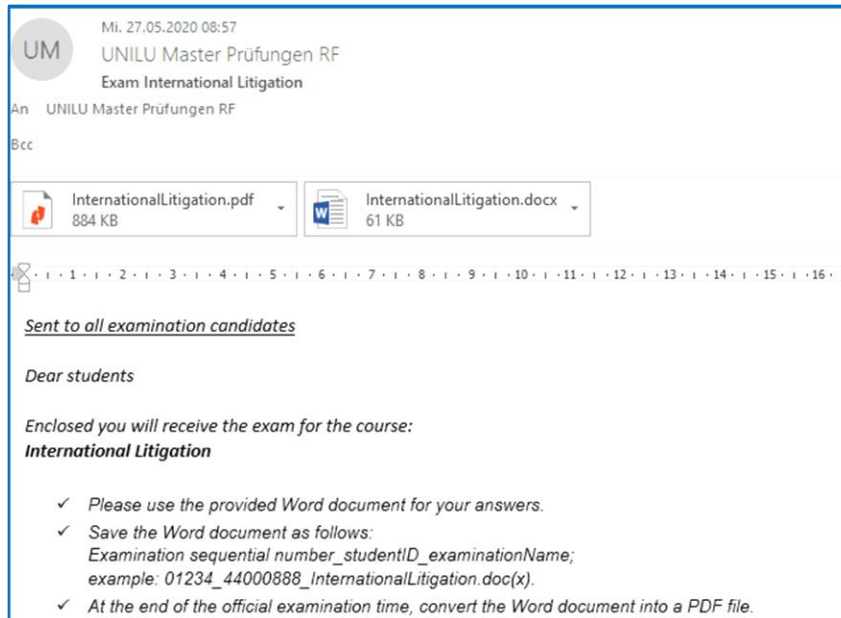
Image 5: Video and Audio (Mic) are activated in ZOOM.

9. Once you are in the actual exam meeting, you are no longer allowed to leave your workplace resp. the video image until the end of the exam except for quickly going to the toilet.
10. For technical problems contact the Dean's office immediately at 041 229 53 00 (or if the line is busy via e-mail to pruefungen-rf@unilu.ch).
11. Violations can lead to a failing grade 1.0 (e.g. deliberate non-transmission of image and sound during the exam).
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 Uni-Portal 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).
12. The use of a virtual background in ZOOM is prohibited.

V. Receiving the Exam (E-Mail or OLAT)

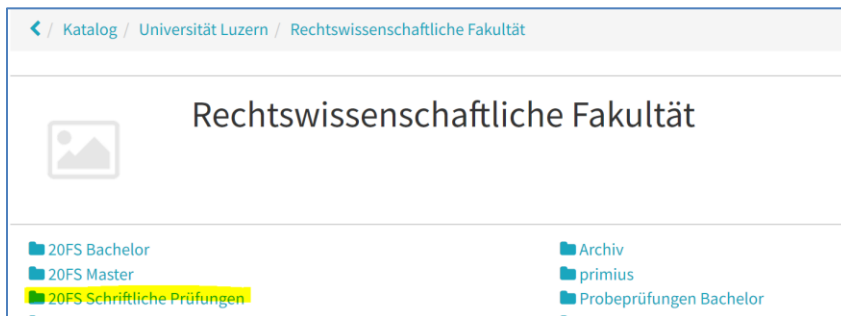
1. Open your (@stud.unilu.ch) e-mail account on your computer. You can do this while being in the waiting area of the ZOOM meeting on your second device.

2. Right before the start of the exam (approx. 1-2 minutes before) you will receive an e-mail to your **@stud.unilu.ch-address**. The return address is master-pruefungen-rf@unilu.ch. The e-mail contains three attachments: 1.) Exam as PDF file, 2.) exam as WORD-document for writing down your answers and 3.) this step-by-step guide, see the illustration below.



3. As an alternative to receiving the three documents by e-mail, you can also download them from OLAT, namely from the folder «**21HS Schriftliche Prüfungen**» under the respective exam title (see images below¹). The documents will be available from the start of the examination.





3.1. OLAT folder «**21HS Schriftliche Prüfungen**»



The folder «**HS21 Schriftliche Prüfungen**» can be found in the catalogue in the section «Universität Luzern» and «Rechtswissenschaftliche Fakultät».

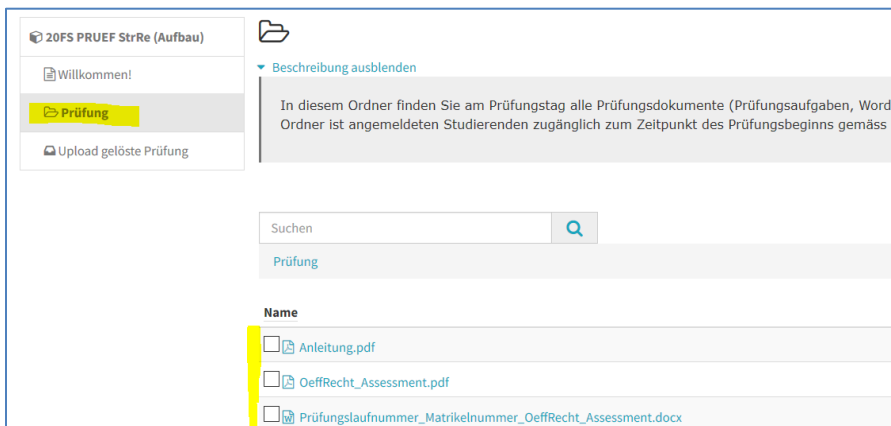
¹ The Screenshots of OLAT show examples of the exam session in the spring 2020. The images apply analogously for the fall semester 2021 (HS 2021).

3.2. OLAT sub-folders per exam

 Titel der Lernressource	Semester
 20FS PRUEFUNG BA Zivilverfahrensrecht (Zivilprozessrecht, SchKG)	
 20FS PRUEFUNG Familien- und Erbrecht	
 20FS PRUEFUNG International Litigation	
 20FS PRUEFUNG Introduction to Swiss Law	
 20FS PRUEFUNG Öffentliches Recht (Assessment)	

There is a sub-folder for each exam.

3.3. Download-folder for the exam documents



The exam documents are available as of the start of the exam in the folder «**Prüfung**».

VI. Writing the Exam

1. Save the WORD-document on your computer using the name:

Examination sequential number_student ID_course title

The examination sequential number corresponding to your student ID will be published on the [examination website](#) under «Downloads».

Example:

Filename of the WORD-Document:

Prüfungslaufnummer_Matrikelnummer_International_Litigation

Rename and save as:

01235_44111222_International_Litigation

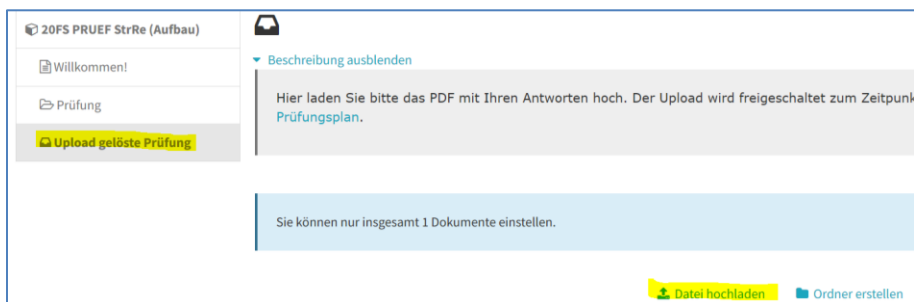
2. Open the saved WORD document and fill in your student ID on the first page.

3. State clearly to which exam question your answers refer to. **Do not forget to save the document from time to time!** If you accidentally delete part of the exam questions in the WORD document, you will find the original wording of the exam in the PDF file sent along.

VII. How to Turn-in the Exam (E-Mail and OLAT)

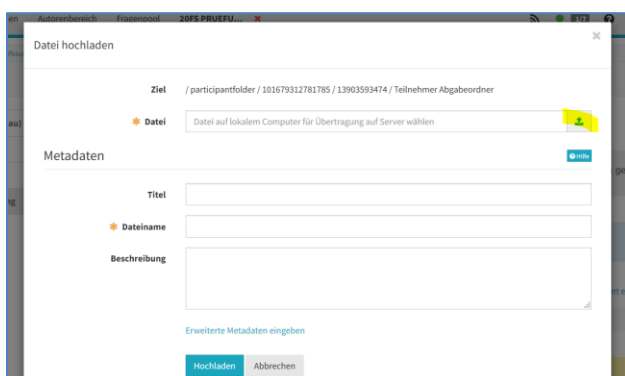
1. At the end of the official exam time convert the WORD document into a PDF file. The time when the PDF file was created is decisive for compliance with the exam time. Therefore, do not change the file properties by suppressing the creation time.
2. Send your PDF file back to us within 5 minutes after the end of the exam (master-pruefungen-rf@unilu.ch) by replying to our original e-mail and attaching the PDF file containing your answers. You will receive an automatic confirmation e-mail.
3. Next, upload the PDF file with your answers to **OLAT**: Folder «21HS Schriftliche Prüfungen» - section of the respective exam, sub-file «Upload gelöste Prüfung» (see the following images).

3.1 Upload-folder for solved exams



Click on the function «Datei hochladen» at the bottom right in the folder «Upload gelöste Prüfung».

3.2 Upload PDF File



In the upload window you can select the file on your computer that you would like to upload by clicking on the arrow symbol on the far right (next to the field named "File"). By selecting a file, the file's name will automatically be displayed under «Dateiname» in the meta data. You can leave the fields «Titel» and «Beschreibung» blank.

4. Please remain contactable via your e-mail account for 30 minutes after the end of the exam time so that we can contact you if there are any uncertainties.
5. You can leave the ZOOM meeting once you have finished the exam, sent the PDF file containing your answers by e-mail and uploaded it on OLAT.
6. By participating in the exam, you assure that you will write the examination independently without the use of forbidden aids or assistance of any sort. Furthermore, you agree that the Faculty of Law of the University of Lucerne may supervise your exam situation via audio and video (virtual exam supervision). Violations can lead to a failing grade 1.0. Sanctions by the University of Lucerne according to § 36 University Statutes and/or a criminal prosecution (§ 52 Abs. 2 StuPO 2016) remain reserved.

Report the occurrence of technical problems immediately to the exam administration office (pruefungen-rf@unilu.ch) or telephone 041 229 53 00 (Dean's Office).