

# Preparing and delivering exams



## ANNOUNCING EXAMS

Examination material should test student's mastering of the course intended learning outcomes in a fair, reliable and objective way.

For every lecture course (marked as “VO” and “npi” in the course catalog), *at least four exams* must be offered: one in the same semester, after the end of the lecture course, and three more in the beginning, middle and end of the following semester. Inform our SSC officer [Ms Renate FAULAND](#) about the exam dates, times and venue well in advance.

The **exam dates must be announced in the course catalog** before start of the registration period. When planning the exams, ensure there is enough time (at least four weeks) between the exams, so that the students know their grade before the next attempt.

**Assessment criteria, assessment scale, examination topics and allowed aids must be announced in the course catalog** using [u:space interface](#). Remember that for lecture courses attendance is not mandatory. Performance below 50% can only be graded negatively.

The final grade in lecture courses (marked as “VO” and “npi” in the course catalog) must be exclusively defined by the exam grade; other activities during the course (homework, assignments, etc) may NOT be used to determine the final grade. It is possible, however, to announce rules for **bonus points**. Bonus points cannot amount to more than 20% of the total grade. Rules for awarding bonus points must be described in the course catalog.

**Allowed aids** (e.g., a calculator, etc) and **exam format** (online, open-booked, take-home, etc) must be announced in the course catalog. All other aids *not* listed in the course catalog are considered not allowed. All forms of *plagiarism* (including *ghostwriting*, *collusion*, etc) are defined in the Universities Act (§§19, 51) and UniVie Statutes and are expressly forbidden.

## BEFORE THE EXAM

The exam should offer the students **sufficient time** to complete the exams (e.g., 30 min for 10 questions is considered inadequate). Insufficient time is considered as a serious deficiency in exam implementation and is a reason for appeal.

Students have right to apply for an **alternative mode of assessment**; this application must be filed with the [Office of Accessible Studies](#) (*Team Barrierfrei*) and the SPL well before the examination date (typically at the beginning of studies). Alternative modes of assessment may include a different exam format (online, oral or written), longer exam duration (in select cases) or magnified exam papers (for students with visual impairment). Alternative mode of assessment serves to ensure exam accessibility for students; examination topics and assessment criteria for alternative modes of assessment must remain the same for all students!

Final exams may be oral or written; for both oral and written exams, an **exam protocol (cover sheet)** must be filled in and signed by the student. *Failure to include an examination protocol (cover sheet) is considered deficient documentation of the exam and is a reason for appeal.*

Oral exams are open to public; a student may bring a **confidant** (*Vertrauensperson*). Questions and student's answers must be briefly outlined in the examination protocol.

Cover sheets for written exams must include student's name, matriculation number, study code, student's signature, notice if this is the 4<sup>th</sup> (*commissional*) attempt or not, information about the course, date and time of the exam and other relevant information. If the exam papers are anonymized, cover sheets can be separated (but are still required and must remain on file). Lack of the cover page is a reason for appeal. [Cover sheet templates](#) are available at the website of the Office for Study Law (Büro Studienpräses) or at the end of this document.

## DURING THE EXAM

Only **students properly registered** for the specific exam date can be admitted to the exam; *no exceptions*. A list of the registered students can be obtained via [u:space interface](#) or via the SSC officer Ms Renate FAULAND.

**Student's identity** must be controlled by an examiner or invigilator before the exam start using a u:card or a state-issued photo ID. Registered students who do not show up at the exam should receive "NE" (*no show*) or be de-registered from the exam ("AB"); both are no grades as there's no material for assessment.

An examiner or an invigilator must instruct students to fill in the information in the **cover sheets/exam protocols** and **sign** them and remind about allowed and non-allowed aids. In case of written exams, all students must start the exam at the same time. Persons late for the exam can be admitted but must complete the exam before the end time; *a note on the cover sheet/exam protocol must be made*, indicating when the late student started an attempt.

**Cheating:** if use of non-authorized materials (cell phone, books, cheat sheets, etc) is detected during the exam, an examiner or an invigilator must loudly attract attention to the perpetrator, reminding that use of non-authorized materials is forbidden. Stay calm; do not attempt to confiscate the exam papers or snatch away the non-allowed aids. Notice the time, place where the perpetrator sits, their neighbors and other potential witnesses; at the end of the exam, *enter this information on the exam protocol and inform the SPL.*

**Exam interruptions** (long absences of a student, important incidents during an exam, such as fire alarms, health problems, etc) must be documented in the exam protocol. Obvious health problems (illness, fainting, severe panic attacks, etc) are valid grounds for exam interruption by a student; the exam is not counted towards the total number of attempts and "AB" should be entered. If a student leaves an exam without completing it, the exam is counted as an attempt, and everything written so far must be assessed.

## GRADING EXAMS

Exams must be assessed (i.e., grade entered into the [u:space](#)) **within four weeks (28 calendar days)** after the announced exam date.

Only integer grades (**1..5**) or in some cases *pass/fail* are allowed. 1 (excellent, *sehr gut*), 2 (good, *gut*), 3 (satisfactory, *befriedigend*) and 4 (sufficient, *genügend*) are considered positive grades; 5 (not sufficient, *nicht genügend*) and X (fraudulent performance, *erschlichene Leistung*) are negative grades. AB (de-registered, *abgemeldet*) and NE (no-show, *nicht erschienen*) are non-grades.

**Written exams in digital format** must be offered via UniVie Moodle learning management platform; student's identity in this case is established via their login credentials. Cover sheets must be included in the exam papers. For quality control and prevention of usage of non-allowed aids the examiners may use software for detection of text similarities (*Turnitin*) and/or oral **plausibility check** within 28 calendar days after the date of the written exam; these could be used randomly and do not require any concrete suspicions. Students have a duty to cooperate when these quality assurance measures are used. The results of the quality assurance measures must be documented in the exam protocol/cover sheet.

## STUDENTS' RIGHTS IN REGARD TO EXAMS

Students have a right to repeat a negatively assessed exam (5 or X) for a total of **four attempts**; if the exam is the last exam in the study program, a total of five attempts are allowed. Fourth attempt must be [approved by the SPL](#) and assessed independently by at least three subject experts appointed by the SPL. For such *commissional* exams, a special protocol must be filled; failure to adhere to the rules of *commissional* exams is a reason for appeal. Students have a right to repeat a positively assessed exam (1..4) within 12 months or at the latest before the end of the current study phase/module; a new attempt void the previous grade (i.e., the later grade could also be worse than the earlier one).

Students have a right to **inspect and photocopy their examination papers** (including making photos, photocopy, scans, etc) except the multiple-choice exam with answer variants. Exam papers may be inspected within 6 months after the grade has been released (entered into [u:space](#)). Exam papers and protocols must be retained for 2 years after the exam date, after which they must be safely destroyed.

Students have a right to **dispute negative grades** (5 or X) or severe deficiencies in exam implementation (e.g., insufficient exam time, no exam protocols, etc) with the Office of study law (Büro Studienpräses) **within 4 weeks (28 calendar days)** after entering the grades into [u:space](#). Positive grades (1..4) cannot be appealed, but must reflect fair, objective and reliable assessment of students' achievement of the course learning outcomes.

## EXAMPLE: Cover page for written on-site exams

ATTENTION: open the exam paper only when instructed by the course instructor or invigilator!

☒ course examination

☐ module examination

### Information about the examination

Course/examination title: **XXXXXX**

Course instructor (responsible): **XXX**

Date and time the exam starts: **XX.XX.XXXX, XX:XX**

Duration of the exam: **XXX min**

Location of the exam: **XXX**

### Information about the student (to be filled by the student)

Matriculation number:

Degree program code (as it appears on the transcript): UA 066 865

Degree program name (as it appears on the transcript):

Last name:

First name(s):

Is this your 4th exam attempt?

☐ YES

☐

NO

**ATTENTION: the 4th exam attempt must be registered using a [special form](#)**

Place in the room (see number on the table)



**Study law-related information for the students:**

Can also be found under <https://studienpraeses.univie.ac.at/infos-zum-studienrecht/pruefungen/digitales-pruefen/>

**The exam can only be assessed if**

- ✓ you were correctly registered for this examination
  - ✓ you meet the requirements for this examination attempt
  - ✓ your identity has been confirmed (using student ID or official photo ID),
  - ✓ you do not use any unauthorized aids (course instructors and/or invigilators will announce before the start of the examination which aids may be used).
- If the examination is aborted without an valid reason, the examination will be assessed as “not sufficient”.

**Student's signature**

**I hereby confirm that**

- ✓ I am properly registered for this examination attempt, have taken note of the examination modalities and the procedure of the examination and the study law-related information
- ✓ I am informed about the consequences of using non-allowed aids

Date

Student's signature

**Special occurrences during the exam**

(To be filled only by the course instructor and/or invigilator)

Description of the incident (if not enough space, please use reverse side):

Date, time

Signature