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**Regulations  
of the  
Hochschule Bremen  
on the conduct of examinations in digitalised formats  
(Digital Examination Regulations)**

From 15 June 2021

On 21 June 2021, the Rector of the Hochschule Bremen (City University of Applied Sciences – hereinafter HSB) approved – in accordance with §110 paragraph 3 of the Bremen Higher Education Act (BremHG) in the version published on 9 May 2007 (Brem.GBl [Bremisches Gesetzesblatt] p. 339), last amended by the Act of 24 February 2021 (Brem.GBl. p. 216) – the following version of the Regulations of the Hochschule Bremen on the Conduct of Examinations in Digitised Formats (Digital Examination Regulations) adopted by the Academic Senate of the Hochschule Bremen on the basis of § 80, paragraph 1, sentence 3 and § 62 of the BremHG (Bremen Higher Education Act) as well as the Regulation on Examinations in Digitised Formats at the Hochschule Bremen (Digital Examination Regulations) of 25 February 2021 (Brem.GBl. p. 219).

§ 1

**Scope of application**

(1) These regulations apply to all oral and written examinations within the framework of the Bachelor's and Master's degree programmes of the university which are conducted in digitalised formats and do not require the examination candidates to be present in the university buildings.

(2) In the event of existing restrictions and obstacles due to a pandemic, epidemic or other comparable significant event, examinations in the framework of HSB programmes may be taken in digital form or by means of electronic communication as distance examinations without the need to amend the subject-specific examination regulations.

(3) If an examination offer in digital format is not already provided for in a subject-specific examination regulation, the examination board shall decide for which examinations a digital offer shall be made.

(4) For all types of examinations, the general parts of the existing examination regulations shall continue to apply, unless otherwise stated below.

## § 2

### **Comparability of the examination requirements**

In the event that a digitalised examination format is offered as an alternative to a face-to-face format, the principles of comparability of examination requirements and conditions must be observed; the conduct and organisation of the examination must guarantee equal opportunities. The examination must be conducted in such a way that the student workload specified in the module description is adhered to.

## § 3

### **Examination modalities**

(1) In the event that an examination is offered in digitalised format, this must be announced at the beginning of the semester period during which classes are held or, if this is not possible for grounded reasons, within a reasonable period of time, which should not be less than two weeks before the examination. The students are to be informed about how their personal data is processed and shall receive the information stipulated in § 13 in conjunction with Article 12 of the EU General Data Protection Regulation. In addition to the organisational conditions, they will be informed in particular about the technical requirements for using the electronic communication devices that must be fulfilled for the proper execution of the examination, the type of authentication and, if applicable, video surveillance.

(2) Students shall have the opportunity to rehearse the examination situation in terms of technology, equipment and spatial environment in the run-up to the examination.

(3) The course of examinations taken in digitalised formats shall be recorded.

## § 4

### **Forms of examination**

(1) Forms of examination according to § 7 of the General Parts of the Bachelor's and Master's Examination Regulations (AT-BPO/MPO) that can be carried out in digitalised formats are

- written examinations,
- oral examinations,
- presentations of written papers,
- presentations,
- development work,
- portfolio, related to synchronous written examination sections.

(2) Synchronous written examinations, i.e. written examinations with a narrow time frame and usually conducted simultaneously for all examinees in digitalised format are conducted in the form of online examinations in a specified time frame using electronic communication facilities. They can be conducted under supervision or without supervision.

(3) Oral examinations, the presentation of written papers, presentations and development work in digitalised format are conducted as video conferences.

## § 5

### **Online examinations**

(1) Online examinations are provided on the HSB's learning management system AULIS or on the e-assessment platform of the university. The delivery takes place via the examination section in AULIS or the e-assessment platform or through the provision of an electronic examination file. With the opening of the specified time window, the examinees receive access to the online examination by means of an online connection for direct processing in or outside AULIS or the e-assessment platform.

(2) For the processing of the examination tasks, a time window consisting of the processing period and, in the case of processing outside of AULIS or the e-assessment platform, the specified time provided for uploading (upload time) of at least ten minutes.

(3) When processed in AULIS or on the e-assessment platform, the processed examination is handed in automatically on expiry of the set processing time or by earlier active hand-in. When working outside of AULIS or the e-assessment platform, the submission takes place by uploading the processed examination as an electronic file onto AULIS or the e-assessment platform. The submission of uploaded assignments shall be deemed to be on time if they are uploaded and stored in the system within the specified processing time plus the upload time. If the processed examination tasks are not uploaded within this time window, the examination is deemed not to have been handed in and shall be rated "not sufficient".

(4) Supervised online examinations are conducted with video supervision (§ 6). In the case of online examinations without supervision, the examination tasks to be completed shall not be geared to the reproduction of declarative knowledge, but to the presentation of an understanding of problems and factual contexts (problem-solving competence). In addition to the special conception of the tasks according to sentence 2, the tasks require special content-related design to avoid cheating.

## § 6

### **Video supervision**

(1) In the event that an online examination is conducted under supervision, the examination candidates are obliged to activate the camera and microphone function of the communication devices used for the examination (video supervision) in order to prevent cheating. Video supervision shall be set up in such a way that the protection of personality and the privacy of the persons concerned are not restricted any more than is necessary for the justified purposes of control. There shall be no further room surveillance.

(2) Video supervision is carried out by the examiners or by supervisory staff of the university. An automated evaluation of image or sound data of the video supervision is not permitted. The examination is not recorded nor is the image or sound data stored in any other way. Personal data from the technically necessary intermediate storage must be deleted automatically without delay.

## § 7

### **Oral examinations**

(1) Oral examinations as well as the presentation of written papers, presentations and development work in digital form shall be conducted as video conferences. Wherever possible, systems installed on university servers should be used for this purpose; other systems may only be used if they are licensed by the university and meet the requirements of data protection law. The licensed systems chosen shall be made public by the university management. In all other respects, the requirements for oral examinations and lectures pursuant to sentence 1 in § 7 paragraph 2 of the General Parts of the Bachelor's and Master's Examination Regulations shall apply.

(2) For the conduct of an oral or practical examination in a digitalised format, the regulations of § 6 paragraph 1 shall apply accordingly. The course and the essential contents of the oral examinations shall be recorded by the examiner(s) in accordance with the General Parts of the Examination Regulations.

## § 8

### **Authentication**

(1) Students taking examinations in digitalised formats must identify themselves to the examiner or invigilator before the start of the examination. If the students are not known personally to the examiners, authentication is carried out with the help of a valid photo ID (semester ticket or official ID with picture issued by a federal or state authority), which must be shown on request using the camera of the device used. The ID card may only be made visible to the supervising person.

Non-relevant data of the identification document (e.g., ID card number) can be covered during the inspection or taped off beforehand. If a clear authentication is not possible due to insufficient image and sound quality or lack of recognisability, it shall not be possible to participate in the examination.

(2) Storage of the data processed in connection with authentication beyond a technically necessary intermediate storage is not permitted. Personal data from the intermediate storage will be deleted immediately.

(3) Authentication can also be carried out by means of other methods generally deemed suitable for proper identification.

## § 9

### **Declaration of Authorship**

(1) Participation in a written examination in digitalised format requires the submission of a declaration of authorship in which the candidate must affirm that he or she has worked on the examination independently and without outside help or the use of unauthorised aids. In the declaration, it is stated that the help of any other person, the joint processing of the examination tasks with others in a room or with the help of digital media constitutes inadmissible outside help as well as that the transfer of content from the Internet without proper indication of source is also an inadmissible aid.

(2) The form provided by the university must be used for the declaration of authorship. As a rule, the declaration must be signed by the students taking the examination on the day of the examination at the latest and sent to the university digitally as a scanned document with the examination papers. Alternatively, the signed document may be sent by post. In cases of doubt, the examination board may require the original signed declaration to be sent in addition to a digitally transmitted declaration of authorship. Examinations without the corresponding declaration of authorship will not be assessed.

## § 10

### **Technical faults**

(1) When examinations are conducted in digitalised formats, an alternative communication channel (telephone number, chat channel, etc.) for the examinees to contact in the event of technical problems should generally be provided and announced beforehand.

(2) In the event that the transmission of the examination task, the processing of the examination task, the transmission of the examination performance or the video supervision is technically not feasible at any time during the examination, the examination will be terminated at the respective stage and the examination performance will not be assessed. Students affected by this are, in accordance with the general principles of the examination rules and regulations under obligation to report a technical malfunction immediately to the examiner or supervisor, unless it is an obvious defect to be taken into account ex officio. The malfunction must be recorded.

(3) If an oral examination is not possible due to a technical malfunction or is so severely impaired that the examination performance cannot be completed, the examination will not be conducted or will be discontinued. The examination attempt is deemed not to have been taken.

(4) If a technical malfunction according to items 2 and 3 above is only temporary and can be remedied at short notice, the examination performance can be continued after the malfunction has been remedied. The processing time may be extended accordingly. In the event of a malfunction that cannot be remedied within 30 minutes, as a rule the examination shall not be continued.

(5) If a technical malfunction is intentionally caused by the examination candidate, the examination shall be deemed as not taken.

## § 11

### **Data processing**

(1) In the context of examinations in digitised formats, personal data may be processed insofar as this is necessary for the proper conduct of the examination. This applies in particular for the purpose of authentication in accordance with § 8 and video supervision in accordance with § 6. The university shall ensure that the personal data generated during the performance of an examination in a digitalised format is processed in accordance with the requirements of data protection law, in particular the EU General Data Protection Regulation.

(2) In the case of examinations in digitalised formats, learning management systems (AULIS), examination platforms, videoconferencing systems and other technical aids shall be used in such a way that necessary installations on the students' electronic communication devices are only carried out under the following conditions:

1. The functionality of the electronic communication device shall be impaired outside the examination and during the examination only to the extent necessary to ensure authentication and to prevent cheating,
2. The information security of the electronic communication facility is not compromised at any time,
3. The confidentiality of the information on the electronic communication device is not compromised at any time; and
4. Any installations required for the examination can be completely uninstalled after the examination has taken place.

## § 12

**Alternative examination offers, right to choose**

Participation in examinations in digital format is voluntary for the examination candidates. The voluntary nature of participation shall also be ensured in principle by the provision of a scheduled face-to-face examination offer that complies with the principles of equal opportunities as an alternative. If, as a result of restrictions and obstacles due to a pandemic, epidemic or other comparable major event, face-to-face examinations cannot be offered or can only be offered at disproportionate effort or expense, the right to choose alternative examination offerings in digitalised formats shall be waived.

## § 13

**Entry into force**

These regulations shall enter into force on the day following their approval by the Rector. Approved, Bremen, 21 June 2021

Rector of Hochschule Bremen