Written online exam on MyLEARN

# Text template „Details of the written online exam“

Immediately after the registration deadline, be sure to inform the students who have registered for your examination about further details of your examination by e-mail. For this purpose, you can use the e-mail function via BACH to reach the registered students. Please complete the yellow marked places.

*Dear students,*

*please read the following information on the online exam carefully.*

*You have successfully registered for the exam [XY] and will thus gain access to an online exam environment on MyLEARN. As soon as you are added as a member, you will find the online exam environment with the name name of the OPU on your MyLEARN homepage under "My online exams". Visit the online exam environment 2-3 days before the exam and read the information about this written online exam.*

***Important:*** *Check immediately whether you have the necessary technical equipment for the online examination and save the technic checklist locally on your computer. You can also find all information on online examinations in general on the* [*study information website*](https://www.wu.ac.at/studierende/distanzlehre-und-online-pruefungen/10/schriftliche-online-pruefungen)*.*

***MS Teams during the exam*** *[Remove this paragraph if you will not be using MS Teams during the exam] An exam team has been created in Microsoft Teams with the name and date of the online exam for all communication between you, the teachers and the exam supervisors. Click on the link you find on the start page of the online examination environment to join the team. There you will be informed about any changes during the exam via the "General" channel and you can ask questions before and during the exam. Log in to Microsoft Teams 2-3 days before the exam starts. If you have difficulties to log in, you can find information* [*here*](https://learn.wu.ac.at/open/distanzlehre/msteams#studentaccount)*.*

***Automated online supervision*** *[Remove this paragraph if you will not be using automated online supervision] Automated online supervision will take place to detect cheating on exam papers. This involves recording you, your screen and the audio during the exam. To do this, you must allow access to your camera and microphone and the recording of your entire screen. If the online supervision reveals cheating, the exam will be considered void and the student will be banned from taking the exam for 4 months. Read the* [*Privacy Policy for Online Proctoring*](https://www.wu.ac.at/fileadmin/wu/h/students/Student_Engagement_and_Counselling/Online.Exam/Dokumente/E_Datenschutzerkl%C3%A4rung_Online_Aufsicht.pdf)*, test your equipment with the* [*Browser Multimedia Test*](https://www.wu.ac.at/fileadmin/wu/h/students/Student_Engagement_and_Counselling/Online.Exam/Checklisten/E_Anleitung_Browser_Multimedia_Test.pdf)*and participate in the* [*Test Runs*](https://short.wu.ac.at/testrun) *.*

***BeAble*** *Students with disabilities and/or chronic illnesses can contact* [*BeAble*](https://www.wu.ac.at/studierende/mein-studium/bachelorguide/foerderprogramme/beable-ungehindert-studieren) *as usual.*

*We wish you every success.*

*Kind regards*