

Oral digital examination at a distance

Regulations and instructions

The Committee for Higher Education, 2020-04-06



**Karolinska
Institutet**



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Steering documents at KI must be written in Swedish and, if necessary, translated into English unless otherwise decided. The Swedish version has a preference for interpretation.

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Oral digital examination at a distance

Oral digital examination at a distance comprises oral examinations carried out remotely via video conferencing systems such as the Zoom tool. The concept of oral examinations includes, for example, oral questions/answers posed to/provided by individual students or groups of students, oral seminars, oral presentation and assessment and discussion of project work and degree projects.

The document includes both regulations and instructions for oral digital examination at a distance for education at the first- and second-cycle levels. In addition to these rules, the applicable parts of the other regulations on examination at KI apply: KI's guidelines for examination, Examination rules and instructions and Written Digital Examination at a Distance - Regulations and Instructions.

Tools for oral digital examination at a distance

At KI, oral digital examination at a distance may be carried out using the Zoom video conferencing tool. The Unit for Teaching and Learning (UoL) provides information and guidance on how Zoom is to be used, as well as pedagogical guidance in the design of examinations.

Student identification

Students may identify themselves by presenting a valid proof of identification (via the webcam) to the examining teacher, or another person appointed by the examiner. The identity check shall be done individually, e.g. in a 'breakout' room in Zoom.

Information for students about the processing of personal data

Personal data are all kinds of information which can be directly or indirectly linked to a living, natural person. This also includes anonymised personal data where KI is still able to identify the person, e.g. by a 'code key'.

Students should be informed of the following:

- 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).

Sensitive personal data

When using Zoom for the purposes of examination, sensitive personal data (such as information about health conditions) which can be directly or indirectly linked to a living, natural person must not be discussed during the examination. According to the GDPR, personal data should be handled in a secure manner. KI cannot guarantee the security of sensitive personal data in Zoom. Therefore, Zoom should not be used, e.g. when discussing authentic patient cases in which the person can be identified. Fictitious and standardised patient cases may be discussed.

The acquisition and recording of audio and images/video during the examination

In order to facilitate dialogue during the examination, image acquisition via a webcam is permitted, provided that it is possible to ensure that only what is necessary for the examination is filmed.

Image acquisition for the purposes of monitoring the examination shall not be used, because such a practice is not supported by the GDPR.

The recording of audio and video during the examination is permitted, provided that this is necessary in order to secure the examination materials and form a basis for the grading decision. These recordings contain personal data. They should therefore be handled in a secure manner and be preserved in accordance with KI's document management plan. The IT Department and the Archives and Registrar Unit can answer questions related to secure preservation and archiving.

Individual work

Under normal circumstances, collaboration and communication with other students and other persons are not allowed during oral digital examinations at a distance. This must be stated in the information provided in connection with the examination.

The examiner may allow certain forms of collaboration or communication during the examination, if doing so is pedagogically justified. This must be stated in the information provided in connection with the examination.

It should be noted that it is currently impossible to be completely certain that unauthorised collaboration and communication do not occur.

The use of sources and aids

When conducting oral digital examination at a distance, the information provided in connection with the examination must indicate whether the use of various sources and aids (such as course literature, other literature, notes, websites, calculators) is permitted.

It should be noted that it is currently impossible to be completely certain that the unauthorised use of sources and aids does not occur.

Appendix

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.