

**STUDENT GUIDELINES FOR ZOOM-PROCTORED ORAL EXAMS**

Due to the Corona situation, selected exams will be conducted online in individual settings. To enable oral exams, they will be conducted online via the video-conference tool Zoom. Your examiners will be ETH lecturers and teaching staff. As in face-to-face exams, a witness will be present online.

Video data may be recorded subject to prior informed consent by you; if your examiners expect to record your exam, but you do not agree, it will be left to the judgment of the examiner on how to proceed – this may include cancellation or postponement of the exam. If recordings are made, this will be clearly visible to you by a window asking you to confirm your consent prior to the start of the recording, and by a blinking red “Recording” icon in Zoom during the session. At no point in time will the video stream or the recording be made available to anybody but ETH personnel on a strictly need-to-know base. However, network connection data on bandwidth, latency, and incidents will be collected for quality assurance; these data are available to ETH staff only.

**Preparation:** your instructor will announce

- 1) date, time, and duration;
- 2) allowed aids (books, notes, calculators, data tables, etc.);
- 3) an email address or uploading functionality to transfer an electronic copy of your written notes, if so desired;
- 4) whether or not you will also be required to use postal mail to send your written notes to ETH (and the address to do so);
- 5) two independent ways of contacting the examiners in case of problems, including phone/SMS;
- 6) if the exam will be recorded; if so, the examiner will ask for your consent via e-mail and inform you who has access to the recording for what purpose, and where and how long it is stored; and
- 7) any other exam guidelines that require preparation on your part.

In any case, **you will need**

- 8) a computer with a camera, speaker, and microphone;
- 9) a stable broadband internet connection (ideally wired);
- 10) your ETH student ID;
- 11) the latest release of the Zoom client software; and
- 12) a camera, phone or scanner to reproduce your written notes electronically and transfer them to the examiners. Scanner apps on phones are perfect, since they also provide parallax-correction.

Failure to comply with these preparation guidelines by either party will render the exam void or result in a failing grade. In case of technical difficulties during the exam, these will be documented, and it will be left to the judgment of your examiners if, how and when the exam will be continued or repeated.

<b>Starting the exam:</b>	
Make sure your place is well lit (no light from the back, no window) and quiet, preferably lockable. Test your setup prior to the exam using <a href="https://ethz.zoom.us/test">https://ethz.zoom.us/test</a>	
Your examiners will announce the Zoom Meeting ID for entering the exam at least 30 minutes prior to the beginning of the exam. This ID will need to be kept confidential. Please open the Zoom Client and type the meeting ID and your name as it appears on your student ID.	
You will enter your exam session at least 5 minutes prior to the announced starting time. Depending on settings, you will probably find yourself in a virtual waiting area for admission.	
<p>Your examiners may be using your stored student photo to identify you or require you to show your ETH student ID in clear view of the camera.</p> <p>Your examiners may take a static screenshot at this point in time for the exam record.</p>	

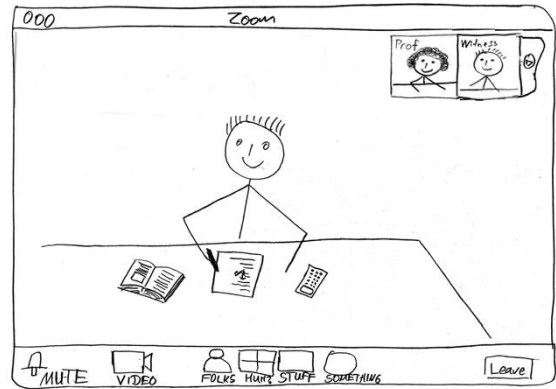
**Taking the exam:**

Your workplace should ideally be arranged such that the computer is generally out of reach, and that your face, hands, notes, aids, and background are clearly visible.

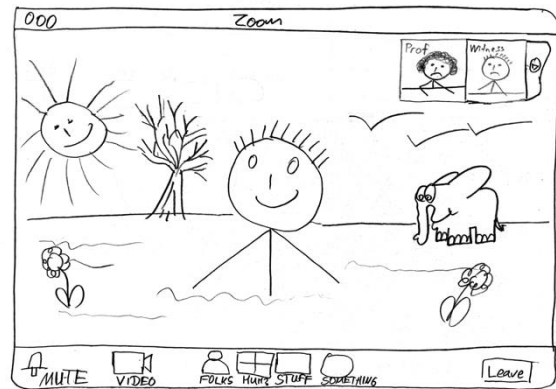
The desk and the room should be clear of clutter. Your examiners may ask you to move the camera around the room.

Camera, microphone, and speaker need to be turned on or under the control of the examiners (Zoom settings).

Do not use earphones, headsets, or any earbuds (Bluetooth or otherwise, including noise-canceling devices).



Virtual backgrounds need to be turned off; your surroundings need to be visible for the examiners. Once again, your examiners may ask you to move the camera around the room.



**No**

If the examiners would like to see your work, please hold it up to the camera. Please make sure there is sufficient lighting. Clear and easy communication will contribute to your success on the exam!

**After the exam:**

While still in the video conference, photograph or scan your notes, if so required.

While still in the video conference, email or upload your notes according to the guidelines set out in 3) above, if so required.

Your examiners might delegate you to the waiting room to assess your exam; they will then bring you back to the meeting room.

**Do not leave the video conference** until your examiners tell you that it is fine to hang up.

If you are also required to mail your notes according to 4) above, please do so as soon as possible. Mail service tends to be somewhat unpredictable during Corona times, so the sooner the better.

**Very best of success!**