

DO NOT SIGN THIS FORM – read it and the German version carefully and then please SIGN THE GERMAN DOCUMENT!

Please note that this is a translation meant exclusively as an aid to understanding the German document you are about to sign.

With your signature on the German document you make a legally binding statement and it is up to you to ensure that you are aware of its implications.

The translation provided by Furtwangen University is a mere courtesy and is not legally binding. Should the translation contain any mistakes these do not affect or change the meaning of the German original.

Consent form for online examinations and declaration on honour regarding correct conduct of online examination

Purpose of this document

For participation in online examinations, data protection considerations apply and therefore any student will have to make express declarations, namely

- in any case, you will have to complete and submit: the section *Informationen zum Studierenden und zur Prüfung* (students personal details and details of exam)
- for online exams without video, you have to complete the following declarations :
 - 1 *Einwilligungserklärung zur Online-Prüfung (mit oder ohne Nutzung von Videoübertragung)* (consent to online examination (with or without use of video transmission))
 - 2 *Ehrenwörtliche Erklärung zur ordnungsgemäßen Durchführung der Online-Prüfung* (declaration on honour regarding correct conduct of online examination)
- for online exams with video, you have to complete and submit:
 - 1 *Einwilligungserklärung zur Online-Prüfung (mit oder ohne Nutzung von Videoübertragung)* (consent to online examination (with or without use of video transmission))
 - 2 *Ehrenwörtliche Erklärung zur ordnungsgemäßen Durchführung der Online-Prüfung* (declaration on honour regarding correct conduct of online examination)
 - 3 *Einwilligungserklärung zur Nutzung der Videoübertragung (nur bei Prüfung mit Videoübertragung)* (consent to use of video transmission (for exams with video transmission only))

All declarations have to be submitted no later than seven working days prior to the date of exam. Submission takes place via FELIX or, if the examiner so wishes, using the relevant form via HFU email address.

Student's personal details & details of exam

Family name		Given name	
Matriculation number		Course semester	
Faculty		Study programme	
Module/course		Exam title	
Exam date		With video transmission	

1 Consent to online examination (with or without use of video transmission)

Yes	No	Clarifying information
DO NOT TICK – USE GER FOR	DO NOT TICK MAN M	With my consent (ticking the box marked “Ja” on the German form), I confirm that I have read and understood the information and conditions in the following text and that I consent to them entirely: <ul style="list-style-type: none"> • The function and handling of HFU’s FELIX-software (which may be used to conduct this exam) and I am well-versed in its use. • I am furthermore aware that I am employing non-HFU end devices for the use of FELIX. Thus HFU is unable to ascertain their proper functioning. I am therefore aware that technical problems may occur which might hamper or prevent my completion of the exam which would have to be abandoned in such an event. Such an abandonment would result in the need to re-take the exam – however without any consequences under examination regulations.

2 Declaration on honour regarding correct conduct of online examination

Yes	No	Use of aides during online examination
DO NOT TICK – USE GER FOR	DO NOT TICK MAN M	Just like during classroom exams, during the online examination students are only allowed such aides as are expressly permitted by the examiner. By marking the „Ja“ box on the German form, I declare on my honour that I will take the online exam without any outside help and using only such aides as are expressly permitted. I furthermore confirm that I will be the only one present in the room in which I take the exam, that there will be no other persons there which might affect the exam in any way. I am aware that any violation will be interpreted as attempted deception and is punishable in accordance with the study and examination regulations („§ 10 Absatz 4 Allgemeine SPO“) (minimum punishment: grading the assessment as “not sufficient” (“nicht ausreichend“) up to exclusion from any further assessments allowing completion of studies).

3 Consent to use of video transmission (for exams with video transmission only)		
Yes	No	Clarifying information
DO NOT TICK – USE GER FOR	DO NOT TICK – MAN M	<p>With my consent (ticking the box marked “Ja” on the German form), I confirm that I have read and understood the information and conditions in the following text and that I consent to them entirely:</p> <ul style="list-style-type: none"> • Participation in a video conference examination is voluntary. I have been informed that not giving my consent will not result in any disadvantages for me as in this case, I am able to sit an equivalent classroom exam. Such a classroom exam has to be applied for expressly by submitting this form (German version) marked „Videokonferenzprüfung abgelehnt“ (do not consent to video conference exam) with the application email to the examiner. I am furthermore aware that I can withdraw my consent at any time affecting the future such a withdrawal of consent will not affect the legality of any processing which took place following the consent and until the time of withdrawal of consent. Otherwise the consent is valid without limitation. • For a video conference examination at HFU the software products FELIX, BigBlueButton, MEMEO (Adobe Connect), Alfaview and Jitsi may be used. Information on the use and operation of these video conferencing systems can be found on HFU’s internet page, specifically at the URL’s¹ listed in the footnote. HFU has discharged its duty to inform in accordance with Art. 13 GDPR by providing me with the exact internet addresses showing the data protection information regarding the processing of personal information for the conduct of video conferences in good time before the exam. Any questions I may have had in this regard, I have been able to clarify with the Learning Services department before now. • Where exams take place in cooperation with companies, other video conferencing systems may be used where the conference is hosted by the company. The consent form applies to such cases, too, and has to be submitted in the normal way. • Furthermore, I am aware that, if I chose to decline, I am entitled to sit the exam in identical form as a classroom exam in HFU buildings – under such corona-conditions which apply at the time of the exam. • Pre-condition for conducting a video conference exam is fully functioning technology (end device with video camera, microphone, speaker and fast internet connection). Immediately prior to the start of the exam, the examiner and I will conduct a functionality test. Only if this is successful, can the exam commence. • At the start of the exam I have to legitimise myself upon the examiners’ request. To do this, I will show my HFU-card to the camera so that it can be seen clearly. The examiners will copy the card number into the exam log. • The same conditions will apply to a video conference exam as for the classroom exam for the relevant type of assessment. The examiners will keep an exam log; no video recordings will be made of either the examiner or the student. • Should technical problems occur during the exam, the examiners will determine how to proceed. The examiners are entitled to decide that an exam should be abandoned because the exam result can no longer be objectively and reliably determined. I realise that such a decision would not have any consequences for me under the examination regulations as well as that I will be able to re-sit the exam at a later time. • Even if the technology is fully functional, the digital transmission may result in differing perceptions (e. g. time-lag during conversation, unexpected interpretation of facial expressions and body language).
Final declaration		
<p>I am aware that I can only participate in the substituting online examination as approved by ZPA due to the corona pandemic, if I have given my consent to all applicable items of the above form. I furthermore understand that this consent is my own free choice and that I have alternative examination options available to me (either at the same time, classroom exams during the current semester or at another time during a following semester). Unaffected by this is the right to withdraw without consequences until just prior to the start of the exam, if this is your first registration for this exam. Submitting the properly completed German version of this consent form, constitutes the same statement of intent as my signature in writing. Should I fail to submit the completed form in time or submit a form in which one, several or all declarations of consent are not sufficiently completed, - depending on what has been completed – consent will be considered not given.</p>		

¹ Data protection information (currently available in German only): <https://www.hs-furtwangen.de/datenschutzhinweise/bigbluebutton/>; <https://www.hs-furtwangen.de/datenschutzhinweise/memeco/>; <https://alfaview.com/legal/privacy#privacy-statement>
notes on use (currently in German only): [howto.hs-furtwangen.de](https://www.hs-furtwangen.de/howto.hs-furtwangen.de)