ZOOM EXAM PROTOCOL
dated 25/01/2021

Required hardware and software The student has a properly functioning laptop with Zoom installed and a functioning webcam and microphone, and a smartphone or tablet with an app such as CamScanner or Adobe Scan to be able to photograph the work and upload it on Canvas. The laptop and smartphone or tablet must be charged or connected to the power supply.

Privacy The exam will not be recorded. The student is allowed to us a virtual background. For more info, see https://student.uva.nl/content/az/zoom/zoom.html

Logging in. The student is logged in at least 15 minutes in advance with the laptop on the Zoom session of the exam in Canvas. After the exam has been released, new students are no longer admitted. The student ensures that his / her screen name matches his / her actual first and last name. The student logs in via Canvas. The students are assigned to break-out rooms as soon as possible.

Identification For identification, students scan their student card when submitting the exam.

Set-up during examination The webcam sees the student from the front, or diagonally from the front. The student is clearly visible and easy to perceive. The light is neither too bright (no sunlight) nor too dark. The student's hands are clearly visible. The only things which are allowed on the table are: pen and paper, a bottle of water, something to eat, tablet or telephone. The background is preferably smooth and calm. Phone / tablet is on the table and is in view of the camera. Headphones / earphones may be allowed by the invigilators, but only to reduce ambient noise. (During a test session, the setup will be checked and approved.)

Start When the students are seated, the exam will be made available via Canvas. The students are allowed to print the exam during the start. The students may open the exam with, for example, Adobe Reader or Preview on their laptop or on their phone / tablet / extra screen (the phone must be visible). The invigilators may ask the students to take a photo of their screen to demonstrate that no cheat sheets are open.

During the exam During the exam, the student has the video on, microphone on and the sound on. When asked, the student raises a hand in front of the camera or uses the "raise hand" function of Zoom. The invigilator sends the student a chat message, after which the student can ask her / his question via the chat. Exercises that the student has completed remain in view of the camera. The invigilator can also contact the student via the Zoom chat. Students must be reachable at all times via the Zoom chat. Students who do not respond to the chat for a longer period of time during the exam will be reported to the Examination Board. If a student is bothered by ambient noise from other students then it is allowed to turn off the sound, but in that case the student should keep an extra close eye on the chat.

Exam paper The student clearly writes his / her name and student number on each sheet. The student numbers her / his sheets.

Handing in When the examination time has expired, the students will receive a signal to stop working. With an app such as CamScanner or Adobe Scan, the pages are photographed and merged into one PDF document, with the student card as the first page, and handed in on Canvas by telephone. The photographing and uploading of the work is done on screen, behind the table. The student is allowed to stand up while taking a picture. Then he / she sits down again. The student remains in view until the teacher gives the signal that the student may leave. Students may submit their work earlier (after an approved request via the Zoom chat). After submitting, the students remain in view. They are not allowed to work on their laptop / phone / tablet, but are allowed to read a book or study for another subject.

Extra time Students entitled to extra time will be put in a separate breakout room. The extra-time students start the exam at the same time and finish later than the other students. Students who have registered for extra time are listed in Datanose and are known to the teachers.

Zoom settings for teachers The teachers can turn the microphone of all students on and off at will. In principle, all microphones are on. The teacher should change the zoom settings so as to make sure that the students can only send chat messages to the host.

Breakout rooms Students are divided into different break-out rooms. The guideline is that these contain a maximum of 20 students. Students entitled to extra time are placed in a separate breakout room.

Toilet visit The student can make a request via chat to go to the toilet.

Irregularities and fraud. In the event that irregularities occur or there is a suspicion of fraud, the Examination Board will be informed (just as with regular exams). This will happen if, for example, the technology falters for too long (this is at the discretion of the lecturers), the student does not respond to instructions, the student leaves the screen, the student uses a tablet / telephone other than to view the exam or photograph the work done to hand in.

Technical problems during the exams In case of technical problems, for example if the technology is not working for too long, the student will immediately contact the invigilators by email or telephone. If it is not possible to get the equipment up and running again soon, an attempt will be made afterwards to schedule a new exam moment in consultation with the teacher, the student and the Examination Board. This exam moment will be scheduled as soon as possible and will in most cases consist of a replacement oral. In exceptional cases it may be decided that the resit will be used as a substitute first exam moment.

Test sessions Test sessions are held prior to the examination period. Each student takes part in a test session, in which the student practices: starting the exam, reading the screen, exam setup, photographing and submitting work. The purpose of the test session is to ensure that the student knows that his / her setup is suitable for the exam and does not have to worry about it anymore.

Extra facilities We would like to help students who, for reasons of privacy, do not think they will be able to take a Zoom exam at home, or who otherwise foresee problems, to come up with an opportunity to take the online exam. The student is requested to contact Tanja Kassenaar (T.Kassenaar@uva.nl) if the student foresees insurmountable problems in taking the online exam.