

Online examinations: Summer Term 2020
Chair of Monetary Economics & International Finance
Kiel University

General Information:

In the following we provide information on the conduct of online examinations for the summer term 2020. All exams will be conducted using the video conferencing software Big Blue Button (BBB). You will need to handwrite your answers onto blank sheets of paper which you have to photograph subsequently and submit to us in the form of a single pdf file. Please set your mobile/photo resolution settings in such a way that your answers are still readable but try to keep the final pdf size within tolerable limits (<20MB). A scanning app (e.g. Adobe Scan) for your mobile phone may simplify this process.

If you officially registered for an examination, you will receive 5 days prior to the specific exam date an email to your stu-email address (or your dedicated email address if you are a PhD student) containing the link to the official BBB examination session and a link to a corresponding upload folder onto which you will upload your examination answers and signed declaration copies. Note that the email will have the header “Examination on EXAMNAME” and be sent from an official email address of the research team or secretariat of the chair of monetary economics & international finance, Kiel University (<https://www.gwif.vwl.uni-kiel.de/en/team>).

The email will also include a declaration form on your consent to use video supervision in the examination. If you want to participate in the examination you will need to fill out the form and upload your signed copy as a single pdf file until 24 hours before the official examination start. Please name the file according to the pattern “Declaration_Yourlastname_Yourfirstname.pdf”.

Examination procedure:

On the examination date we will meet on time in BBB with open webcams. Please enter the BBB session with a username according to the following pattern “Yourlastname, Yourfirstname”.

In BBB we will use the first 30 minutes to announce the general examination information and check your student IDs. When we call your name please hold your ID into your webcam. We will then also upload a declaration template concerning your consent on identity, autonomy and health. You will need to copy (by handwriting) the content onto your first page of your answer sheets and add date and your signature.

We will then upload the official exam sheets into BBB which you will be able to download by clicking on the symbol in the bottom left of the sheet. At the same time we will also send you an email with the declaration template and exam file attached which you may use in case of technical difficulties. The official writing time always starts exactly 30 minutes after the official exam starting time! Please also write your full name and student ID on every page!

After the writing time is over you are not allowed to write anymore. You will then have 15min to take photos of your answers, compile these together with your filled and signed declaration on identity, autonomy and health into a single pdf file, and upload these onto the examination folder. Please name the file according to the pattern “Exam_Yourlastname_Yourfirstname.pdf”. Make sure that your digitized answers are still readable!