

Addendum Tilburg University General Guidelines due to COVID-19

Article 1 Examinations during COVID-19 simultaneously on-campus and online

1. As a rule, examinations other than 'take-home examinations' are taken on-campus (including external locations named by the Executive Board) if possible within Government Instructions on Public Health. All examinations other than 'take home examinations' will as an alternative also be offered online (online proctored or not) at the same day and the same time (simultaneously) for those students that as a result of Government Instructions on Public Health or other special personal circumstances are not able to participate in the examination on-campus.
2. The following applies to exams that take place on campus:
 - a. Wearing a mouth mask in the examination room is allowed and may be compulsory for reasons of public health;
 - b. Students must follow the instructions of the hosts/women and invigilators regarding the placement of coats and bags during the examination (different for each examination location);
 - c. Seating will be released, and students will be seated in the first available seat, following the instructions of the hosts and invigilators;
 - d. Students who exhibit health problems during the exam may be asked by the hosts and invigilators to leave the exam room;
 - e. Students who are not enrolled in an exam may be asked by the hosts and invigilators to leave the examination room immediately.
3. Students may not use their phone while taking the examination for any reason, unless the published rules on the examination (as included on the cover page) specifically allow for this or if they use their phone to contact the TiU Service Desk.
4. Unless an oral examination is conducted by two examiners, a (sound) recording will be made of the online oral (partial) examination and until 30 days after the date of the examination. If the Examination Board suspects (identity) fraud, the Proctored Data which has been collected via the Test system can be retained for the period necessary to reach a final decision on the legitimacy of the result of an examination (including the period in which legal proceedings take place).

Article 2 Regulations relating to campus examinations

- I. When an examination is scheduled on campus, the student is generally expected to take the examination on campus, in the presence of a proctor.

An exception applies to students in the following categories:

- A. Students abroad as a result of travel restrictions related to COVID-19;
- B. Students who belong to the at-risk groups for COVID-19 and, therefore, cannot come to the campus;
- C. Students who have persons within their households who belong to the at-risk groups for COVID-19 and, therefore, cannot come to campus;
- D. Students who are not allowed to come to campus because they are in self-quarantine because they themselves or persons from their households have tested positive for COVID-19 or have symptoms that may indicate COVID-19.

These students are given the opportunity to make the exam online at the scheduled time using online surveillance. Category A to C students will be asked once in the first semester to sign up for this via the available web form. This registration will be maintained throughout the first semester. Category D students are asked to register as soon as possible but at least 1 hour prior to the exam via the available web form

when it is clear that they cannot take the exam on campus due to self-quarantine. The exact procedures for both notifications will be communicated as soon as possible.

- II. When an examination is administered online, the student is generally expected to take the examination online. This may mean that the examination is proctored online or, in the case of an oral examination, recorded if the Examination Board deems this necessary to establish the student's identity or to prevent fraud.

For students for whom this leads to concerns regarding willingness (in connection with privacy objections) or being able (in connection with special personal or technical circumstances) to participate in these online examinations, the following regulations have been drawn up.

- A. Technical circumstances: Students who believe they do not have the right hardware, Wi-Fi/G4, internet connection etc. or who do not have a quiet home situation can announce this at the time of registration or at least 5 working days before the examination via the available web form. In consultation with the student, it will be examined whether—within the government measures and practical feasibility—a possible technical or other practical solution is possible to still be able to take part in the planned examination. However, in view of the restrictions mentioned, the possibilities are limited and a solution is not available (in a timely manner) in all cases.
- B. Privacy concerns regarding online proctored exams: Students who, at the latest upon registration or at least 5 working days before the examination, indicate via the available web form that they object to an online-proctored examination for reasons of privacy cannot be obliged to participate in an online proctored examination. In doing so, they will state their name, student number, course code, course name, and the exam date and time. If capacity permits, they will be invited for a physically proctored examination on campus. If the number of registrations exceeds the available capacity, this means that all students who have registered for this reason will be referred to a next examination opportunity. As a result, there is a chance that a student who does not wish to take the examination for this reason will suffer study delays.
- C. Special personal circumstances: Students with (a) a serious disability or (b) a very special home situation that makes online examination impossible are known to the dean of students. If this is not yet known to the dean of students, the student is requested make themselves known via the available web form. In consultation between the Examination Board and the dean of students, it will be determined whether, how, and when examination can and will take place.

For students in categories A and C, an individual solution will be sought whereby the examination can preferably still be taken online, for example by giving the student in question the opportunity to participate digitally on campus. For students in category B, 100 places per examination block/time are reserved on campus to take the examination on paper with physical proctoring.

Article 3 Dress Code

During online examinations students should:

- a. wear clothing that does not cover the face completely or with only the eyes uncovered;
- b. wear clothing that make identification possible;
- c. wear clothing that complies with general rules of decency (genitals and upper torso must be covered);
- d. wear clothing without racist, discriminatory, serious offensive or obscene wordings and/or motives, or other words or images that reasonably do not comply with Tilburg University's general rules of behavior (Code of Conduct).