**Sample rules of online supervision, practical examples [as of Nov. 2021]**Black highlighted = common rules

Topic: talking

* **No talking is allowed during the exam**
* In order for the microphone to function properly, please say your name or the following sentence XXX directly before you begin answering the questions.
* Please do not read the questions aloud / mumble anything to yourself / talk to yourself.
* Avoid background noise. Close windows and doors. People must be able to hear your activities without any doubt / pets are allowed / must not be in the same room.
* Do not cover the microphone during the test.

Topic: presence

* **Leaving the examination location is not permitted during the examination** / Leaving your examination location is also prohibited for toilet visits.
* Please ensure that you are clearly visible throughout the entire examination / do not leave the area visible to us / check before the examination that your face is clearly visible in the camera image (not cut off, not blurred) / do not cover the camera during the examination.
* No one else may be in the same room with you during the test

Topic: preventing cheating

* **The use of headphones is not permitted during the exam.**
* Wearing hearing protection (e.g. earplugs) is /is not allowed.
* Direct your gaze to the camera/exam questions/look at the screen (except when solving calculation examples), i.e. at the examples you are solving.
* Do not copy & paste/ send screenshots of exam questions
* Communication with fellow students or others, including via mail, chat apps, or cell phones and tablets is prohibited during the exam / No longer type on the keyboard / Any other use of communication tools beyond those described in the "Communication" section is not allowed.

Topic: permitted aids

* **Do not use any other software except Google Chrome and Microsoft Teams. Close all other tabs and all other programs.**
* Do not use/carry any other electronic devices (laptop, tablet, smartphone, smartwatch, etc.).
* **Hold all permitted aids up to the camera once just before the exam time starts** /Point your calculator up to the camera once before or at the start of the exam /Paper documents you are using must be held up to the camera briefly each time! /You do not have to show blank paper.