

Guidelines for this “Agreement to conducting oral exams via Zoom”

Dear educators,

Due to the SARS – CoV – 2 pandemic, part of the 2020 spring semester will be held digitally. Thus, it has become necessary to expand the e-learning offer by amending the possibility to conduct oral exams to RWTH University’s exam regulations.

Conducting oral exams via a medium of telecommunication touches on questions of data protection. Therefore, we ask you to consider the following aspects for conduct conforming with the law. A conduct conforming with digital privacy law is based on multiple pillars:

1. Firstly, it necessary that students be informed about their rights within the framework of the exam. Please find the necessary privacy policy under the following link:
https://video.cls.rwth-aachen.de/wp-content/uploads/2020/04/DatenschutzerklaerungStudierende_published_latest.pdf

Please make sure to always use the current version. The privacy policy is constantly updated for clarity and understandability to prevent misunderstandings.

2. In addition, Zoom must be used in a technically reliable way. Hence, we are providing guidelines that are constantly being kept up to date and can be accessed via the following link:
<https://video.cls.rwth-aachen.de/en/gebrauchsanweisungen/#ich-m%c3%b6chte-meine-veranstaltung-mithilfe-eines-virtuellen-meetingraums-in-zoom-durchf%c3%bchen>

If you want to discuss specific questions or topics, you can do so during our digital office hours.

You can sign in under the following link:

https://www.buchsys.de/cls-aachen/angebote/aktueller_zeitraum/ Zoom-Sprechstunde.html

3. Ultimately, it is imperative that students give written consent to the oral exam taking place. This consent refers to the privacy policy mentioned above, and it is intended to ensure that the exam is conducted accordingly.

Please have your students confirm that they have read the privacy policy and consent to taking the oral exam. You can do this by sending an e-mail to each student with an invitation to the Zoom meeting, attach our privacy policy and use the following explanation:

„The oral exam may be conducted via Zoom. This entails that your personal data will be transferred according to our privacy policy which you will find attached.

During the exam, you are required to share your audio, video, or other personal data like your real name. This serves to ensure unambiguous identification. It is forbidden to use a background image during the examination. This is done to ensure equality.

Your private data will not be stored longer than the duration of the examination.

If you agree to these terms, please read the privacy policy as well as the information concerning the processing of your personal data in advance. By activating your image, video and/or your audio, you agree to taking the oral exam.”

4. By activating the link or accessing the conference room via the password, students consent to taking the oral exam.