

Important information about the online exams Mechanics I1

(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) Please print out the **declaration of independence** from our chair's homepage.
<https://imperiamd.de/imperia/md/content/mechanikb/pruefungen/declarationofindependence.pdf>
- 2) Read the declaration of independence carefully and then fill in the fields clearly legible with your first name, last name, matriculation number and the examination subject "Mechanics I1". Sign the document stating the date and place. Scan the signed document. Please use your matriculation number (7 digits) as the file name and PDF or JPEG as the file format.
- 3) Upload the document to the Mechanics I1 moodle course: Go to section "Upload Declaration of Independence for the exam" and click on Upload: Declaration of Independence. Drag and drop the signed document in the appropriate field and click on the blue button and then on "Aufgabe abgeben" and confirm to submit the document. You will receive an email, confirming that you have submitted the document successfully.
The signed declaration of independence must be received by us no later than 60 minutes before the start of the examination. Otherwise, your exam will not be scored afterwards!

On the day of the examination: ZOOM Meeting.

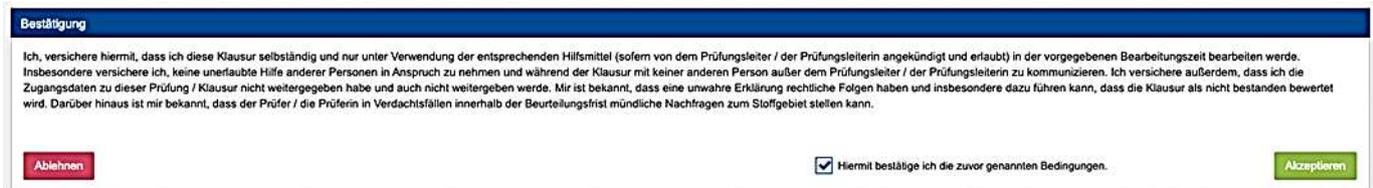
- 1) We carry out a **random identification check before the examination**. To do this, you **must join the following Zoom Meeting 30 minutes before the start of the exam**: <https://uni-due.zoom.us/j/66223943007?pwd=NnJnempQdjFucHdlTmlOZzZVUclBTdz09>
Note: You will first wait for admission to the meeting in a virtual waiting room. You may have to wait up to 20 min to be admitted to the meeting!
- 2) If you are selected for the identity check you are admitted to the meeting and 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! Note: Not all of you will be selected for the identity check! Therefore, some of you might have to wait 20 min in the waiting room and will be admitted to the meeting without identity check! We choose the students for the check randomly!**
- 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) Open a new web browser window. A VPN connection is not required!
- 3) Open the following website: <https://its3.uni-due.de/>
- 4) 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.
- 5) Read the "Bestätigung" (See the picture below), **tick the checkbox and click on "Akzeptieren". With that You confirm that you have read and understood all rules and that you will adhere to all rules and procedures. Otherwise, you cannot start the exam!**

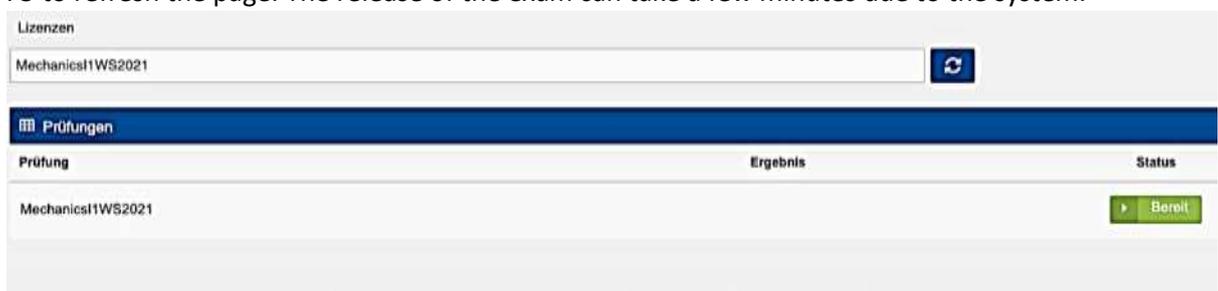


Bestätigung

Ich, versichere hiermit, dass ich diese Klausur selbständig und nur unter Verwendung der entsprechenden Hilfsmittel (sofern von dem Prüfungsleiter / der Prüfungsleiterin angekündigt und erlaubt) in der vorgegebenen Bearbeitungszeit bearbeiten werde. Insbesondere versichere ich, keine unerlaubte Hilfe anderer Personen in Anspruch zu nehmen und während der Klausur mit keiner anderen Person außer dem Prüfungsleiter / der Prüfungsleiterin zu kommunizieren. Ich versichere außerdem, dass ich die Zugangsdaten zu dieser Prüfung / Klausur nicht weitergegeben habe und auch nicht weitergeben werde. Mir ist bekannt, dass eine unwahre Erklärung rechtliche Folgen haben und insbesondere dazu führen kann, dass die Klausur als nicht bestanden bewertet wird. Darüber hinaus ist mir bekannt, dass der Prüfer / die Prüferin in Verdachtsfällen innerhalb der Beurteilungsfrist mündliche Nachfragen zum Stoffgebiet stellen kann.

Hiermit bestätige ich die zuvor genannten Bedingungen.

- 6) Click the "Bereit" button under Status (See the picture). 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.

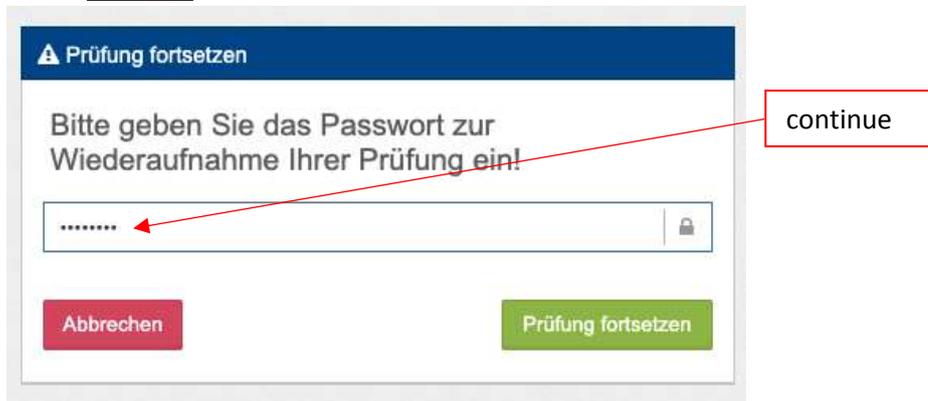


Prüfung	Ergebnis	Status
Mechanics1WS2021		<input type="button" value="Bereit"/>

- 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) Start the exam and start solving the tasks. Your entries are automatically saved by the system.
- 2) 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.
- 3) **After an unintentional interruption (e.g. webbrowser window closed by mistake):** If you are asked to enter the password to continue the exam (see picture below), please enter the word "continue".



- 4) 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.
- 5) 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.
- 6) 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.**
- 4) You can then log of from the LPlus system. Note: You are not shown any results or information after you end the exam.

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 (webbrowser) 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) Only periods (e.g. 3.4) are accepted as decimal separators. If you enter a comma it will be either automatically changed into a period or not printed at all, depending on which key you used for the comma. E.g. 3.4 is correct whereas 3,4 will not be accepted by the system.
- 13) In the case of negative numbers, a minus sign "-" must be entered. 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.**