

Appendix to the regulations and instructions for oral digital examination at a distance Ref. no. 1-332/2020

Information for students regarding oral digital examination at a distance

Before the examination begins, the students should receive information about the rules for the examination. The following information may be included. The information must be adapted for the examination in question, including the *italicised* text below.

System

The examination is carried out in Zoom. *Add details with a link to the Zoom meeting.*

Information for students about the processing of personal data

- 1) Audio and image acquisition (*and audio and video recording, when relevant*) occur during the examination.
- 2) The student's personal data (name, social security number, voice, image) will thus be processed. Persons who handle the examination, including examiners, examining teachers, and course administrators will receive the personal data. Oral examination is normally carried out with dialogue during the examination. Conducting an oral examination via Zoom or another similar tool is considered to be a necessary and proportionate form of personal data processing, given the purpose of the examination. When conducting an examination, the legal basis for personal data processing is 'public interest' (see Art. 6e of the GDPR).
- 3) The student's personal data will be processed in accordance with KI's privacy policy.
- 4) Recorded examinations (audio and video) are preserved in accordance with KI's document management plan and are deleted two years after the examination, and if a student has requested a review of a grading decision, it is recommended that the culling of this data occur no less than two years after the completion of said review (this is pursuant to the regulations and general advice of the Swedish National Archives on restitution and culling at universities and colleges).

The acquisition and recording of images/video during the examination

During the examination, the camera should only film that which is necessary for the examination. The student should therefore position her/himself so that only a limited part of her/his surroundings are filmed.

Individual work

Collaboration and communication with other students and other persons *are allowed/are not allowed* during the examination.

The use of sources and aids

All sources and aids (such as course literature, other literature, notes, websites, calculators) are *allowed/not allowed* during the examination. It *is allowed/is not allowed* to collaborate and communicate with other students and other persons.

Suspected cheating

In the event that cheating is suspected, the student may complete the examination.

When cheating is suspected, the student's examination materials will not be corrected until a decision has been made in the disciplinary case.