

## Important information about the online exams Mechanics I2, I3

### WS21/22 (Prof. Kowalczyk)

**+++ Please read all information carefully to avoid attempts at deception or unsuccessful attempts that are not covered by the free attempt rule! +++**

#### Before the examination:

- 1) Install the Firefox web browser and the
- 2) Open Connect VPN client from the university <https://www.uni-due.de/zim/services/internetzugang/vpn.php> on your PC, notebook, netbook etc.

#### On the day of the examination: ZOOM Meeting.

- 1) We carry out a **random identification check before the examination**. To do this, you **must join the following Zoom Meeting 30 minutes before the start of the exam**:  
For Mechanics I2: <https://uni-due.zoom.us/j/65830123662?pwd=VkV6NXo2cCszSIBzROJZRIRxTStBUT09>  
For Mechanics I3: <https://uni-due.zoom.us/j/69038912984?pwd=YWxETIZGVkVXLzFGUFpDbitUbFkyUT09>

There you will first wait for admission to the meeting in a virtual waiting room.

- 2) When you are admitted to the meeting, you must identify yourself with your ID card and student ID via webcam and microphone. (Alternatively, you can join the Zoom Meeting via your smartphone and use the smartphone's built-in camera and microphone). **Those who cannot identify themselves are not allowed to take the exam**. You will then be put back in the waiting room. **Do not end the meeting!**
- 3) 10 minutes before the exam, all participants are admitted to the meeting from the waiting room. The identification check is complete. We then carry out a **digital attendance check**, during which you must write your matriculation number in the Zoom Chat to the main supervisor (Please wait for the instructions in Zoom).

**Please remember that failure to attend the online exam or the Zoom Meeting does not fall under the free attempt regulation and will be counted as a failed attempt! The attendance check in Zoom also serves for your protection if you cannot start the exam due to technical problems! This way you make sure, you don't lose an attempt!**

- 4) You receive final instructions before we release the examination and make an announcement that the exam has officially started.
- 5) **The Zoom Meeting must remain open during the entire exam. Your cameras and microphones will remain switched off during the exam.**
- 6) In the event of any technical problems or possible errors in the task, you can inform us via the Zoom Chat. If necessary, we will then make an announcement for all participants via microphone in the Zoom Chat. Leave your loudspeaker, headset etc. active for the entire meeting!
- 7) **All Announcements are only made via the zoom Meeting! Closing the zoom meeting can therefore have serious consequences!**

### After the exam has been released:

- 1) Wait for the announcement that the exam has now been released.
- 2) **Connect to the university via VPN**, if you have not already.
- 3) Open a new **Firefox web browser** window.
- 4) Open the following website: <https://examen.uni-due.de>
- 5) Log in with your access data / login data:
  - a. **The username is your 7-digit matriculation number.**
  - b. **The PIN / password is your 7-digit matriculation number.**
- 6) Click the Start button. If the start button is missing, press F5 to refresh the page. The release of the exam can take a few minutes due to the system.
- 7) **To receive the full exam time, you must have logged in and started the exam within the first 10 minutes after the announcement of the release!**

### During the exam:

- 1) First read the first page of the test and **tick the checkbox. You confirm that you have read and understood all rules and that you will adhere to all rules and procedures. Otherwise, your exam will not be scored afterwards!**
- 2) Start solving the tasks. Your entries are automatically saved by the system.
- 3) The exam time is a total of 120 minutes, 100 minutes exam time plus 20 minutes for reading in, as well as for any interruptions due to technical problems.
- 4) **If you are asked to enter the password for the security check after an unintentional interruption, please enter the word "continue".** Do not use your student ID for the security check!
- 5) If you have technical problems or questions about the task, please use the Zoom Chat. If the internet fails, you can create a mobile hotspot using your smartphone.
- 6) If you do not feel able to take the exam for health reasons, please end the exam manually using the end button in the exam. Then contact a doctor immediately.
- 7) To be on the safe side, take screenshots of any technical problems that may arise so that you can prove them later if necessary.

### Towards the end of the exam:

- 1) The exam automatically ends 120 minutes after clicking the start button, but no later than 130 minutes after the start of the official examination time indicated on the homepage.
- 2) **You will be informed about the official end of the exam by zoom announcement. All participants for whom the exam has not yet ended automatically must now do this manually by clicking the end button and then confirming.**
- 3) The submission of the exams is noted in the system with a time stamp. **Exams that have not been submitted 5 minutes after the announcement about the official end of the exam will no longer be counted. The exam is therefore treated as not passed! This falls under the free trial regulation.**

### General Exam Notes:

- 1) The Mechanics exams are carried out as online exams from home from your private devices.

- 2) You are responsible for procuring the necessary hardware (e.g. PC, laptop, notebook, webcam, microphone or headset), as well as installing and using the necessary software (Firefox, Open Connect VPN Client) and setting up a stable internet connection.
- 3) The exam is open book. This means that you can use all written aids, such as scripts, exercise documents, tutorial documents or books.
- 4) The exam has 100 points. You need 50% to pass the exam.
- 5) The task is displayed on the screen.
- 6) As always, the tasks should be solved in writing with pen and paper.
- 7) You need to use a calculator for the exam.
- 8) The final results are queried using single or multiple choice, drag and drop or using text boxes or list boxes.
- 9) In the case of multiple-choice questions, **incorrect answers within the respective subtask lead to a deduction of points!**
- 10) Negative points for a subtask are not possible! The minimum number of points for each subtask is zero.
- 11) Numerical values are entered using text boxes. **The results must be rounded according to the instructions in the task and entered in the specified unit.**
- 12) Both periods and commas are accepted as decimal separators.
- 13) In the case of negative numbers, a minus sign "-" must be entered if not stated otherwise. There is no need to enter a sign for positive numbers.
- 14) If the content of the task does not fit on the screen zoom out by using CTRL and the mouse wheel to see all the content.
- 15) **Only the final results entered will be assessed. The calculation method is not evaluated! It is therefore important that you control your calculation steps, signs, and units.**
- 16) **Please note that the chair of Mechanics and Robotics uses the technical possibilities of the university offered to carry out the exams but cannot assume any responsibility for the technology provided.**
- 17) **Please note that technical problems can generally not be solved by our employees. The ZIM is to be contacted for technical problems of all kinds.**