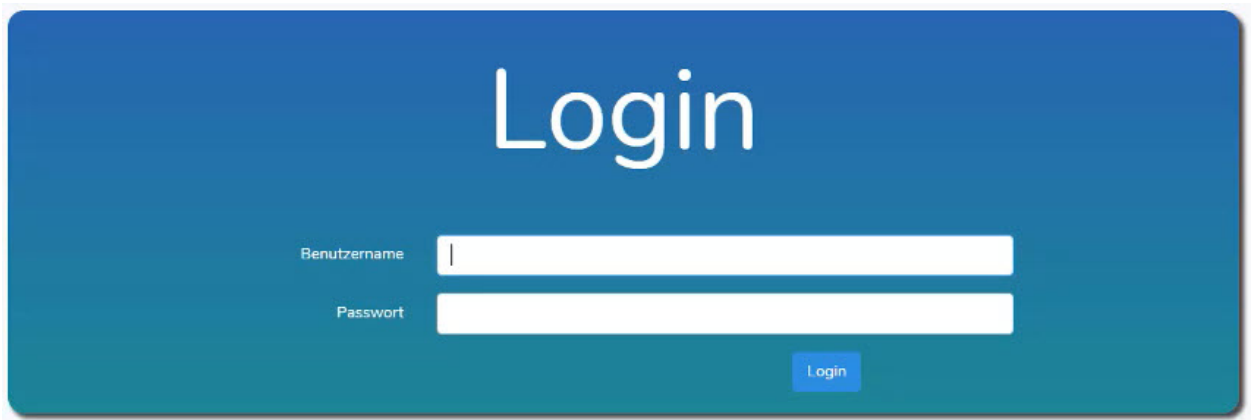


Brief instructions “Betreuungs-WebApp” from the perspective of the examiner

The application runs completely in the browser, therefore no installation is necessary. You can access the Betreuungs-WebApp (examination supervision WebApp) via the following link:

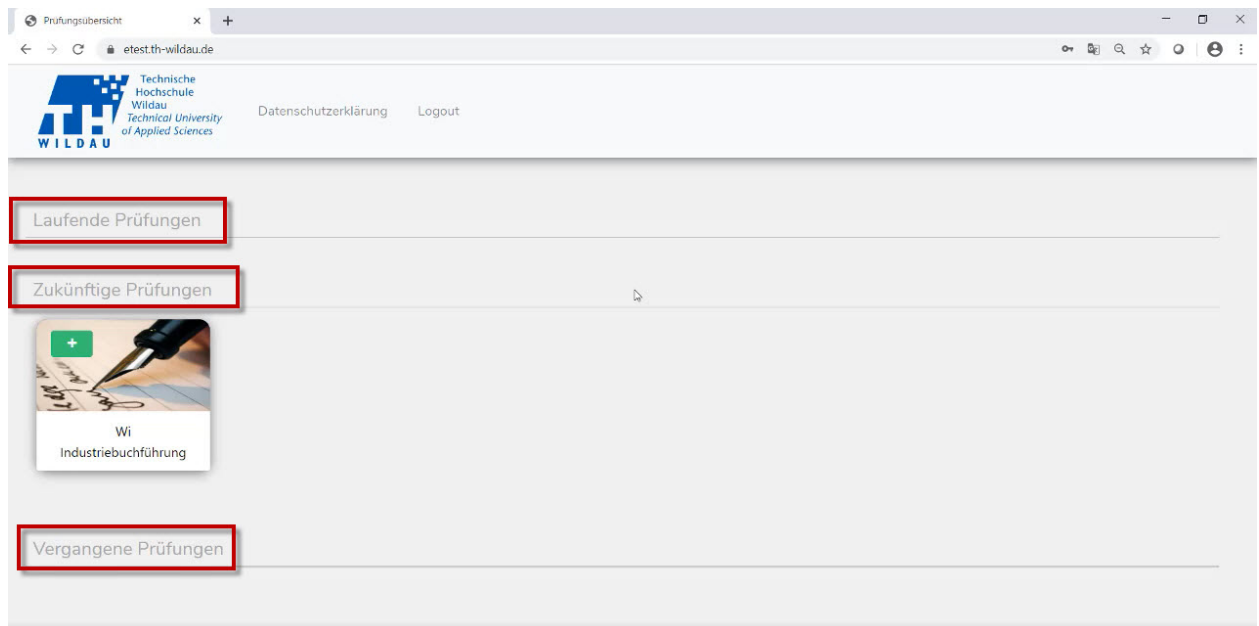
<https://etest.th-wildau.de>

1. Login



For the login use your TH account.

2. Interface



This interface displays your currently running exams, future exams (as planned in HisInOne system) and past exams.

The overview of past exams serves to document the log files (see below).

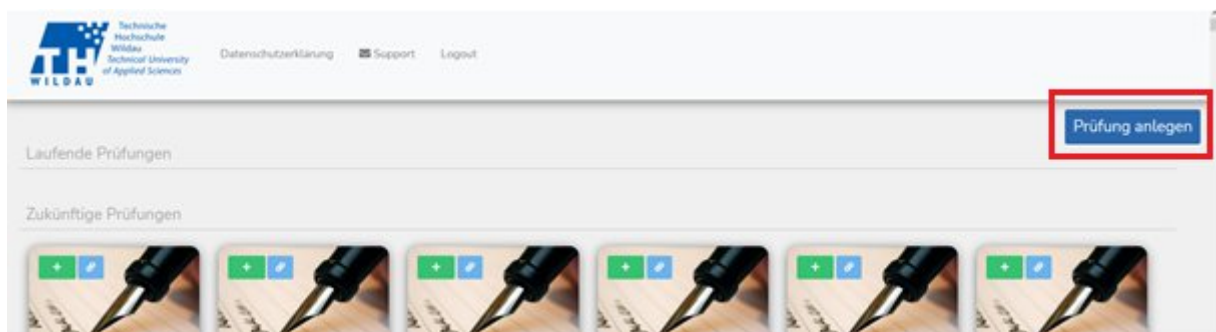
3. Test exam sessions



By clicking on the green plus sign you can start test exam sessions to try out the procedure with your students. Test exam sessions are marked with a blue band „Test“ (top right corner).

The test exam session is valid for one hour. It cannot be started if the start of the actual exam is within this hour.

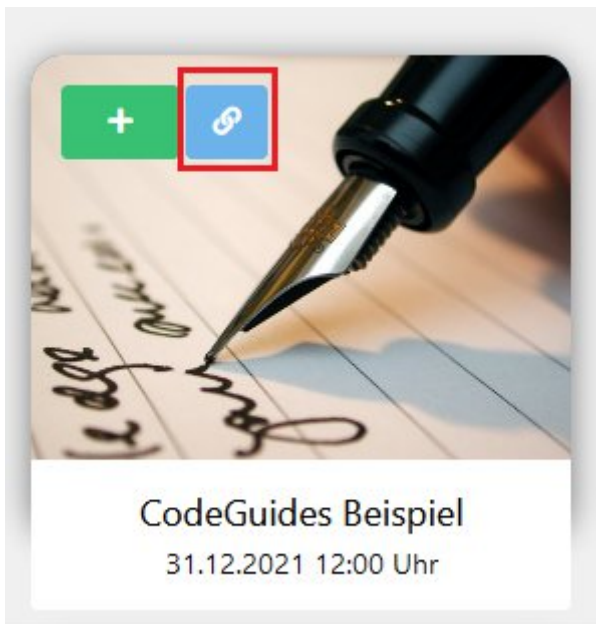
4. Create exam yourself



You can create an examination session yourself using the blue button at the top right with the label „Prüfung anlegen“ („create exam“). After you have clicked on the button, the following window opens.

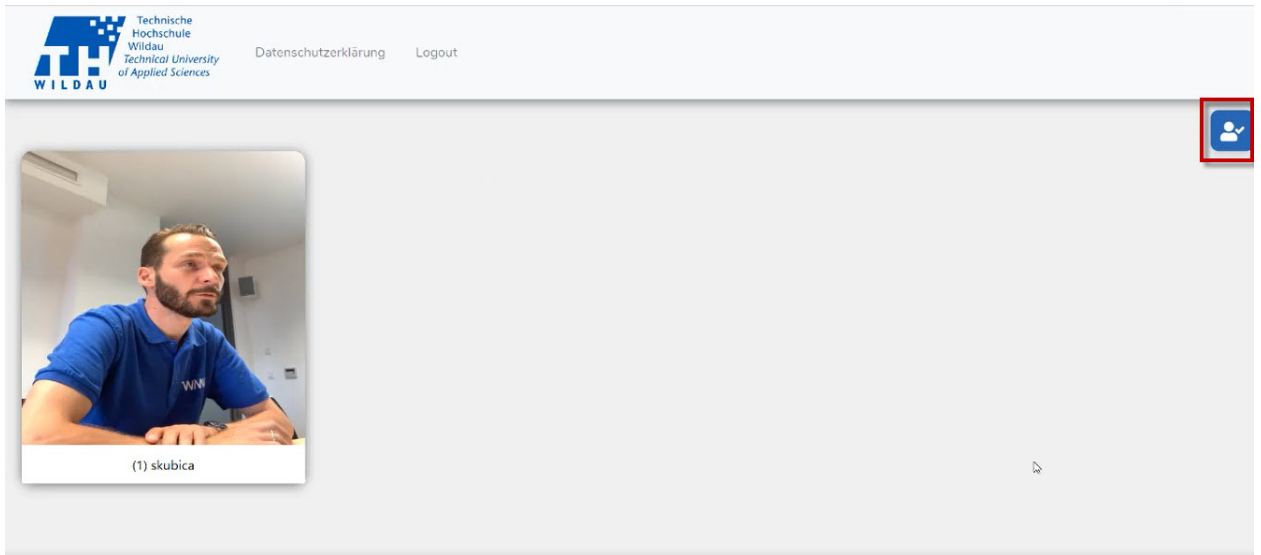
4.

Now fill in the input mask with the module name, the module no. and the start and end date of the test and then click on „Speichern“ („save“). You will then get the enrollment link that you can pass on to the students.



You can call up the self-enrollment link for an exam in the system at any time by clicking on the small blue button on the exam tile. This works for exams you have created as well as for exams imported from the HiSinOne system.

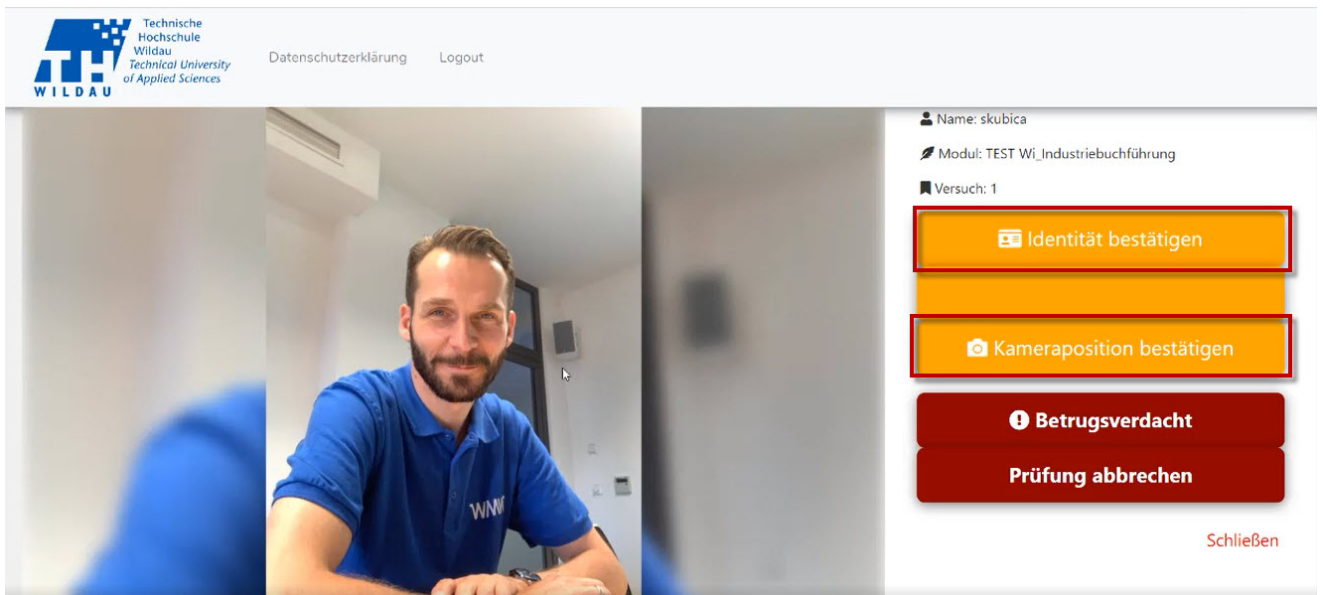
5. Overview of the students actually present



By clicking on the exam session you can access the overview of the current examination. Students who have registered with the WebApp are displayed here.

Using the filter function (top right button) you can choose whether you want to see all registered students (according to HisInOne) or those actually present.

6. Detail view students



If you click on the picture of a student, you will get to the detail view. This is indicated to the student by an eye symbol.

Before the start of the exam ask the student to hold his/her identity card (or other official photo identification) in front of the camera so that you can confirm his/her identity (click on “Identität bestätigen”). Then ask the student to place the camera correctly and confirm the camera

position (click on "Kameraposition bestätigen"). Each confirmation will be displayed to the student. You can then close the detail view and perform the process for the next student.

Note: You cannot communicate with students via the WebApp. Use the communication channels already provided for the exam (WebEx, BBB, ...).

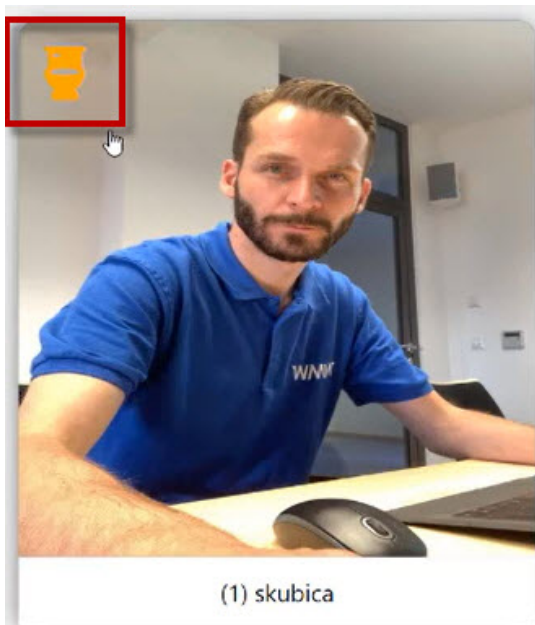
7. Overview of confirmed students

After completion of step 5 for all students, randomly taken photos of the students will be displayed in the overview. These are updated automatically at random intervals.

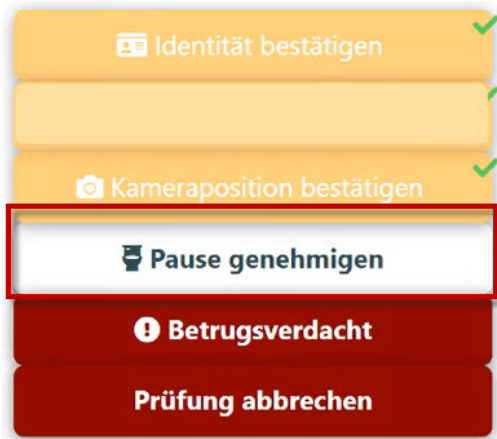
This overview will also show you if the contact to a student's camera is interrupted (picture is highlighted). In this case, please contact the student directly (WebEx, BBB, ...). If you cannot reach him/her, press the button "Betrugsverdacht" ("Fraud attempt"). This incident can then be clarified via the examination board.

You can also see in this overview if students leave the exam room in the examination supervision WebApp prematurely. In this case, a blue band with the text "FERTIG" ("DONE") will appear on the student's picture. In this case, please check whether the examination paper has also been handed in.

8. Break



Students have the opportunity to request a break during the exam, e.g. for visiting the bathroom. You can see this by the orange symbol in the upper left corner of the student's picture. To approve a break, go back to the detailed view and click on "Pause genehmigen" ("approve break"). The students will be notified of this.



During a break, photos are still being taken randomly. If students leave the examination place without permission, this counts as an attempt to cheat.

Students indicate when they have returned from their break. This is indicated by a green, running person in the student's picture.

9. Suspected fraud

If you suspect that fraud has occurred, click on the button "Betrugsverdacht" ("Fraud attempt"). This will cause the photo to be saved on a server of TH Wildau and will then be available for the examination board to clarify the incident.