Template for information letter to students concerning ONLINE OPEN BOOK EXAMINATIONS

Please note: Please adapt this template according to your particular exam provisions. The relevant passages in the text are highlighted in yellow. Please do not change other passages. If further changes are still necessary they have to be in accordance with the exam guidelines.

Dear students,

I hope this email finds you well. By sending you this mail, I would like to inform you about the final exam for the course [course title].

The exam will take place on TT.MM.YYYY, hh:mm - hh:mm.

The written exam will be conducted on Moodle.

The exam follows the regular format of your lecture type's final exam. In addition to the examination time of 60/90/120 minutes, you have five extra minutes to upload your exam on Moodle. The maximum attainable score is xxx points.

The exam is conducted as an open book exam. This means that it consists of open questions (no multiple-choice questions) that you need to answer by using your own words.

The exam can be found in the Moodle course of our lecture/course. At the beginning of the given time frame, the exam can be downloaded.

Next, please follow the subsequent steps:

- Download the exam (Word document).
- Answer the questions in the Word document.
- Save the exam including all answers (= examination paper) as a pdf file on your computer.
- Upload this pdf file on Moodle within the given time frame in the Moodle assignment folder.
- All uploaded pdf files must contain the student's surname and first name.

Overall, you have xxx minutes to take the examination (60/90/120 minutes regular time plus 5 minutes for uploading your examination paper).

Please also follow these instructions:

- Please write the exam on your computer or laptop. We strongly advise not to use a tablet or smartphone in this context.
- During the exam, you are allowed to use all course materials and literature of your choice.
- Please note that you must not present the answers and/or ideas of other sources as your own without quoting them accordingly. If you use other sources, they need to be quoted as outlined in the citation rules of the UAS BFI Vienna.
- If the inappropriate or incorrect use of sources or any additional aids is suspected, the respective exam(s) will undergo a plagiarism assessment. In addition, the exams of all students are compared with regards to similarities.

Course of action if technical problems should occur:

- Take a screenshot of the error message.
- Please send the screenshot and a short description of the problem (time, duration, etc.) to the lecturer (in case of final exams) and to our IT department (support@fh-vie.ac.at). In case of re-sit exams, please only send the required information to the IT department.

During the examination, I am available via email for questions.

For these online exams, the guidelines of the general examination regulations and the extended examination regulations of the UAS BFI Vienna apply.

Good luck!

Kind regards,