Information for students about open-book exams at HAW Hamburg

What is a digitally supported open-book exam at HAW Hamburg?
- This is an exam that you complete at home rather than at the university, similarly to a take-home essay. The structure and duration of the exercises may also resemble a written exam.
- In general, the exercises do not require you to relay course content from memory.
- You can use the aids permitted and you are required to complete the exercises without anyone else’s help. You have to submit a declaration stating that you have completed the exam by your own.

You can only take an exam if your participation has been approved. If you take part without approval, the exam will not be marked.

How is an open-book exam similar to a normal exam?
The exam will be held at a set time and will have a set duration. You will have the chance to complete the exercises during this time.

The examiner will let you know how the exam will proceed. If you are supposed to complete the exercises on paper, have your paper ready and write your student ID number and the page number on each page. When you are finished, make a scan or photo of the document, convert it into the format stipulated by the examiner (e.g. PDF) and upload it.

Practice this process before the exam so you are sure that everything functions smoothly – ideally with a practice exam provided by the instructor.

Uploading your completed exam
The examiner will let you know how you need to document your work on the exercise and whether and in what format it needs to be uploaded to a particular platform (e.g. EMIL course, HAW Cloud). Please be sure to follow these instructions!

If you are required to upload the exercise, please be sure to do so before the end of the time provided for the exam. EMIL, for example, can be programmed so that submissions are not possible once the time has expired, which means late exams cannot be marked. If you are uncertain, be sure to ask the examiner!

Label the file(s) you want to upload as follows:
Student ID number_Date EXAMPLE: 123456_20210221
If you upload more than one file, number them consecutively:
Student ID number_Date-Number        EXAMPLE: 123456_20210221-(1)
123456_20212102-(2)

**Declaration that you have completed the exam by your own**

There are various possibilities for submitting your declaration. The examiner will provide you with information in advance of the exam.

**What equipment/tools do you need to take part in an open-book exam?**

Please only use your HAW Hamburg address (@haw-hamburg.de) to communicate with the examiner.

You will absolutely need to have access to

- a computer, laptop or tablet that can connect to the Internet and
- a stable Internet connection.

Your examiner will inform you if additional tools/equipment are necessary – *for example*

- A simultaneous audio-based video conference (e.g. via a smartphone) in order to clarify any questions during the exam
- DIN A4 paper and an easy-to-read pen (no pencil, no light colours) to complete the exercises
- A smartphone or a tablet to take photos of your written work. The photo(s) must be clear but do not need to be high resolution. Large files take longer to upload.

**It is expected** that you have access to and are registered for EMIL or the HAW Cloud. If the examiner sets up an EMIL course room for the exam and enrolls the students, please check in advance that you have access to this room. If this is not the case even though you are enrolled for the exam, contact the examiner immediately!

You should carry out a technical test (software, access, technical functions, validity of passwords etc.) well in advance of the exam. If you experience any technical problems please contact your examiner or the contact person they direct you to.
Preventing disruptions during the exam

Set up a suitable environment for completing your exam. This includes the following:

- Use an up-to-date browser. You can use www.whatismybrowser.com to check which version you have. Problems with presentation and functionality can occur with Internet Explorer 10 and Safari 7 as well older versions of these browsers.
- Start your PC/laptop on time (virus scan, updates) and deactivate automatic updates for the duration of the exam (e.g. Windows updates).
- Don’t forget to make sure you have enough battery or you are connected to a power source!
- Make sure you won’t be interrupted by your roommates (Hang up a “Do not disturb” sign).
- Ask your roommates to keep the Internet bandwidth available by not watching films or playing online games etc. during the exam.
- Make sure your desk is organised and that all of the aids you are permitted to use are at hand and ready to use.

If you experience technical disruptions or malfunctions, be sure to do the following:

- Have the examiner’s contact information at hand (e.g. phone number and email address).
- Stay calm! Don’t change the settings that you have already tested. Instead:
  o Contact the examiner immediately.
  o Document the disruption/malfunction with a screenshot or a photo taken with your mobile phone. It is important that the date and time are visible.