

Disclaimer

This document is a courtesy translation provided for your convenience. Please note that the original form must be opened and completed in the **German language**. Only the **German version** is legally binding.

Distance Learning Information for students

- **Alternative to attendance:** There is an alternative to attendance for every distance learning exam/online exam. If you are unable or unwilling to take an online exam, you can take the exam in person at the university. Exams that are your last attempt **MUST** be taken in person at the university. In this case, please contact the lecturer.
- **Failed attempt:** If you fail an examination, this counts as a failed attempt – there are no special regulations due to Corona.
- **Technical requirements:** Use a LAN connection for online exams (not Wi-Fi). Webcam and microphone, printer if necessary
- **Dealing with technical problems during the exam:** If the image or sound transmission is only briefly interrupted during the exam, you can continue the exam after the problem has been resolved. If the problem persists, you **MUST** document the problem and, if necessary, cancel the exam. To do this, send an email to the examination office responsible for you (<https://www.th-brandenburg.de/studium/pruefungen-und-termine/pruefungsamter/>) and document the reasons for the technical problem (e.g. with screenshots of the error messages).
- **Micro-use:** You are required to turn on your microphone during the exam, but you may turn off the sound/speaker on your PC.
Please note that instructions during the exam will be communicated via chat or on the board (so please check the chat or the board regularly).
- **Video surveillance:** Your webcam must be switched on and your mobile phone must be visible on the table at all times.
- **Data protection information:** Data protection information for remote examinations can be found here: https://www.th-brandenburg.de/fileadmin/user_upload/studium/Studierendensekretariat/Formulare/Pruefungsanglegenheiten/Datenschutzhinweise_fu_r_Fernpruefungen_2021-01.pdf
- **Moodle use:** If the exam is taken directly in Moodle, please do not use the Moodle app, but open Moodle in your browser (there may be delays in the app).
- **Uploading to Moodle:** If exam answers need to be uploaded to Moodle, please scan your answers if possible. Otherwise, take a photo of your notes. Keep the file size as small as possible to avoid upload problems! (If you are using a scanner, do not set the resolution to 300 dpi, for example, but only to 150 or 200 dpi; if you take photos with your mobile phone, you can often reduce the resolution in the camera settings or afterwards in the image settings – here, for example, do not select "original" or "very high", but rather "medium"). There are free online tools that can be used to combine individual image files into a PDF (a quick internet search using the search term "combine images to PDF" will lead you to free, easy-to-use tools. If desired, please try this out before the exam!