Oral exams

Taking an oral exam

When on campus oral exams are offered, Article 5.3, second paragraph, OER Ba and Article 4.2, second paragraph, OER Ma apply (in the academic year 2020-2021 Article 5.2 paragraph 2 OER Ma shall apply instead of Article 4.2, paragraph 2). These articles state that during an oral examination two authorized teachers or one authorized teacher and one subject specialist shall be present.

Taking an online oral exam

Due to circumstances caused by corona, the oral exams cannot take place on campus and are therefore offered online. Because examinations cannot take place on the TU/e campus, the number of oral examinations has increased. This increase has led to the fact that in practice it is not possible for all examinations to have two authorized teachers (or one authorized teacher and one subject specialist) present for all examinations. In order to minimize the study delay of students, it has been decided (when there is no other option) to have an oral exam taken by a single authorized teacher. If so, the examiners are obliged to make a recording (see Article 5.3 paragraph 6 OER Ba, Article 4.2 paragraph 6 OER Ma 2019-2020 and paragraph 5.2 paragraph 6 OER Ma 2020-2021). For these online oral exam the following applies:

The teacher will give students prior information on what is expected during an oral examination (e.g. duration, types of question).

General tips

Some general tips for taking an oral exam have already been drafted and can be found in this handout.

Recording in case of a single authorized teacher (examiner):

When only a single authorized teacher is present, it is mandatory to record the online oral exam. This means that, next to that students have the right for a recording, teachers are now obliged to make a recording.

These recordings have two main goals:

(1) the student and examiner have a recording in case there is a dispute on the grading, and
(2) for the rare instance that there is suspicion of fraud (only in case of online examination).

During the online oral exam, the student will be recorded on video and audio recording. For privacy reasons the recording starts after verifying the ID of the student. If a student has insurmountable objections to a recording of the oral examination, an opt-out can be chosen as an objection (see the insurmountable objections (opt-out) paragraph).

After the examination the student, the examiner and members of the examinations committee will have access to this data to verify complaints and/or suspicion of fraud. Collected data will only be used for this purpose. If necessary, the examination committee can ask an extra examiner to review
the data. Data will be destroyed as soon as the result is stored in Osiris and is legally inviolable (appeal period + 2 weeks = 8 weeks). (see the LINK to processing register)

**Recording in case of two authorized teachers (or one authorized teacher and one subject specialist):**

The exam will only be recorded at request of the student. If so, the student and members of the examinations committee will have access to this data to verify complaints. Collected data will only be used for this purpose. Data will be destroyed as soon as the result is stored in Osiris and is legally inviolable (appeal period + 2 weeks = 8 weeks).

**Insurmountable objections (opt-out)**

When students have *insurmountable objections* to taking an online recorded oral examination, students can apply to the examination committee for an alternative examination. This request must be submitted no later than 5 working days before the planned date of the examination.

Note that when on campus examinations are possible, this is the number one choice.

**During the examination**

Students need to identify themselves with a valid and physical identification document (Campus ID).

For privacy reasons the recording starts after verifying the ID of the student (recording via Microsoft Teams).

The teacher will verify whether a student is alone in the room, and whether the student only has the resources available that are allowed. This could mean that the teacher asks the student to do a room scan during the exam.

In case the teacher takes notes during the exam, the teacher can go through the notes at the end and ask the student for agreeing with the notes or, if needed, adaptation of the answer.

If - due to technical problems - the oral cannot be finished, it should be finished without a grade and a new date should be arranged.

When an exam is recorded, the recording at the end of the exam is stopped and saved by the teacher.

Most of the grading will be done during the exam. The grade is determined, and immediately communicated and published in OSIRIS, no later than one day after the oral examination. Often, the teacher uses a rubric or assessment criteria which is created in the preparation phase to grade.

**Information – ESA Helpdesk**

Students can contact ESA helpdesk ([esahelpdesk@tue.nl](mailto:esahelpdesk@tue.nl)) for questions about online oral exams.

**Legal protection - privacy**

Students have the right to access the personal data that have been processed, to correct personal data if they contain factual inaccuracies, to have personal data deleted, to limit the processing of personal data and to object to the processing of personal data.
The TU/e takes appropriate technical and organizational measures to protect personal data against unauthorized access, loss and any form of unlawful processing.

Students who wish to make use of the afore mentioned rights should contact the TU/e's Privacy Team via: privacy@tue.nl. If a student does not feel that he or she has been heard, if the student feels that his or her rights have not been properly granted, or if for any other reason the student wishes to contact the Data Protection Officer directly, the student can submit a complaint or question to the Data Protection Officer via functionarisgegevensbescherming@tue.nl.

In the event that TU/e has rejected the student’s request, the students may lodge a complaint with the supervisory authority, the Dutch Data Protection Authority (www.autoriteitpersoonsgegevens.nl).

For more information about privacy at TU/e and the rights concerning the use of data, we refer to the general privacy statement of TU/e: https://www.tue.nl/en/storage/privacy/.

The processing registry for oral examination recording will be available soon.