

GUIDELINE

Online exams – Practical information for students

Dania Academy will use the video-conferencing service Collaborate for all online oral exams. Collaborate works like a Skype meeting between you and your examiners.

IMPORTANT: you must read the rules and conditions for online exams below, before the day of your exam.

IMPORTANT: YOU MUST USE THE CHROME BROWSER FOR THE ONLINE EXAMINATION.

How is an online exam conducted?

- You get access to Collaborate via a link in WISE-flow.
- You must enter Collaborate via the link in WISE-flow no later than 30 minutes before your exam begins. You will not need a password for Collaborate.
- You must be ready at your computer during the last 30 minutes before your exam begins.
- When your lecturer is ready for you, you will automatically get access to the exam “room”.
- You must confirm your identity to your examiners by showing photo ID, such as your student card.
- You must be alone in the room you are sitting in for your exam. Therefore, you must scan the room with your webcam to show the examiners that no one else is present.
- If possible, you must sit with your back to the door so that the examiners can make sure that no one enters the room during your exam.
- Please note that according to the Exam Regulation it is prohibited to take photos and to record sound or video during the exam.
- Now your exam may begin.

How do you prepare for the online exam?

You must find a suitable room for the examination, and your examiners must be able to see you throughout the exam. If possible, sit with your back against the door and make sure that you are the only one in the room during the exam.

Furthermore, you will need the following:

- A computer (PC, Mac)
- A stable internet connection, preferably via cable

- A webcam – make sure that your computer has a fully functional, built-in webcam
- A headset with microphone – for instance the one you use for your smartphone

In good time before your exam begins, make sure that your equipment is ready and working. It is your own responsibility to ensure that your equipment is working.

What to remember on the day of the exam?

When to “show up”: You must click on the link to Collaborate no later than **30 minutes** before the exam begins. You will find the link in WISEflow.

Photo ID: You must confirm your identity to your examiners by showing photo ID, such as your student card.

Notes, reference books etc.: All such aids are allowed. Communication with anyone else than your examiners is prohibited. You and you alone, may participate in the exam.

Technical requirements to equipment used for the exam

- Your computer and internet connection must be able to handle video conferencing without any delays.
- All other communication software must be shut down. Only Collaborate may use your internet connection. Therefore, please make sure before the exam begins that Skype, Messenger, file-sharing services etc. have been entirely shut down.
- If there is any suspicion of cheating, the exam will be terminated.
- It is your own responsibility to ensure that your equipment is working.

Technical problems during the exam

Are you experiencing problems logging on?

Shut down your browser entirely and try again.

If your problems continue?

Your examiners will keep trying to initiate the exam for 5 minutes, counting from the planned starting time. If they fail to do so, your exam will be postponed.

If you lose the connection during the exam?

During a Collaborate meeting, there may be brief interruptions in sound and picture, but these interruptions rarely last long and in most cases the connection will normalize quickly.

If the connection is broken off entirely during the exam, your examiners will try to reestablish the connection for up to 5 minutes.

If they fail to do so, your exam will be postponed, although the exam has already begun. If this happens, the examination team will send you an e-mail as soon as possible, telling you when you will be able to do the exam again.

This will not count as an exam attempt.

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