

Rules on digital oral examinations

I. RIGHTS AND OBLIGATIONS OF STUDENTS AT THE UIS

1. Students shall undertake to familiarise themselves with the date and time of the examination via Canvas. The exact day and time will be made available no later than one week before the start of the examination, cf. §6-3 (4) of the Regulations regarding Studies and Examinations at the University of Stavanger.
2. Students shall undertake to use a secure and stable Internet connection. A wired network is recommended.
3. Students must have a webcam on their PC. For oral examinations, the use of a separate webcam is recommended. Students must be able to show their surroundings, including their PC screen, if requested by the examiner. In general, the room and the candidate's face should be well lit. Headsets or table microphones are required to ensure good and stable sound quality for the examiners. The surroundings must be quiet and must not interfere with the examination.

If compliance with any of the above requirements is difficult, students may request to sit their digital examination on campus and/or borrow equipment from UiS. This must be clarified with the examination coordinator for the relevant course at least one week before the scheduled examination date. Students are responsible for ensuring this is arranged within the specified deadline.

4. Prior to the examination, students shall undertake to check that all their equipment is working on the day of the examination, including PC, microphone, audio, video, and Internet. UiS recommends that students test their equipment no later than the day before the examination to ensure all updates have been completed and will not cause interference during the exam.
5. If the technical equipment requirements are not met, students may be excluded and not allowed to sit the examination.
6. Students must have valid identification available before and during the examination.
7. Allow plenty of time for the examination. UiS reserves the right for potential delays at the start and end of the examination between 09:00 and 15:30, and students are asked to be aware of this.
8. The Zoom or Teams link for the examination will be made available by email or via Canvas no later than two days before the examination. Students shall undertake to regularly check and read their student email in advance of the examination, cf. Item 1.
9. Students must be aware that digital examinations always involve a risk of technical problems. UiS will make every effort to ensure the examination proceeds without issue. However, if a student experiences serious unforeseen technical problems during the examination, a decision will be made on a case-by-case basis as to whether the student will be allowed to resit the examination. For technical assistance, please contact the examination coordinator for the relevant course.
10. If a student becomes ill on the day of the examination, they must notify the examination coordinator for the course as soon as possible. The student must also submit an application for valid absence, along with a medical certificate, via the digital student service desk within five days, cf. Section 6-6 of the Regulations relating to Studies and Examinations at UiS.

11. Any withdrawals during the examination must be made at the point of logging on/attending.
12. If desired, requests for an explanation of the grade must be submitted immediately if the grade is given orally. If the grade is given in writing, any requests for explanation must be submitted no later than 24 hours after the grade has been announced. Please note that grades may be published continuously on Studentweb after the end of the examination day.
13. Grades for oral examinations cannot be appealed, cf. Section 7-8 of the Regulations relating to Studies and Examinations at UiS.
14. Appeals concerning formal examination errors may be submitted, cf. Section 7-9 of the Regulations relating to Studies and Examinations at UiS.

II. RESPONSIBILITIES AND DUTIES OF UIS LECTURERS

1. The course instructor is obliged to create the Zoom or Teams link for the examination in Canvas no later than two days before the examination, cf. Item 8 in "Student Rights and Obligations."
2. Before the start of the examination, the course instructor is obliged to verify the identity of all students being examined. Students must have valid identification available.
3. The course instructor is responsible for, and must notify the Examination Office of, both the estimated examination time per student and the total examination time per exam day. This information is essential for the planning of technical assistance. Online examinations must take place between 09:00 and 15:30 to ensure available support from IT staff and/or the examination coordinator.
4. If a student withdraws from the examination, the course coordinator must notify the examination coordinator. If the student is the first candidate of the day, the scheduled support time (08:30) must not be postponed. The IT staff/examination coordinator often has a tight schedule during the examination period due to simultaneous responsibilities for other digital examinations.
5. If a student experiences a serious and unforeseen technical issue during the examination, it must be assessed on a case-by-case basis whether the student should be granted the opportunity to retake the examination at a later date, cf. Item 9 in "Student Rights and Obligations."
6. The course instructor/examiner is obliged to notify the examination coordinator and the head of department as soon as possible in case of unforeseen illness or absence.
7. The course instructor/examiner must connect to a secure and stable Internet connection. A wired connection is recommended.
8. If the course instructor/examiner has not previously used Zoom or Teams, the course coordinator must arrange for guidance or training in advance of the examination day.
9. The course instructor/examiner is responsible for showing up well in advance of the examination start time (or at a specifically agreed time) to allow for technical assistance and login procedures.
10. The course instructor/examiner has the right to reject students who have not complied with the technical setup requirements at the start of the examination, cf. Items 4 and 5 in "Student Rights and Obligations."