

Guidelines for digital oral exams – for students

1. Digital oral exams are arranged using the digital tool NTNU has chosen.
2. The student is obligated to become familiar with the digital tool for each exam and install necessary software. (See user guides.) Necessary updates to operating system or browser must be completed prior to the exam, so that they don't interfere with the examination. It is assumed that the candidates are familiar with relevant user guides.
3. The student must have a valid ID available during the examination.
4. The student must be alone in the room and must be prepared to rotate the webcam and show the examiner the surroundings.
5. Give yourself enough time for the exam! Be ready at least 15 minutes before the exam starts. Please note that situations may arise which can delay the start of the exam.
6. The student must be connected to a stable internet connection which can provide satisfactory sound and video quality. The lighting must be good enough to make sure the student's face is visible. The sound must be adequate. If the examiners conclude that these criteria are not fulfilled, the exam will be stopped.
7. Recording sound and/or video during the exam is not permitted.
8. If serious unforeseen technical problems should arise during the exam, each case will be assessed individually to determine whether the student will get the opportunity to retake the exam later. If that should be the case, the faculty/department sets a new date and time for the exam. If a postponed exam is also stopped and it is reasonable to assume that the technical difficulties lie with the student, the student will be registered as "did not attend the exam". In case of technical difficulties on the examiners' end, the student is granted a new exam.
9. When the grade is conveyed and the student wishes to ask for an explanation or appeal the grade, these demands must be presented immediately.