

BYOD exams

Guidelines for proctors

Status: October 2024

1. Notes for proctors

Below you will find important **information about your work as a proctor** during the centrally organized exam weeks at WU.

- As a proctor, you are the **main person responsible for the course of your exam** and will be assigned to a specific exam room by the person responsible for your exam subject. Depending on the size of the exam room, you will be supported by tutors and, if necessary, other proctors (academic teaching staff).
- You are responsible for ensuring that the required number of **replacement devices** are available at the examination venue on time. You will receive the replacement devices at the IT desk in the TC. Please also bring the list of students who will receive a WU replacement device.
- If students have problems with their own device, they can obtain a replacement WU device by providing an official photo ID (driver's license, passport).
- You should arrive at your assigned **examination location** at least 5 minutes before the start of the examination window in order to be able to carry out the preparatory measures together with the tutors.
- The identity of the exam participants is checked by the tutors. You will also be **supported by the tutors** in supervising the examination.
- As the proctor, you are the only **person** who **can provide information on the content** of the exam. Without exception, tutors are not permitted to provide any information on content.



- Please be sure to read the **standardized speech text** (see pages 4/5) to all exam participants before the exam **begins**. This will help to ensure legal certainty in the event of any disputes. For the larger examination venues, you can either request microphones from IT-SERVICES or intercom systems are installed in the auditoriums.
- **Please inform the exam participants of the aids permitted in the exam** (if relevant) **before the start of the exam** to ensure that the exam runs smoothly.
- The **examination time block** must **be adhered to**. Please bear in mind that further exam dates will take place afterwards.
- **If you have any questions**, you can contact the Examinations **Office staff** at any time by phone on 01 313 36 4027 or 4894 or by email at pruefungswoche@wu.ac.at.



2. General schedule of the examination window

Time	Activity
Start of the examination window	The preparation time begins and lasts 15 minutes . Preliminary meeting of the proctors and tutors: The proctors provide information about the examination procedure and about permitted and unauthorized aids. The tutors issue the reserved replacement devices to the students concerned.
10 min after the start of the examination window	The proctor reads out the speech text .
15 minutes after the start of the examination window	The exam is activated in the online exam environment.
After the start of the examination period	The tutors start checking attendance.
15 minutes before the end of the examination time	The proctor announces that the last 15 minutes of the examination period have begun and that no one is allowed to leave the auditorium.
End of the examination period	The proctor announces the end of the examination period.



3. Lectures to be read aloud

Please recite the following (standardized) text. In addition, it is of course possible to provide further information on the examination process to the examination participants.

Speech text (5 minutes before the start of the examination time block)

"Dear students,

I would ask you to take your seats and to listen to the following regulations and instructions:

1. Without exception, participation in the exam is only possible with valid course registration.
2. Textbooks, notes, summaries, etc. must be stored in your bag. Bags etc. must be stowed under the examination tables.
3. You may use the following as permitted aids: ... (e.g. chart of accounts, code, pocket calculator without text storage function).
4. Your desktop can be checked on site or remotely at any time.
5. Attempts to cheat the assessment by using unauthorized aids will result in an assessment of "NICHTIG", the entry will be counted and you will be voided from further registrations for the exam in question for a duration of 4 months from the exam date. Ghostwriting will be reported to the public prosecutor's office or the competent district administrative authority and will result in a fine of up to EUR 25,000.
6. The exam can only be taken with a laptop/notebook (no tablet, mix device or smartphone) with Windows or macOS as the operating system.
7. All devices connected to WU Wi-Fi (except your laptop) must be switched off. This includes smartphones and tablets. Smartwatches must be removed and stowed in your bag. The time is to be read on the clock in the hall.



8. Make sure that your device has sufficient battery life or is plugged into a power socket. Also check whether your laptop is set to mute.
9. Students are not permitted to interrupt the exam or leave the exam room prematurely. Should you nevertheless wish to leave the examination room, you must hand in the exam; it is no longer possible to continue working afterwards."
10. ADDITIONAL EXAM SPECIFIC INSTRUCTIONS and INSTRUCTIONS FOR EXAM DEVELOPMENT. (examination time, examination structure...)

SPEECH TEXT (15 MINUTES BEFORE THE END OF THE EXAMINATION TIME)

"The last 15 minutes of the examination period have begun. It is no longer possible to leave the auditorium from now on."

Speech text (end of examination period)

"End of examination time. Please leave the auditorium quickly."

