

Checklist for students for onsite written exams

Author: Studer Martin
Issuing authority: Prorectorate
Scope: University of Applied Sciences
Classification: Internal
Version: V01.00
Issuing date: 17.05.2021
Distribution: Students

Change Control

Version	Change	Autor	Date
V01.00	Created	Studer Martin	17.05.2021

Approved by	Date
Crisis team	

Table of Contents

1	Introduction	3
2	Use of electronic devices	3
3	Preparation at home	3
4	Implementation.....	3
4.1	10 minutes before the exam starts	3
4.2	During the exam	3
4.3	Exam conclusion.....	4

1 Introduction

The following checklist should help you to prepare for the onsite written exams. Please note any additional information for preparing or taking the exam in the module's Moodle course.

2 Use of electronic devices

All written examinations take place in open book/open internet mode. The use of a laptop/tablet for accessing one's own documents and research on the internet is therefore permitted.

The following devices are allowed per student:

- one laptop or one tablet
- one external mouse and one external keyboard
- additional external storage devices (external hard drives, USB sticks, etc.)

Prohibited are

- additional external monitor
- two or more devices, e.g. one laptop and one tablet.

Smartphones are not allowed on the table during the exam.

For paper exams, where - in contrast to Moodle exams - the solutions are written directly on the exam distributed in paper form, it is mandatory to record the solutions on paper. It is not possible to solve the exam on a laptop/tablet.

3 Preparation at home

Prepare for the exam as follows:

- Make sure that the battery of your laptop is sufficiently charged.
- Make sure they have all the documents they need for the exam available (in the cloud, on the laptop, on a USB stick, on two media for security).
- Pack external input devices, such as an external mouse or keyboard.
- Have your identification card or passport ready.

We recommend using Google Chrome as the browser for taking Moodle exams.

4 Implementation

4.1 10 minutes before the exam starts

- Check the internet connection. Check that you have access to moodle.fhgr.ch.
- Connect your laptop/tablet to the power supply.

4.2 During the exam

- If you have any questions during the exam, report to the exam supervisor.
- If you have to go to the toilet during the test, please contact the supervisor.

4.3 Exam conclusion

- Submit the exam. For electronic exams via Moodle directly in Moodle.