



REGULATIONS GOVERNING THE CONDUCT OF
EXAMINATIONS AS ONLINE EXAMINATIONS AT
OSNABRÜCK UNIVERSITY

English version based on
Osnabrück University official gazette no. 01/2025 dated 20.03.2025, p. 102.

The English version of these regulations is a translation of the German original for information purposes only. The English version of these regulations is not legally binding. In cases of conflict, the original (German) version shall prevail.

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Preamble

¹These regulations supplement the General Examination Regulations for Bachelor's and Master's Programs at Osnabrück University (APO) in their up-to-date version. ²They apply to relevant degree programs that are not subject to the APO and that provide for online examinations, insofar as the departments have not adopted different regulations.

Section 1 Online Examinations

- (1) In accordance with Section 10 subsection 13, 14 APO, the types of examinations listed therein may be wholly or partially conducted using a system provided or authorized for examination purposes by the University Computer Center or the Center for Digital Teaching, Campus Management, and Higher Education Didactics (virtUOS), and/or through the medium of video and audio transmission as an online examination without the examinees needing to be physically present in a specific examination room.
- (2) The provisions of the APO shall apply for online examinations unless these regulations specify otherwise.

Section 2 Right of Choice

¹Participation in online examinations in private premises shall be voluntary. ²Voluntariness shall be ensured by allowing candidates, on the scheduled examination date, to take the online examination in rooms designated by the university for this purpose instead of in private premises.

Section 3 Examination Procedures

- (1) ¹The decision whether an examination is to be conducted online is made by the examiner for examinations in accordance with Section 10 subsection 13 APO, and by the examination committee responsible for examinations in accordance with Section 10 subsection 14 APO. ²Students shall have no claim to an examination being conducted as an online examination.
- (2) Examination candidates shall be granted the opportunity to test the examination conditions, including technology and equipment, prior to taking the examination.
- (3) If regulations specify that minutes must be kept for an in-person examination, the examination procedure and the essential content of the corresponding online examination shall be minuted by the examiner or by a supervising or assisting person.
- (4) ¹During online examinations, only the permitted supporting aids and materials may be used. ²In particular, any communication with other candidates or third parties that is not authorized by the examiner is prohibited during the examination. ³Any breaches of this regulation shall be regarded as an attempt to commit an examination violation in accordance with Section 15 subsection 4 APO.

Section 4 Identification

Candidates shall provide clear identification of themselves prior to the commencement of the online examination.

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Section 5 Video Monitoring

- (1) ¹To prevent acts of deception during online examinations, candidates shall be required, for the entire duration of the examination, to activate the camera and microphone functions of the communication devices being employed for the examination (video monitoring) and to transmit their screen on a continuous basis. ²No additional monitoring of the examination room shall take place. ³Video monitoring shall be implemented in such a way that candidates' rights to personality and privacy are restricted only to the extent necessary for the legitimate purpose of examination supervision.
- (2) ¹The video monitoring shall, as in on-site examinations, be carried out by the supervisory staff of the institute or department administering the examination. ²The examiner and/or the invigilator shall be entitled, for evidentiary purposes, to take screenshots of the screen transmission and to store them in the examination file. ³Within the video monitoring process, the automated analysis of image or audio data, as well as their recording or any other form of storage, shall not be permitted.

Section 6 Technical Malfunctions

- (1) Prior to the start of the examination, candidates shall be informed of the medium (e.g., email, telephone) by which they may contact the examiner or the invigilator or observer, or report any technical malfunctions.
- (2) ¹If technical malfunctions during the transmission of the examination task, the completion of the examination task, the submission of the examination answer, or video monitoring cannot be adequately resolved during the online examination, the examination shall be terminated early by the examiner or the supervising person for all candidates for whom the technical malfunctions cannot be rectified. ²In such cases, the examination shall be considered as not having been taken and shall not be evaluated.
- (3) ¹If a candidate deliberately disrupts the examination or deliberately causes a technical malfunction, the examination affected shall be deemed 'failed'. ²Section 15 General Examination Regulations (APO) shall apply accordingly.

Section 7 Data Protection

- (1) ¹Within the framework of online examinations, the university may process the personal data of persons involved in the examination (candidates, examiners, invigilators and observers), both electronically and in paper form, to the extent necessary for the proper conduct of the online examination. ²In the context of online examinations, the university shall additionally process, beyond the personal data specified in the applicable data processing directive, the following data relating to the candidates:
 - user ID,
 - IP address,
 - timestamps of the completion and submission of examination tasks,
 - video and audio data.
- (2) ¹The university shall ensure that the data generated during an online examination are processed in compliance with data protection requirements. ²The usual university regulations shall apply with regard to retention and deletion periods.

Section 8 Entry into Force

These regulations shall enter into force following their publication in the official gazette of Osnabrück University on 01.04.2025.

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