



Mailing / 08.05.2020

Binding instructions for online examinations #2

Dear Students

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

1. Honor code and examination fraud

For each examination, you are subject to the honor code of the Faculty of Business, Economics and Information and must confirm knowledge of and compliance with the honor code at the beginning of each examination. It is your duty to read the contents of the module and examination preparation carefully and to be aware of the legal consequences mentioned below.

You can find the honor code here: www.oec.uzh.ch/en/coronavirus/faq-students.html

What does not comply with the honor code?

According to the honor code, collaborations of any kind and the use or attempted use of appropriate aids during the examination are not permitted. These includes, 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). The preparation of a fraudulent act in advance or the attempt to use the assistance of other persons in the run-up to the examination is also a violation of the honor code and will be punished in the same way. On the contrary, the use of teaching materials or other generic materials (also online) is allowed for open book exams.

What are the consequences of a violation of the honor code?

Actions that are contrary to the principles of the honor code will be sanctioned according to the provisions of the program regulations, section 11.2. This means that violations of the honor code lead to examination fraud, modules being marked with a grade 1 and disciplinary proceedings. Please note: Not passing a module due to examination fraud or dishonesty does not count as failed attempt but as examination fraud. This means that such a failed attempt will not be cancelled as part of the Corona-related study relief measures.

In addition, persons who write an examination - or parts of an examination - for others must, without exception, expect criminal proceedings to be initiated.

2. Infrastructure und technical problems

As you have already been informed, 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 for each examination ready 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 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 and 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: www.oec.uzh.ch/en/coronavirus/faq-students.html. Please have these instructions ready 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 with intentions to obtain an unjustified advantage, constitutes examination fraud, modules being marked with a grade 1, and can be sanctioned with disciplinary proceedings. Please also note: Not passing a module due to examination fraud or dishonesty does not count as failed attempt but as examination fraud. This means that such a failed attempt will not be cancelled as part of the Corona-related study relief measures.

3. 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.

We wish you well for your examination preparations and hope that you find this information helpful. If you have any questions, please contact deansoffice@oec.uzh.ch.

We wish you all the best.

Kind regards

Harald Gall, Dean and Uschi Backes-Gellner, Deputy Dean