Zürcher Hochschule
für Angewandte Wissenschaften

N-MB guidelines for students for end of
module exams in the degree programmes
at the School of Life Sciences and Facility Management

zhaw Life Sciences und
Facility Management

Guidelines for students for end of module exams in the degree programmes at the School of Life Sciences and Facility Management

1. Notes on these guidelines and the end of module exams

− These guidelines refer to the end of module exams.

− For further details on the end of module exams, please refer to the exam schedules for the BSc and MSc degree programmes.

− Written exams may only be held on site. Oral exams, however, can be completed on site or as a remote digital exam.

2. General information / preparation

− Specific information on the format of the exam (e.g. platform/tool, exam type, question types) will be communicated by the module supervisors. The exam format can be seen in the end of module exam schedule.

− Students will be informed in advance about which tools, devices, and technologies are allowed or required during the exam.

− Students whose first language is not German do not receive any additional time for exams. In open-book exams, online dictionaries and translation tools may be used at the students' own risk. For closed-book exams (with or without SEB), the use of a printed bilingual dictionary is permitted. Students must inform those responsible for the exam in advance if they intend to use a dictionary.

3. Access to exams:

− A Campus Card or an official ID card is required in order to sit an exam.

− Students are permitted to sit an exam if they are registered for the module.

− Students are responsible for ensuring that they are able to start the exam on time. If the exam is not accessible at the start time, students should contact the exam supervisor immediately.

4. Notes on exam procedures:

− A Campus Card or ID must be placed in front of the students on the table as proof of identity. ID checks will be carried out.

− Before the exam, all unauthorised electronic devices must be switched off and stored in a bag. Freely accessible smartphones and smart watches are considered "unauthorised aid".

− The use of unauthorised tools, technologies and communication programmes or any behaviour in violation of the regulations will lead to disqualification from the exam, and a resulting grade of 1 (or "failed"), as well as, if applicable, the initiation of disciplinary proceedings.

− The use of cloud services (OneDrive, Dropbox, etc.) is prohibited. All documents must be stored locally or on a USB stick.

− Exam questions should be answered individually. Copying from lecture notes or the internet is not considered to be a student's own work, and may lead to points being deducted.

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- Only one device may be used for digital exams which utilise student devices (no additional screen, tablet, or smartphone). Students are responsible for ensuring that they take the exam with a functioning device. The Service Desk and Student Notebook Support will provide technical support and guidance on technical issues in the run-up to the exam.

- An exam that has been attended by a student is considered to have been completed and will be assessed regardless of whether or not a doctor's certificate is available. If a student reports afterwards that he/she felt mentally or physically unwell during the examination, the student is not entitled to a repeat exam.

- An unjustified absence from a module exam is considered a failed attempt and will be assessed with a grade of 1 or as "failed".

- In the event of a delay which is beyond a student's control (e.g. train cancellation), the entire exam time may be made available at the discretion of the exam supervisors (provided that the room is available). It is essential that the module supervisor is informed about the delay before the start of the exam and that proof from the SBB is submitted to the module supervisor within one week.

- Students should make sure that they submit their written exams properly at the end of the exam. Exams that are not handed in will be assessed with a grade of 1 or as "failed".

5. Legal Framework

- In the **event of illness**, students must communicate their withdrawl from the exam in writing to the Academic Office (pruefungsadmin@zhaw.ch) and to the module supervisor.

- A **medical certificate** must be submitted to the Academic Office within one week, along with the required absence form. If a medical certificate is submitted late, the missed exam will be counted as a failed attempt (grade 1 or "failed").

- **Accommodations for disabilities** can be applied for using this form. Please pay attention to the department-specific deadlines, the regulations and further information. Accommodations for disabilities (approved requests) are provided by changing the amount of time allotted for an exam.

- **Academic dishonesty**: Communicating with others (chat, telephone, screensharing, etc.) during an exam, as well as sharing personal login credentials is prohibited. Dishonest behaviour that can be proven is considered an attempt (grade 1 or "failed"). Lecturers may use the Safe Exam Browser as well as plagiarism software.

- **Digital on-site exams** are carried out on the students' own devices (BYOD). A touchscreen is not required. The ZHAW will provide an appropriate number of paper-based exams or replacement devices in the event of technical issues. If possible, lost time due to technical issues will be compensated for.

- If the exam is cancelled due to an issue affecting all students, a new exam date will be found as soon as possible after consultation with the head of the degree programme, and the cancelled attempt will not be counted.

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6. Technical notes for digital exams

− The **Google Chrome or Firefox browser** is recommended for completing Moodle exams. Safari, Edge or Internet Explorer are not recommended.

− In the case of an **oral digital exam**, the students are responsible for ensuring that their own technology (personal hardware, software, internet connection) is in working order. A webcam and a microphone are required.

− If you experience any **problems with your device** or the display during the demo exam, please contact the **Student Notebook Support Team** or the **Service Desk** (Tel. 058 934 66 77, e-mail servicedesk@zhaw.ch) as soon as possible.

− The exams are set so that they can be **freely navigated** and it is possible to switch back and forth between the questions.

− Moodle **regularly saves exam attempts** (every minute), at the latest when switching to the next page. If the browser is accidentally closed, after restarting Moodle the exam can proceed from exactly where it was left before it was closed (or where it was last saved).

− The exam will be **automatically submitted at the end of the exam period**. The remaining time for the exam is displayed in a countdown timer on Moodle.

− For **assignments** that are downloaded as a template and uploaded to Moodle after being completed, it is recommended that the **the downloaded file be saved locally** and uploaded before the exam time is up.

− The Safe Exam Browser (SEB) can be used for **closed book exams with Moodle Quizzes**.This application prevents access to files and internet resources during the exam and **must be installed on the laptop before the exam.** Instructions as well as a demo exam will be provided by the module lecturers.

7. Issuing information

7.1 Process (optional)

Version	Decision	Decided by	Validity	Description of Change
1.0.0	13.05.2020	Academic affairs unit	15.05.2020	Original version
2.0.0	26.11.2020	Academic affairs unit	03.12.2020	Adjustments made for HS20
3.0.0	25.02.2021	Academic affairs unit	26.02.2021	Adjustments made for HS21
4.0.0	30.04.2021	Academic affairs unit	30.04.2021	Information on remote exam supervision
5.0.0	22.11.2021	Academic affairs unit	26.11.2021	Adjustments made for HS21
5.0.1	14.12.2021	Academic affairs unit	14.12.2021	Supplement to mask obligation/dispensation for HS21
6.0.0	01.04.2022	Academic affairs unit	01.04.2022	General adjustments made