

For use by the Examination Management

Dear Students at bbw Hochschule – University of Applied Sciences,

We have previously informed you about the examinations for which personal attendance is required (written examinations) in our letter from 16 March 2020 regarding the set of measures being implemented. Today we would like to provide you with detailed information on the examination process:

1. All examinations and resits requiring personal attendance (written examinations) scheduled to take place at bbw Hochschule – University of Applied Sciences will now take place online until further notice.
2. Online examinations will take place via the bbw E-learning portal.
3. Examination dates can be found on your semester timetable or the general examination timetable.
4. On your course area on the E-learning portal (e.g. HAXXX, Business Law, Teacher), you'll see a new subject area entitled "*Online Examination / Examination Documents - Time: XX:XX – XX:XX*". This subject area uses the standard E-learning portal "Assignment" tool.
5. Depending on the question, answers can be written as free text or files can be uploaded – depending on which answer format the teacher expects and permits. The teacher will also tell you which file formats are accepted (e.g. PDF).
6. You will be eligible to access and take the examination if you completed the sign-up process on time or if you are automatically signed-up according to your semester timetable (enrolled course group).
7. Below every question, you'll find either a text box or upload function, or both. Please either input your answer into the text box and/or upload the requested file.
8. You should complete the examination within the time provided. Before starting, you'll declare that you have the technical means and that you are able to sit the examination, pro forma.
9. Examinations sat online are done so on an open book basis and you may make use of any documentation during the examination. Your teachers will set exam questions based on the topics covered and primarily focused around content transfer.
10. You will have double the amount of time to complete each examination (for example, an examination which normally lasts 90 minutes will now last 180 minutes).
11. As a final note, you must submit your affidavit to complete examinations independently and without any unauthorised assistance. Please bear in mind that violations will be penalised according to regulations.

Best of luck!

The Examination Management
