



## Fact Sheet

October 2022

## Binding instructions for online examinations

We provide you with important general information about your online examinations, which you must read and follow carefully as they contain binding instructions and legal consequences. In particular, we address the topics of examination fraud and any technical problems that may arise in all online examinations alike and that must be taken into account. For each of your booked online examinations you receive exam-specific information from your lecturers. It will explain in particular the technical examination environment, the type of examination and important data.

### 1. Code of Honor and examination fraud

For each examination, you are subject to the Code of Honor of the University of Zurich and you must confirm knowledge of and compliance with the Code of Honor in every online examination. It is your duty to read the content carefully and to be aware of the legal consequences mentioned below.

You can find the Code of Honor here: <https://oec.uzh.ch/code-of-honor>

### What does not comply with the Code of Honor?

According to the Code of Honor, collaborations of any kind and the use or attempted use of collaboration aids during the examination are not permitted. These include, for example, chats, text messages, e-mails or any other means of jointly solving examination tasks or exchanging results online. It is also not permitted to employ other persons to help with the examination (identity fraud). On the contrary, the use of teaching materials or other generic materials (also online) is allowed for open book exams.

The non-explicitly authorized recording, copying and distribution of lecture, seminar and other course content or of examination content in any form whatsoever, in whole or in part, is not permitted and violates this Code of Honor.

### What are the consequences of a violation of the Code of Honor?

Actions that are contrary to the principles of the Code of Honor will be sanctioned according to the provisions of the program regulations, section 11.2. This means that violations of the Code of Honor lead to examination fraud, to modules being marked with a grade 1 and to disciplinary proceedings.

In addition, persons who write an examination – or parts of an examination – for others must, without exception, expect disciplinary and/or criminal charges to be initiated.

### What is also considered as examination fraud?

The use of mobile phones during the online examination for purposes other than emergencies or tasks required during the online examination (such as scanning the examination or proof of student ID) is not permitted. Violations will be punished as examination fraud.





It may be forbidden to wear headphones during the examination; please refer to the module-specific examination instructions of your lecturers. Violations will be punished as examination fraud.

## 2. Infrastructure und technical problems

It is your responsibility to ensure a suitable infrastructure for the completion of digital teaching and digital examinations.

Nevertheless, we are aware that technical problems cannot be completely ruled out. These can occur at various levels (from the network operator to the end device). Regardless of the cause, the following principles apply in all these cases:

- Report the problem immediately through the designated contact channel to the contact person responsible for the respective examination (the lecturer will inform you in advance and in due course for each examination with exam-specific information). Please have the relevant exam-specific information ready for each examination so that you have it at hand in case of an emergency.
- Try to re-enter the examination or the individual modules immediately and repeatedly via the respective link.
- Report when and as soon as a re-entry was successful.
- Finish your examination as normal.
- Your particular situation and the respective problems can – upon petition – be reconsidered and taken into account in the evaluation after the examination. The petition must be sent to [deansoffice@oec.uzh.ch](mailto:deansoffice@oec.uzh.ch) within 5 days after the examination.

### What should the error description of technical problems look like?

- Describe the existing problem as precisely as possible.
- Explain step by step how the problem arose so that the error can be traced und understood.
- Send the problem report to your contact person via the examination-specific channel as soon as it occurs.
- Add important screenshots and examples. Instructions and examples can be found under the following links: <https://oec.uzh.ch/tech-problems>. Please save these instructions on your computer so that you have them at hand in case of emergency.
- After you have contacted your exam-specific contact person, they will try to help you as soon as possible or give you further instructions.

Please note: Faking technical problems in connection with an examination, in particular if undertaken with the intention to obtain an unjustified advantage, constitutes examination fraud, leads to modules being marked with a grade 1, and can be sanctioned with disciplinary proceedings.

## 3. End of examination

The on-time completion of your online examinations is your own responsibility. Please note that the given ending time is already the end of the exam, it does not belong to the examination period (open interval at the ending time – in other words: if, for example, 14:00 is specified as the ending time of the examination, the examination can be handed in until 13:59:59). Late submissions will not be considered.



- For examinations with tests (MC questions, SC questions, etc.): The filling out and completion of the MC questions must take place within the examination time.
- For examinations with upload of files: Files must be uploaded within the examination period via the specified examination platform. Plan enough time for uploading!
- This means that only exam solutions that are submitted within the duration of the exam via the examination platform will be accepted (alternative submissions via e-mail or similar afterwards will not be accepted).

#### **4. General contact channels**

MS-Teams or Zoom may in general be used to contact lecturers and communicate during the examination. Please install both programs on your computer in advance. You will be informed in the exam-specific information provided by the lecturer about what is actually used in your modules.