Protocol for online math exams
(This is a slightly modified translation of the Dutch original.)

1. The exam will be held at the regular time, as scheduled.

2. The exam will be "open book". When designing the assignment, take into account that students are allowed to consult the course material and their own notes.

3. The assignment should clearly indicate that students have to sign the following anti-fraud statement: "Hierbij verklaar ik dat ik de uitwerkingen van dit tentamen zelf heb gemaakt, zonder hulp van andere personen of van andere hulpmiddelen dan het cursusboek/dictaat/eigen aantekeningen." Translation: "Hereby I declare that I have produced the solutions to the exam questions by myself, without assistance of other people or of other means except for the [specify the allowed course materials]" You can adjust the allowed materials according to needs.

4. Inform the students ASAP about the way the exam will be held. In particular: make clear which materials are allowed, where and when they will find the assignment and how they are supposed to hand in their work.

5. Preferred ways to disseminate the assignment: blackboard, direct mail, website.

6. You may be contacted by students who for some reason cannot obtain the assignment etc. Be available.

7. Students scan their work when time is up. Preferred ways are a hardware scanner or the smartphone app CamScanner. In any case, this should result in exactly one pdf per student.

8. Students take extra care that their work is legible after scanning. They check the legibility before handing in. They keep their written hardcopy at least until the exam result is registered in Osiris.

9. The signed anti-fraud statement must be included with the hand-in.

10. The allowed time for scanning and handing in is 40 minutes. Students should contact you if they run into problems with this.

11. Some (well, many) students are entitled to Extra Time during exams. Here is how you can find out to which students this applies:

    (a) log in to Osiris Docent (https://osiris.uu.nl/osiris_docent)
    (b) go to Menu → Reports → 9.2.54 List of Participants per course.
    (c) Enter your course code and press RUN. You will get a spreadsheet in which to check for the string EXTRATIJD.

    Listed students get 10 minutes extra time per regular exam hour.

12. Randomly check the ID of some students within 30 minutes after the end of the exam. Ask them to show their ID and their paper work in front of the camera. For privacy reasons they are allowed to cover some information except picture and name.

13. You are encouraged to contact some students for a live online discussion about their work. This can be done within 10 workdays after the exam. It should not be an additonal oral exam, but it can be a check that the student understands his/her own work and has produced it her/himself. In addition, it is an interesting way to learn about the students' perspective of your assignment.

14. If you discover or suspect fraudulent behaviour, report your findings to the student and to the Board of Examiners. The Board is eager to stay informed about how the exams are going in these days, and first offenders are usually treated lightly.