Dear students,

With this message, you receive information and assistance for the upcoming examinations.

Examination list
First of all, it should be known by now that the current examination schedule is available at
https://www.th-owl.de/en/eecs/#c-accordion-60118-2
Some of the exams, which were originally planned as on-campus exams, are replaced by the following two examination types:
- **Online E-Klausur = In English, online electronic exam** (represented by the abbreviation OK in the examination schedule)
- **Online Klausur (als Abgabe) = In English, online exam (by submission)** (represented by the abbreviation OA in the examination schedule)

These terms correspond to the current announcement sheet of TH OWL.
Due to the current state of knowledge, the examination times may vary by a few minutes in order to avoid a server overload. The examination planning is always kept up to date.

Opportunities to try out:
At
https://www.th-owl.de/ecampus/goto_skim_ecampus_crs_418967.html
you find a showroom with German and English examples for digital types of examination. The exact procedure is explained on this website and you can test the individual types of examination. Unfortunately, this website uses other terms compared to those mentioned in the announcement sheet:
- "Online Klausur"/"Online exam" instead of "Online E-Klausur"
- „Online-Klausur via Übung"/"Online exam (via Übung)" instead of „Online Klausur (als Abgabe)".

When submitting an online exam, you have a waiting period for the digitalization and uploading of your files. Please take into account that you need time for digitalization; there may also be a delay due to a temporary server overload. **Do not use this waiting period to extend the exam processing time!**

Please note:
- Test the digitalization and the uploading of your data beforehand.
- Keep the file sizes small by staying below 3 MB in total.
  If you use a mobile phone, individual photos often already have more than 3 MB. This is caused by low data compression. To tackle this, do not reduce the camera resolution, but edit the photos on the computer. A handwritten DIN A4 page with less than 300 KB can be legibly transferred.
  - Under Windows you can, for example, use "Paint" or the standard "Photo" tool to cut the recordings to a sensible section and save them with a low resolution. The resolution only needs to be reduced slightly. The higher data compression causes the resulting file size to be only a fraction of the original.
  - Under MacOSX, for example, the size of the file can be adjusted with the program "Preview" via Tools => Image size. In addition, this program can be used to convert the file into different formats (PN, JPG, PDF,…).
- Make sure that your results are legible when digitizing. Check the edited files. You are granted the waiting period for these steps. Results that are not clearly legible will not be assessed.
- In order to answer questions during the exam, the examiners may provide a separate WebEx link.

Video surveillance

Some examinations will be written under video surveillance. You need to have a camera ready for this. You will receive a WebEx link for the exam, which you need to open before the exam starts. Position the camera so that you, your work area and, if applicable, your monitor can be recognized. Identification can also take place via the camera.

Setting up a camera for online surveillance (if demanded):

The camera must capture the monitor/the monitors of your computer, the workings surface of your desk including the keyboard and the area for handwriting as well as you yourself in the profile (see example photo below). Use either an external camera or your smartphone.
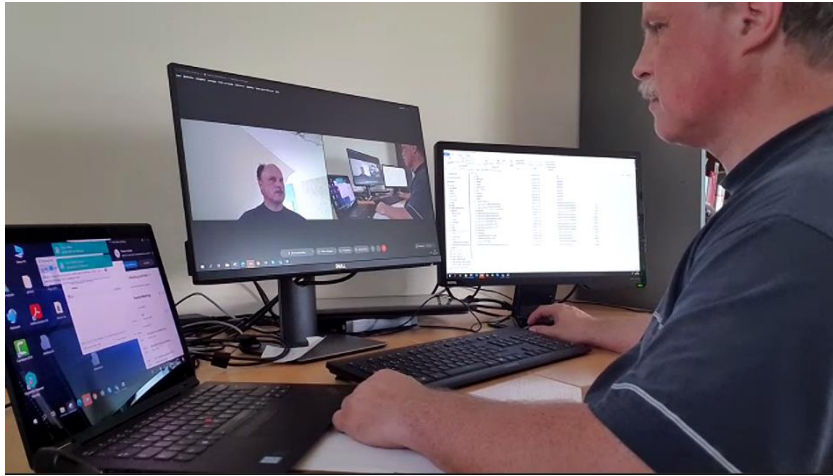
When using a smartphone, please install the Webex app and position the smartphone in an elevated position in the appropriate angle (see above). If necessary, activate "screen rotation" to start the recording in the correct angle. If you do not have a tripod or other holder, a 15-20 cm high stack of books at the height of the working surface is sufficient (see example photo below – the example view above was created this way). Check the image section yourself with the camera app. When using a smartphone, please do <u>not</u> attend the Webex session with the computer simultaneously (no double participation). Please deactivate the microphone (as when accessing via the computer) but activate the loudspeaker for contact. Also, remember to connect the smartphone to the power supply if necessary.