RULES AND GUIDELINES EXAMS JUNE 2020 FOR STUDENTS

Any reference to 'recording' is a reference to an audio and/or video recording. Recordings may be used only for the purpose for which they were made and by the persons for whom they are necessary (e.g. only the lecturers of that subject).

In the context of the implementation of the contract between the VUB and you, the student, you must identify yourself before each exam, regardless of whether it is on campus or online.

In the context of the implementation of the contract between the VUB and you, the student, supervision will be possible for each exam, whether live on campus or live online, or by means of an automatic monitoring system with human review.

I WANT TO RECORD AN ORAL EXAM. WHAT SHOULD I DO?

- If you want to record an oral exam, you must ask the explicit consent of the lecturer and all other persons who will be visible or heard in the recording (for example, in the case of a group presentation, all your fellow students must give their permission). You must tell them why you want to record the exam, how long the recording will be stored (preferably up to three months after the end of the academic year) and who will have access to the recording. The lecturer and students must give their consent in writing (by email). At the time of the exam, you must ask them to confirm their consent.

THE LECTURER WANTS TO RECORD AN ORAL EXAM. WHAT SHOULD I DO?

- If your lecturer wants to record an oral exam, they must ask for your explicit consent. It's best to give this consent by way of an email so that there is tangible proof (particularly if you do not consent). The lecturer must indicate why they want to record the exam, who will view it and how long the recording will be stored. The normal storage time for this type of recording is up to three months after the end of the academic year. This is also the storage time for exams. This term will only be adjusted if an appeal is ongoing and the recording is needed for that process or if the lecturer has asked permission for the extension. We recommend that the lecturer asks you to explicitly confirm your consent at the beginning of the exam.

If you don't want the exam to be recorded and you see that the lecturer is going to record, make it clear to them that you do not want them to record the exam. You have
the right to do so and it has absolutely no implications for you as a student or for your exam. It is also not a problem if you first gave your consent but have now changed your mind. Indicate this clearly to the lecturer.

THE LECTURER WILL RECORD, THROUGH RESPONDUS MONITOR, ANY EXAM TAKING PLACE IN THE RESPONDUS LOCKDOWN BROWSER.

- If you have a written exam which is organised with LockDown Browser, the lecturer may also decide to deploy the Respondus Monitor to help with the supervision. It is naturally difficult for a lecturer to supervise large groups live online.
- This monitoring software uses your webcam to record you, the student, everything that happens on your screen and the sounds around you. In the recording, the software signals any action taking place which warrants closer inspection: if you disappear from the screen, for example, if voices are heard etc.
- The recording alone is not sufficient basis for a fraud case. The lecturer will consider on the basis of the recording whether there is any suspicion of fraud. Should the lecturer conclude that this is the case, they will report it to the dean who will investigate further including possibly interviewing the student.
- The recording can only be accessed by your lecturer and if necessary, the dean of the faculty.
- The recording will be stored for a limited time only. Once the examination board has met, the recording will be deleted.
- If, based on the recording, there is indeed suspicion of fraud, the recording may be stored for longer in the context of the fraud file.

- If you, the student, have a sound reason for not wanting your exam to be recorded in your own home environment through Respondus Monitor, we ask that you notify us of that up to and including 24 May 2020 by email to begeleiding@vub.be. You will then be permitted to take the exam on your laptop on location (Etterbeek or Jette campus or an external location depending on what is available). You will use the same modalities when taking the exam as the other students (online and through the browser + monitor) at the same time, but in a privacy-neutral environment. Since this will be at one of the VUB locations, there will also be live supervision.

- If you inform us of your issue with privacy after the above-mentioned date, we will no longer be able to guarantee a place on campus, in terms of organisation, and you will have to lodge your objection with the Data Protection Officer (DPO) at (dpo@vub.be). If you consequently do not take the exam, you will be marked as 'absent'. If the DPO
agrees with your justification, you will be marked as 'legitimately absent'. If the DPO puts the interests of the university above your justification, you will be marked 'absent without just reason'.

THE LECTURER (OR ONE OR MORE INVIGILATORS INDICATED BY THE LECTURER) WILL WANT TO MONITOR LIVE WHAT STUDENTS DO ONLINE DURING THE EXAM, BY WAY OF THE WEBCAM.

- If the lecturer organises an online written or online oral exam with written preparation, they may opt to supervise (or have supervision carried out) by way of the student's webcam. We expect from the lecturers that they notify students of this in plenty of time in advance.
  - If you, the student, object to the use of the camera in your home environment, we give you the opportunity of notifying us of that, stating your reasons, up to and including 24 May 2020 by email to begeleiding@vub.be. We will look for a location for you on campus.
  - If you wait until just before the exam to indicate that you have a privacy problem, the lecturer will be unable to do anything other than mark you 'absent'. You should then lodge an official objection with the DPO (and not with the lecturer) at dpo@vub.be. If this objection is accepted, you will be marked 'legitimately absent'. If this objection is not accepted, you will be marked 'absent without reason'.
  - If, during the exam, you indicate you have a privacy problem and stop the exam, the lecturer will make a note of this. You must then lodge an official objection with the DPO. The lecturer will mark the exam to the extent it has been completed.

THE LECTURER (OR AN INVIGILATOR INDICATED BY THE LECTURER) WANTS TO CHECK YOUR IDENTITY THROUGH THE LIVE WEBCAM

At the start of the exam, the lecturer may ask you to switch on the webcam so they can check your identity live. The lecturer may also ask you to hold your student card up to the webcam. You may not refuse to do so. If you do refuse, you will not be allowed to start the exam and will be marked 'absent' for that exam. If you do not have your student card with you, you will have to identify yourself some other way (with an identity card, driving licence...).
USE OF RESPONDUS LOCKDOWN BROWSER

In the case of written online exams, your lecturer may organise the exam in such a way that it can only be taken through a specific browser. If so, you will have to install the browser; we will provide you with information about this in May 2020. The VUB will make the appropriate download link available. You can only install the browser using this link.

We strongly recommend you test the browser in plenty of time before the exam and report any technical problems without delay. The VUB cannot guarantee that it will be possible to immediately solve any technical problems which are only discovered at the moment of the exam.

If you do not install the file, you will not be able to take the exam. This is equivalent to not sitting the exam.

INTERRUPTION OF THE EXAM BY THE STUDENT

1. Bathroom break

*(this does not apply to students who have requested reflex measures for this)*

*Exams lasting 2 hours or less*

We advise you to remember to take a bathroom break *before* the exam. No bathroom break is allowed during these exams.

*Exams lasting 2½ or 3 hours*

A bathroom break is allowed during these exams. Do ask the lecturer or invigilator for permission. In the case of an exam through Respondus Monitor, mention this on camera.

In the case of some long online exams, the lecturer will divide the exam into two parts, with a five-minute break in between.

2. Technical problem
The lecturer will notify the student which channel of communication they can use in the event of technical problems (telephone, chat, or email). If technical problems arise, you should get in touch with the lecturer immediately. Where technical problems with a written online exam are concerned, the lecturer may decide to continue the exam orally. If it concerns technical problems with a computer or Internet connection, the lecturer may decide to move the exam to another device (telephone, for example).

If you wait longer than 15 minutes to report the problem, the exam will be considered to have been aborted. The questions answered up to that point will be marked.

In the case of an online oral exam, we advise you to provide the lecturer with a telephone number at which you can be reached should there be any problems. The lecturer will then call you if technical problems arise.

The communication channels to be used in the event of problems will be organised per faculty.

**INTERRUPTION OF THE EXAM BY THE LECTURER**

The lecturer will report any technical problem they experience as quickly as possible and inform students what the next steps will be. This could mean continuing the exam by telephone, for example. If this is not immediately possible, the lecturer will inform the dean of their faculty.

If the examiner does not inform the student of technical problems on their side (Art. 111 § 4 OER), the exam regulations concerning the arrangement provided for shall lapse after a waiting time of one hour. The student shall inform the dean without delay who shall, without prejudice to the provisions in Article 106 §4, in consultation and agreement with the student, draw up a new exam regulation.

We do recommend that there is always an extra person present to support the lecturer. This person has telephone contact with the lecturer. This person can also help the student if there are any problems with the examiner.

**OTHER QUESTIONS**
• Do students have the right to a catch-up exam?

Students have the right to request a catch-up exam, in the case of absence due to force majeure. A catch-up exam may be organised if it is possible in terms of organisation. The examiner will decide on how it should be set up (Art. 111 OER).