

# Checklist for students for remote oral exams

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## 1 Introduction

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

## 2 Preparation

Prepare for the exam as follows:

- Make sure that the battery of your laptop is sufficiently charged and connect the power supply.
- Make sure that you have a stable and sufficiently powerful Internet connection.
- Have your identification card or passport ready.

## 3 Implementation

### 3.1 5 minutes before the exam starts

- Log in to the videoconferencing system at the URL provided. Wait until the exam supervisor lets you enter the video conference room.
- In the videoconferencing system, check the microphone, camera, and speaker settings. Turn on the camera, microphone, and speakers. Make sure that you can be heard in the videoconferencing system and that they hear the audio output. Adjust the camera so that you are in the picture from the front and your entire upper body is visible.

## 4 In case of problems

### 4.1 Information from the examiner

- Primarily you will be informed about the videoconferencing system
- If the videoconferencing system is not working, you will be informed in the Moodle course of the module.

### 4.2 Contact the examiner

Use the following means of communication according to priority:

1. Sound or chat of the videoconferencing system
2. If the videoconferencing system does not work, contact the examiner by e-mail.
3. If you do not have access to the Internet, contact the supervisor by telephone.