

**Recipient(s):** The faculty management team at Aarhus BSS *to be distributed to director of studies, course coordinators/lecturers and administrative staff*

**Memo**

### **Framework and process for converting the 2020 summer exams into a digital format**

As a result of the prime minister's announcement on 6 April 2020 regarding the extension of the physical shutdown of AU up to and including 10 May 2020, it has been decided to convert all on-site exams in the ordinary summer exam period at AU into a digital format. This means that all exams must be converted into a format that makes it possible to take the exams from home - either as written take-home assignments or oral online exams. Exams which have already been planned to be taken as home assignments will of course still be taken as home assignments.

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Vice-dean for education

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If it becomes possible to open the university physically after 10 May 2020, the faculty management team and the boards of studies may together decide to convert the exams into the original format in cases in which there are strong arguments in favour of doing so. If the exams are converted into their original format, the students must be notified at least three weeks in advance.

The purpose of converting the exams is to ensure that our students can complete the semester as planned. The faculty management team at Aarhus BSS has decided that the school's task force for study-related matters must define a framework and a coordinated process for the conversion of exams based on due consultation and involvement of department management teams, programme management teams, course coordinators/teaching staff and boards of studies. The framework and process are described in this document.

### **Principles for converting all on-site exams into a digital format**

The principles for converting all on-site exams take point of departure in the idea that the new exam format must be as close to the original as possible. This means that

- take-home assignments remain take-home assignments
- written on-site exams are converted into take-home assignments
- oral exams are conducted online via Zoom
- external co-examination will be maintained regardless of the conversion
- exams with no aids permitted must be redesigned by the course coordinator and must as a rule be converted into exams with aids permitted.

- the format of the reexamination must be decided at the same time as the conversion. As a rule, the same format as the ordinary exam must be applied in the reexamination

### Duration

Written on-site exams must as a rule be converted into an online format of the same duration. E.g. a six-hour written on-site exam must be converted into a six-hour written take-home assignment/online exam.

### Flowlock exams

The format for flowlock exams must be redesigned by the course coordinators with the aim of developing exam assignments that focus less on fingertip knowledge or calculations and more on the application of concepts and models as part of the argumentation and interpretation.

Flowlock exams must as a rule be converted into exams with aids permitted, and the assignment must be adjusted accordingly. The course coordinators are asked to decide how best to convert the format for the 19 exams affected, cf. appendix 1.

Digital surveillance systems (e.g. "Exam monitor") are not relevant in relation to take-home assignments, as we are obviously not able to check whether students are collaborating or are using any kind of aids apart from their PC.

If the course coordinator finds it appropriate, flowlock exams may be conducted as oral exams. This is only recommended for exams with 20 or less students registered.

### Hand-written exams

Six hand-written exams have been scheduled for the school's 2020 summer exams, cf. appendix 2. These exams are covered by the same principle as flowlock exams. This means that the course coordinator must decide how to best convert the format with the aim of developing exam assignments that focus on the application of concepts and models as part of the argumentation and interpretation. The departments are encouraged to find inspiration in internal academic environments (e.g. PS) or in the mathematical departments at NAT.

If the course coordinator finds it appropriate, hand-written exams may be conducted as oral exams. This is only recommended for exams with 20 or less students registered.

### Number of oral exams a day per lecturer

Together with the department/department secretaries, the individual lecturers are asked to go through the plans for their oral exams and assess how these may be scheduled most appropriately. For example, it may be relevant to include breaks between each exam.

When oral exams include physical attendance, a lecturer will typically conduct 16 oral exams a day. When exams are conducted virtually, it might be appropriate to conduct

slightly fewer exams a day. If it makes sense and if it is possible in practice, it may be appropriate to schedule 12 exams a day.

If a lecturer finds it necessary to extend the exam period due to a considerable strain on the individual lecturer, the department secretary must first of all contact Aarhus BSS Studies (Studieplan) to explore the possibilities and to ensure that any extension of the exam period does not result in an overlap with other exams. If it turns out to be possible, the exam period may be extended by one or more exam days. The department secretaries and planners are encouraged to be in close contact so as to avoid overlap. After 1 May 2020, Aarhus BSS Studies will update the school's overall exam schedule with the new adjustments. Students on the courses in question will be notified about the extended exam period on the course's Blackboard page.

#### Written assignments with oral defence (e.g. Bachelor's projects and Master's theses)

In connection with the physical shutdown of AU, it was announced that the Bachelor's project and Master's thesis defences would as a rule not be conducted unless the student(s) so wished.

As a result of AU's decision to convert all exams into a digital format, all scheduled oral defences will as of 1 May 2020 be conducted via Zoom.

#### Assessment and grading

As originally planned, exams are graded according to the 7-point grading scale or as passed/failed. The grading is based on the learning objectives of the course - not on the teaching or exam format. Thus, there is no need to change the assessment or grading in connection with the conversion of on-site exams into digital formats.

#### Registration after the normal deadline

It is possible to register for exams after the normal deadline, cf. current procedures. This means that students will be able to register after the normal deadline to the greatest extent possible.

#### **Digital support**

On 14 April 2020, the degree programme committee UFU decided that AU will use Zoom to meet future needs for digital support in relation to oral exams. Find out more about security issues concerning Zoom: <https://www.deic.dk/da/news/2020-04-02/zoomfaq>

CUL and Aarhus BSS IT is developing a step-by-step guide for lecturers and students on how to use Zoom in connection with exams. In addition, a webinar for all lecturers will be developed with the purpose of preparing the lecturers for conducting digital exams. All lecturers are encouraged to participate in the webinar before conducting digital exams.

IT Support is ready to help with any kind of typical problem related to the platform. Aarhus BSS IT will send out additional information about service and support after the first

digital exam attempts at Aarhus BSS via Zoom have been conducted between 20 and 22 April 2020.

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### Timeline

The directors of studies will coordinate the conversion of exams on the degree programmes in question in close dialogue with the head(s) of department. This means that the directors of studies are responsible for contacting the course coordinators and for ensuring the involvement of the department secretariats and Aarhus BSS Studieplan, etc.

The course coordinators are encouraged to send in their suggestions for the conversion of exams with the following information:

- Original exam format (xxx)
- Suggestion for new exam format (xxx)
- Reasons/comments (xxx)

In dialogue with the head of department, it is up to each director of studies to decide how and when to communicate with the students.

<b>22 April 2020</b>	The heads of department and directors of studies must send their suggestions for how to conduct exams on each programme to the task force for study-related matters. The suggestions must be based on the due consultation and involvement of the course coordinators.
<b>23 - 24 April 2020</b>	The school's task force for study-related matters ensures a general overview and clarifies any formal or practical matters. The heads of department and directors of studies will then receive feedback.
<b>24 - 27 April</b>	Suggestions for each degree programme as a whole must be submitted to the relevant board of studies for consideration.
<b>No later than 30 April:</b>	A decision must be made by the relevant boards of studies.

Appendix 1: Aarhus BSS exams - summer 2020: Flowlock / without aids

Appendix 2: Aarhus BSS exams - summer 2020: Hand-written exams