

MEMO

From: Executive board

To: all students

Subject: modification Education and Examination Regulations 20-21

Decision to modify the Education and Examination Regulations 20-21 by the Executive committee

Date: 17-12-2020

Due to the introduction of proctoring for 200 subjects/5000 online written examinations in four study areas, it is necessary to make interim adjustments to the Education and Examination Regulations, in particular article 44 §4 (verification of identity and examination participation) and article 96 §3 (audio or video recording).

The aforementioned articles do not yet take into account the proctoring method for online written exams, so that an interim adjustment of the Education and Examination Regulations is required.

Proctoring involves the recording of images (of the student, possibly his surroundings, screen) and of sound (microphone), for the duration of the written exam taken online.

This modification takes place in application of p.8 of the Education and Examination Regulations which stipulates that:

"The Education and Examination Regulations are approved annually by the Academic Council before the start of the new academic year. In the course of the academic year, the Odisee Executive Committee is authorized to decide on all necessary deviations from and/or amendments to these regulations as a result of (unforeseen) pandemic outbreaks and/or amending measures by the authorities".

The Academic Council has been informed and the students are informed through the student portal.

The approved additions are underlined:

Article 44. Conditions to take part in examinations

§4. Verification of identity and examination participation

Students must be able to prove their identity at the examination by means of their student card (ideally), or his Belgian identity card, or his Belgian driving licence, or his international passport or another document with name and photo with which the student can conclusively prove his identity. Any student can, upon request, receive official proof of participation in the examination.

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The student's identity check for the online written exam in which proctoring is used is done at the end of the exam on the basis of recordings of the student's face on the one hand and the photo on the student's card or identity card, ... on the other hand.

Verification of examination participation is done by means of the examination card. Students bring their examination card to each examination. After the completion of each examination and after the verification of identity, the examiner or supervisor signs or stamps the examination card. Students are entitled to an examination result if the original signature or stamp of the examiner or supervisor appears on the examination card.

Artikel 96. Specific rights and duties

3. Audio or video recordings

Students are not allowed to make audio or video recordings of educational activities, unless this has been arranged with the lecturer of the course. Authorized recordings can only be used for didactic purposes either by the student making it or by the whole student group of the current academic year. Commercial use is prohibited.

Audio and/or video recordings of feedback or assessment activities, including the oral defence of a bachelor's/final dissertation, is only authorized by prior written consent of all present and relevant parties. As long as the audio and/video recordings are necessary for proctoring of online written exams, this authorisation is not required.

Under no circumstances these recordings can be used as supporting evidence for an internal appeal procedure.

Unauthorised recordings cannot be used as evidence in administrative or judicial proceedings and should be destroyed upon first request.

Students cannot object to the recording of teaching activities by the lecturer for simultaneous transmission and/or use on learning platforms, posters, infobrochures and leaflets. However, they can request not to be personally recognisable.