

Supplementary statute to all study and exam regulations at the University of Tübingen regarding procedures for assessment using electronic information and communications systems (Online exams statute)

In accordance with §§ 19 (1) sentence 2 no. 9, 25 (1) no. 3, (32a and b) LHG of 01.04.2014 (GBl. p. 99), most recently amended by article 8 G of the enactment of a climate protection and climate change adaptation act of 07.02.2023 (GBl. p. 26), the University of Tübingen Senate on [...] passed this statute supplementary to all study and exam regulations at the University of Tübingen regarding procedures for assessment using electronic information and communications systems (Online exams statute).

Approved by the Department of Justice on 21.08.2024.

Approved by the President on 04.09.2024.

Contents:

§ 1	Area of Application	1
§ 2	Responsible offices	1
§ 3	Definitions and general regulations	1
§ 4	Supervised online assessment written on site	3
§ 5	Supervised online assessment written remotely	3
§ 6	Supervised online assessment written at home	4
§ 7	Unsupervised online assessment written at home	4
§ 8	Oral assessment via video conference	4
§ 9	Supervised online practical assessment carried out on site	6
§ 10	Supervised online practical assessment carried out remotely	6
§ 11	Supervised online practical assessment carried out at home	6
§ 12	Unsupervised online practical assessment carried out at home	6
§ 13	Practical assessment via video conference	7
§ 14	Effective date	8

§ 1 Area of Application

¹This statute (Online exams statute) regulates the existing options for online assessment at the University of Tübingen. ²It applies only in conjunction with and in addition to the study and exam regulations of the respective degree program, as amended. ³In Staatsexamen degree programs, the following regulations only apply to internal University exams; they do not apply to subjects that are reserved for the relevant state authorities (e.g. the state examinations offices).

§ 2 Responsible offices

¹Unless otherwise stated in this statute in conjunction with the respective study and exam regulations, the respective degree program's or the respective faculty's examination board is responsible for the implementation of this statute and the regulations contained in it. ²If there is no such board, the Vice-Dean of academic affairs at the respective faculty is responsible.

§ 3 Definitions and general regulations

(1) ¹An online exam is a piece of coursework for assessment carried out using electronic information and communications systems. ²This is the case regardless of the exam format (written, oral, or practical). ³Only the online assessment options set out in this statute are

permissible at the University of Tübingen. ⁴These regulations do not apply to non-assessed coursework.

(2) ¹Only electronic information and communications systems operated by the University of Tübingen, or by third parties on its behalf, are permitted for the conducting of online exams. ²A list of approved systems may be found in Annex 1 ³The use of private devices remains unaffected. ⁴When using the information and communications systems in accordance with sentence 1, personal data may be processed insofar as this is necessary for the assessment. ⁵The use of information and communications systems other than those listed in Annex 1 is permitted in the context of online exams only if these are operated by third parties on behalf of the University, and the person responsible for the online assessment guarantees that it is carried out in compliance with data protection regulations. ⁶The person responsible for the inspection is also responsible for documenting the requirements of paragraph 2.

(3) Coursework for assessment may be carried out via online exams in line with the requirements of this statute, provided that such an assessment is possible with regard to the course content and didactics, and provided that the necessary technology, staff and workspaces are available.

(4) Online exams may be organized as an electronic service on site at the UT (on-site online attendance), as an electronic service at other institutions, specifically at other universities (remote online attendance) or as an electronic service using private end devices in rooms chosen by the examinee (home online attendance). The following options are regulated:

1. Supervised online assessment written on site (§ 4),
2. Supervised online assessment written remotely (§ 5),
3. Supervised online assessment written at home (§ 6),
4. Unsupervised online assessment written at home (§ 7),
5. Oral assessment via video conference (§ 8),
6. Supervised online practical assessment carried out on site (§ 9),
7. Supervised online practical assessment carried out remotely (§ 10),
8. Supervised online practical assessment carried out at home (§ 11),
9. Unsupervised online practical assessment carried out at home (§ 12),
10. Practical assessment via video conference (§ 13),

(5) ¹Supervision within the meaning of this statute is always on-site supervision. ²Video supervision or online proctoring (live and/or automated) are not permitted.

(6) If coursework is to be completed via online assessment, students should generally be given sufficient opportunity to familiarize themselves with the electronic exam system to be used, within the framework of the relevant class and to test the basic conditions of the online exam in terms of technology, equipment and workspace.

(7) ¹Further details on completing online exams may be regulated in the module handbook or by the office responsible in accordance with § 2. ²In all other respects, the rules set out in the respective exam regulations for oral, written and practical coursework apply accordingly to online exams. ³It must be ensured that the principles of a fair exam procedure are observed; in particular, the identity of the students must be checked and there must be compliance with the University of Tübingen's usual exam standards; this includes the exclusion of unauthorized resources and in the options under § 4, § 5, § 9 and § 10 suitable supervision of those examined by an invigilator on site. ⁴Data protection provisions must be observed.

(8) ¹If a student is unable to undertake online assessment due to a lack of existing infrastructure (for example, if no other institution under § 5 sentence 2 is available or the student does not have private technical means), the University of Tübingen shall provide an equivalent alternative service on its premises (for example, by providing a suitable device). ²Sentence 1 also applies to students who in accordance with § 7 (2), § 8 (2) no. 3, § 12 (2) or § 13 (2) no. 3 do not give their consent to an online exam using private technical aids in a place chosen by them.

§ 4 Supervised online assessment written on site

(1) Supervised online assessment on site is conducted on University of Tübingen premises or on premises provided by the University of Tübingen for the purpose of conducting exams.

(2) ¹The work for assessment is carried out on devices provided by the University of Tübingen or on devices that the students, on their own responsibility, bring with them. ²If students need to bring their own devices for on-site online attendance, this must be announced in good time. ³Students will be informed of the minimum technical requirements for these devices in good time. ⁴In the case of online attendance on devices brought by students, the examiner may require the installation of a lockdown browser or a lockdown system software in advance. ⁵A participating person who is unable or unwilling to install the software on her/his own device or who does not have her/his own device available will be provided with a device on loan (possibly with pre-installed software) upon a request made in good time. ⁶During the exam, replacement devices should be available in the event of a technical defect in a device used for the exam. ⁷The examiner is responsible for deciding whether University devices or devices brought by the students are to be used.

(3) ¹Written work produced in on-site online attendance may be (partially) evaluated electronically/automatically. ²The examiner's responsibility for the assessment of the work remains unaffected.

(4) Before registering for the exam, students must be informed about

- the processing of personal data
- the organizational conditions for online assessment.

(5) ¹The smooth running of the exam must be ensured by appropriate technical and professional support. ¹If, at the time of the exam, the exam questions demonstrably cannot be transmitted or the work for assessment demonstrably cannot be carried out, and/or the work for assessment demonstrably cannot be submitted, the exam shall be terminated at that stage and the work will not be assessed. ³Any incidents of this kind must be noted in the exam protocol. ⁴The exam attempt is deemed not to have been made. ⁵Any exam deadline missed as a result of a terminated exam must be extended. ⁶A new exam date must be set.

(6) ¹In the event of technical faults that can be rectified during the exam (e.g. by using a replacement device), the students affected must at the end be given back the time lost due to the fault. ²Any incidents of this kind must be noted in the exam protocol.

§ 5 Supervised online assessment written remotely

¹In individual cases, written assessment may be carried out as remote online assessment within the framework of cooperation agreements or during stays abroad. ²Supervised online assessment conducted remotely is carried out on the premises of other institutions, specifically

other universities. ³The regulations set out in § 4 para. (2) - (6) apply accordingly. ⁴Examiners must ensure proper implementation in cooperation with the respective institution.

§ 6 Supervised online assessment written at home

Supervised online exams written at home are currently not permitted.

§ 7 Unsupervised online assessment written at home

(1) Unsupervised written assessment may be carried out using private devices in rooms chosen by the candidate (home online attendance).

(2) ¹In the case of written work to be completed synchronously within a short time in unsupervised home online attendance, the examiner must obtain the consent of the persons to be examined for the work to be carried out online from home. ²Consent must always be given voluntarily; refusal to give it must not result in any legal disadvantage for the student, such as the loss of an exam attempt or the right to take the exam. ³Voluntary participation is only guaranteed if an unsupervised on-site online exam is offered at the same time. ⁴An exam is at the same time if it is offered within the same examination phase (usually within a period of two weeks before or after the home online attendance). ⁵If all participants registered for the exam give their consent, the offer of an on-site exam at the same time becomes obsolete.

(3) ¹Written work produced online from home may be (partially) evaluated electronically/automatically. ²The examiner's responsibility for the assessment of the work remains unaffected.

(4) Before registering for the exam, students must be informed about

- the processing of personal data,
- the technical requirements for the electronic information and communications systems and the Internet connection,
- the organizational conditions for online assessment,
- the voluntary nature of participation in online assessment under (2) and the date by which a declaration must be made as to whether consent is granted under (2) sentence 2.

(5) ¹The exam participant must prove his or her identity. ²Written homework should be submitted via ILIAS or Moodle and thus via the personalized access of the student to be examined (University e-mail address and password), thus satisfying the obligation to provide evidence under sentence 1. ³Submission by other means of transmission is possible, in which case the proof under sentence 1 must be provided in another way. ⁴Compliance with all statutory provisions, in particular those relating to data protection, must be ensured.

(6) ¹If, in the case of home online assessment and at the time of the exam, the exam questions demonstrably cannot be transmitted or the work for assessment demonstrably cannot be carried out, and/or the work for assessment demonstrably cannot be submitted, the exam shall be terminated at that stage and the work will not be assessed. ²The exam attempt is deemed not to have been made. ³Any exam deadline missed as a result of a terminated exam must be extended. ⁴A new exam date must be set.

§ 8 Oral assessment via video conference

(1) ¹Oral exams and all other oral assessment may be conducted online via a video and audio connection (video conference/video telephony). ²Group assessment may only take

place as a video conference for all examinees; a hybrid exam is not permitted with regard to the examinees. ³Examiners may be present online during exams on site. ⁴Members of an audience may also be connected online to video conferences, insofar as they are permitted to be present at on-site exams.

(2) ¹Oral assessment via video conference may be conducted

1. on the premises of the UT (candidate at the UT, examiner elsewhere), or
2. remotely on the premises of other institutions, specifically other universities (candidate at another institution, examiner at the UT or elsewhere) or
3. from home (candidate in (private) rooms of her/his own choice, examiner at the UT or elsewhere). ¹In the case of assessment to be completed from home via video conference, the examiner must obtain the consent of the persons to be examined for the work to be carried out online from home. ³Consent must always be given voluntarily; refusal to give it must not result in any legal disadvantage for the student, such as the loss of an exam attempt or the right to take the exam. ⁴Voluntary participation is only guaranteed if an on-site online exam is offered at the same time. ⁵An exam is at the same time if it is offered within the same examination phase (usually within a period of two weeks before or after the home online attendance). ⁶If all participants registered for the exam give their consent, the offer of an on-site exam at the same time becomes obsolete.

(3) Before registering for the exam, students must be informed about

- the processing of personal data,
- the technical requirements for the electronic information and communications systems and the Internet connection,
- the organizational conditions for online assessment,
- the voluntary nature of participation in home online assessment under (2) no. 3 and the date by which a declaration must be made as to whether consent is granted under (2) sentence 2.

(4) ¹Before the start of the exam, the candidate must prove his or her identity upon request by showing an official photo ID or a student ID with a photograph. ²Compliance with all statutory provisions, in particular those relating to data protection, must be ensured. ³When taking exams outside the University and test centers, candidates must ensure that no images or sounds from third parties are transmitted when choosing the exam location and in positioning the camera and microphone. ⁴The camera and microphone must remain switched on for the entire duration of the exam.

(5) ¹Recording of the exam or other storage of image or sound data is not permitted; the connection data must be deleted as soon as possible after the exam. ²The provisions of the exam regulations on exam protocols remain unaffected.

(6) ¹If, during online assessment via video conference, the video or audio transmission is demonstrably temporarily disrupted, the examination will be continued once the malfunction has been rectified. ²If the technical malfunction is ongoing to the extent that in the view of the examiner the assessment cannot be conducted in an orderly manner, the exam shall be terminated at that stage and the work will not be assessed. ³The exam attempt is deemed not to have been made. ⁴Any exam deadline missed as a result of a terminated exam must be extended. ⁵A new exam date must be set. ⁶Any incidents of this kind must be noted in the exam protocol.

§ 9 Supervised online practical assessment carried out on site

(1) ¹Practical on-site online work is carried out on the premises of the University of Tübingen. ²The work for assessment is carried out on devices provided by the University of Tübingen.

(2) ¹Practical work produced in on-site online attendance may be (partially) evaluated electronically/automatically. ²The examiner's responsibility for the assessment of the work remains unaffected.

(3) Before registering for the exam, students must be informed about

- the processing of personal data,
- the organizational conditions for online assessment.

(4) ¹The smooth running of the exam must be ensured by appropriate technical and professional support. ¹If, at the time of the exam, the exam questions demonstrably cannot be transmitted or the work for assessment demonstrably cannot be carried out, and/or the work for assessment demonstrably cannot be submitted, the exam shall be terminated at that stage and the work will not be assessed. ³The exam attempt is deemed not to have been made. ⁴Any exam deadline missed as a result of a terminated exam must be extended. ⁵A new exam date must be set.

(5) ¹In the event of technical faults that can be rectified during the exam, the students affected must at the end be given back the time lost due to the fault. ²Any incidents of this kind must be noted in the protocol.

§ 10 Supervised online practical assessment carried out remotely

¹In individual cases, practical work may be carried out as remote online assessment within the framework of cooperation agreements or during stays abroad. ²Practical remote online work is carried out on the premises of other institutions, in particular of other institutions of higher education. ³The work for assessment is carried out on devices provided by the respective institution. ⁴The regulations set out in § 9 para. (2) - (5) apply accordingly. ⁵Examiners must ensure proper implementation in cooperation with the respective institution.

§ 11 Supervised online practical assessment carried out at home

Supervised online practical work conducted at home is currently not permitted.

§ 12 Unsupervised online practical assessment carried out at home

(1) Unsupervised practical assessment may be carried out using private devices in rooms chosen by the candidate. ²Group assessment may only take place as a video conference for all candidates; a hybrid exam is not permitted with regard to the candidates.

(2) ¹In the case of practical work to be completed synchronously within a short time in unsupervised home online attendance, the examiner must obtain the consent of the persons to be examined for the work to be carried out in home online attendance. ²Consent must always be given voluntarily; refusal to give it must not result in any legal disadvantage for the student, such as the loss of an exam attempt or the right to take the exam. ³Voluntary participation is only guaranteed if an on-site online exam is offered at the same time. ⁴An exam is at the same time if it is offered within the same examination phase (usually within a period of two weeks before or after the home online attendance). ⁵If all participants registered for the exam give their consent, the offer of an on-site exam at the same time becomes obsolete.

(3) ¹Practical work produced online from home may be (partially) evaluated electronically/automatically. ²The examiner's responsibility for the assessment of the work remains unaffected.

(4) Before registering for the exam, students must be informed about

- the processing of personal data,
- the technical requirements for the electronic information and communications systems and the Internet connection,
- the organizational conditions for online assessment,
- the voluntary nature of participation in online assessment under (2) and the date by which a declaration must be made as to whether consent is granted under (2) sentence 2.

(5) ¹The exam participant must prove his or her identity. ²Practical homework should be submitted via ILIAS or Moodle and thus via the personalized access of the student to be examined (University e-mail address and password), thus satisfying the obligation to provide evidence under sentence 1. ³Submission by other means of transmission is possible, in which case the proof under sentence 1 must be provided in another way, as determined by the examiner. ⁴Compliance with all statutory provisions, in particular those relating to data protection, must be ensured.

(6) ¹If, in the case of online assessment from home and at the time of the exam, the exam questions demonstrably cannot be transmitted or the work for assessment demonstrably cannot be carried out, and/or the work for assessment demonstrably cannot be submitted, the exam shall be terminated at that stage and the work will not be assessed. ²The exam attempt is deemed not to have been made. ³Any exam deadline missed as a result of a terminated exam must be extended. ⁴A new exam date must be set.

§ 13 Practical assessment via video conference

(1) ¹Practical assessment may be conducted online via a video and audio connection (video conference/video telephony). ²Group assessment may only take place as a video conference for all candidates; a hybrid exam is not permitted.

(2) ¹Practical assessment via video conference may be conducted

1. on the premises of the UT (candidate at the UT, examiner elsewhere), or
2. remotely on the premises of other institutions, specifically other universities (candidate at another institution, examiner at the UT or elsewhere) or
3. from home (candidate in (private) rooms of her/his own choice, examiner at the UT or elsewhere). ¹In the case of assessment to be completed from home via video conference, the examiner must obtain the consent of the persons to be examined for the work to be carried out online from home. ³Consent must always be given voluntarily; refusal to give it must not result in any legal disadvantage for the student, such as the loss of an exam attempt or the right to take the exam. ⁴Voluntary participation is only guaranteed if an on-site online exam is offered at the same time. ⁵An exam is at the same time if it is offered within the same examination phase (usually within a period of two weeks before or after the home online attendance). ⁶If all participants registered for the exam give their consent, the offer of an on-site exam at the same time becomes obsolete.

(3) Before registering for the exam, students must be informed about

- the processing of personal data,

This is a courtesy translation. The sole legally binding document is the original German Satzung zur Erweiterung aller Studien- und Prüfungsordnungen an der Universität Tübingen zur Durchführung von Prüfungsleistungen unter Einsatz elektronischer Informations- und Kommunikationssysteme (Online-Prüfungs-Satzung)

- the technical requirements for the electronic information and communications systems and the Internet connection,
- the organizational conditions for online assessment,
- the voluntary nature of participation in online assessment under (2)no. 3 and the date by which a declaration must be made as to whether consent is granted under (2) sentence 2.

(4) ¹Before the start of an exam, the candidate must prove his or her identity upon request by showing an official photo ID or a student ID with a photograph. ²Compliance with all statutory provisions, in particular those relating to data protection, must be ensured. ³When taking exams outside the University and test centers, candidates must ensure that no images or sounds from third parties are transmitted when choosing the exam location and in positioning the camera and microphone. ⁴The camera and microphone must remain switched on for the entire duration of the exam.

(5) ¹Recording of the exam or other storage of image or sound data is not permitted; the connection data must be deleted as soon as possible after the exam. ²The provisions of the exam regulations on exam protocols remain unaffected.

(6) ¹If, during practical online assessment via video conference, the video or audio transmission is demonstrably temporarily disrupted, the examination will be continued once the malfunction has been rectified. ²If the technical malfunction is ongoing to the extent that in the view of the examiner the assessment cannot be conducted in an orderly manner, the exam shall be terminated at that stage and the work will not be assessed. ³The exam attempt is deemed not to have been made. ⁴Any exam deadline missed as a result of a terminated exam must be extended. ⁵A new exam date must be set. ⁶Any incidents of this kind must be noted in the exam protocol.

§ 14 Effective date

This statute becomes effective on the day following its publication in the University of Tübingen's official bulletin, the Amtliche Bekanntmachungen.

Tübingen, 04.09.2024

Professor Dr. Dr. h.c. (Dōshisha) Karla Pollmann
President

This is a courtesy translation. The sole legally binding document is the original German Satzung zur Erweiterung aller Studien- und Prüfungsordnungen an der Universität Tübingen zur Durchführung von Prüfungsleistungen unter Einsatz elektronischer Informations- und Kommunikationssysteme (Online-Prüfungs-Satzung)

Annex 1 (Updated: December 2023)

Electronic information and communications systems permissible for online exams in accordance with Online exam statute UT § 3 para. (2) sentence 1.

For written/practical assessment:

- ILIAS
- Moodle

For oral assessment:

- Zoom – with end-to-end-encryption
- BigBlueButton
- DFNconf
- Jitsi in University network via VPN encryption
- LaternaX (Faculty of Law)

The systems listed here meet the data privacy requirements.