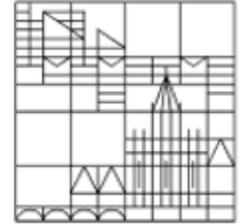


Universität  
Konstanz



# Online exams | Take home exam

Guide for students at the University of Konstanz

Created by the e-learning team at the University of Konstanz based on a guide from the University of Mannheim. Many thanks!

Version: 14.06.2021

The standard virtual exam room “take home exam” contains the following (unless your examiner changes the settings):

**Step 1:**

- in which you can read the “declaration of independent work” before confirming the statement and thus meeting the requirement to take part in the exam

**Step 2:**

- to download the exam document(s)  
- to upload and submit your answers/solutions

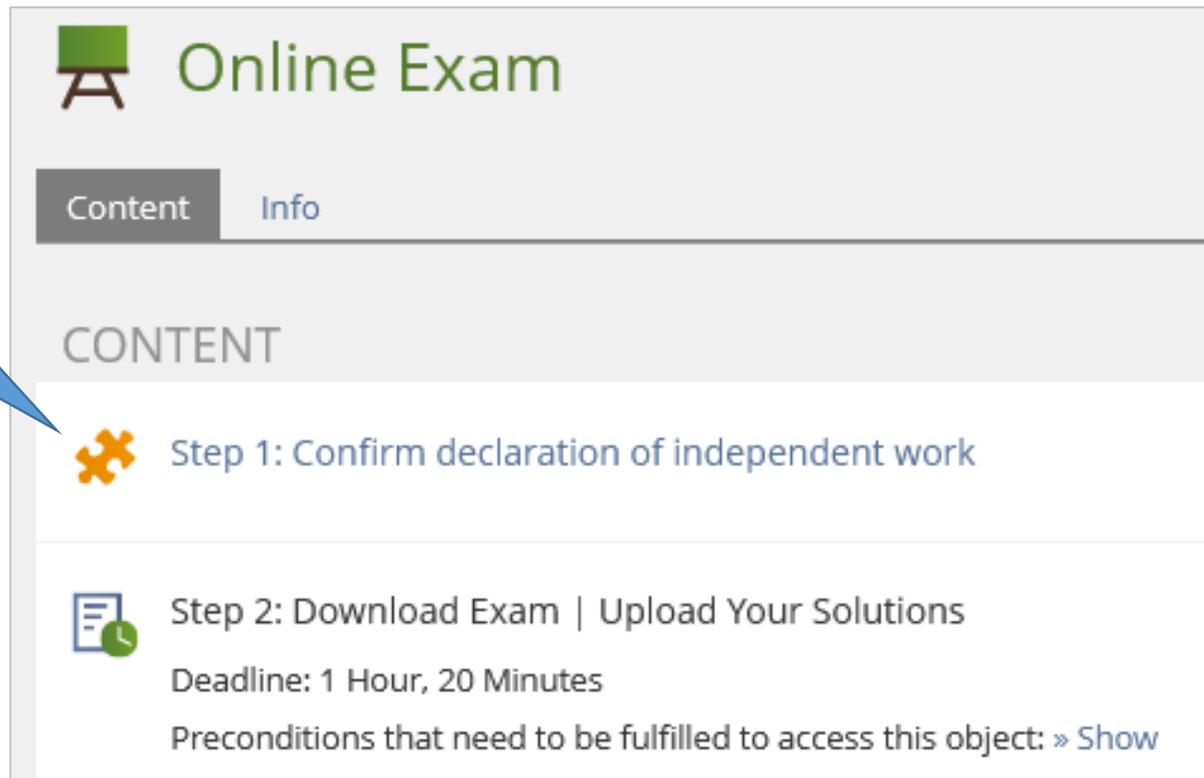
The screenshot shows a web interface for an 'Online Exam'. At the top, there is a green icon of a computer monitor and the text 'Online Exam'. Below this are two tabs: 'Content' (selected) and 'Info'. The main content area is titled 'CONTENT' and lists two steps. Step 1 is 'Step 1: Confirm declaration of independent work' with a puzzle piece icon. Step 2 is 'Step 2: Download Exam | Upload Your Solutions' with a document icon and a green checkmark. Below Step 2, it states 'Deadline: 1 Hour, 20 Minutes' and 'Preconditions that need to be fulfilled to access this object: » Show'.

**The virtual exam room is only available during the time frame you were told.**

**If you have technical problems during the exam,  
please contact your examiner directly.**

1. Open "Step 1" for the declaration of independent work.

2. Click "start the test".



The screenshot shows the 'Online Exam' interface. At the top, there is a green icon of a chair and the title 'Online Exam'. Below the title are two tabs: 'Content' (selected) and 'Info'. The main content area is titled 'CONTENT' and lists two steps. The first step is 'Step 1: Confirm declaration of independent work', indicated by an orange puzzle piece icon. The second step is 'Step 2: Download Exam | Upload Your Solutions', indicated by a document and clock icon. Below the second step, it says 'Deadline: 1 Hour, 20 Minutes' and 'Preconditions that need to be fulfilled to access this object: » Show'.

## Step 1: Confirm declaration of independent work

Start the Test

1. Read the declaration of independent work. (Scroll down for the English translation).

2. Scroll down to the very bottom and tick the box to confirm the declaration of independent work.

You can only access the exam document(s) after you have confirmed the declaration of independent work.

## Step 1: Confirm declaration of independent work

Finish the Test

3. Scroll back to the top and click "finish the test".

### Eigenständigkeitserklärung | Declaration of independent work

Question 1 of 1  
Not answered

#### Teilnahmebedingungen und Eigenständigkeitserklärung *(For the English translation, scroll down)*

1. Hiermit nehme ich zur Kenntnis, dass diese Prüfung digital unterstützt stattfindet.
2. Ich bestätige, dass ich über die für die Prüfungsteilnahme erforderliche Ausstattung (stabile Netzwerkverbindung sowie Endgerät) verfüge.
3. Ich fühle mich gesundheitlich in der Lage, diese Klausur mitzuschreiben.

scroll down...

8. I consent to having the uploaded parts of my performance assessment checked electronically for plagiarism.

9. I am aware that the parts of the exam that I need to upload must be uploaded or submitted in another form on time. Otherwise, no credit will be given for these parts of the assessment.

**If I do not confirm the items in this form I will not be permitted to participate in the exam. This will be considered as a withdrawal from the exam, just like "not appearing" for an on-campus exam, and the provisions stated in the corresponding examination regulations apply in this case. The examination regulations state that withdrawal is only possible for good reason (usually illness documented by a medical certificate), for which you have to immediately submit corresponding documentation. Otherwise the withdrawal is counted as a failed attempt.**

By consenting to these items I realize that the exam starts now and I can no longer click "back" or withdraw my consent.

Please finish this declaration by clicking "Yes, I understand and confirm the items mentioned above". Then click the green box "Finish the Test" on top of this page to start the exam.

Ja, ich habe verstanden und bestätige die oben genannten Punkte. / Yes, I understand and confirm the items mentioned above.

Click one level back in the navigation to return to the exam room overview.

Sommersemester 2021 » **Online Exam** » Step 1: Confirm declaration of independent work



## Step 1: Confirm declaration of independent work

Start New Test Pass

(If you forgot to confirm the declaration of independent work, you can do so now by clicking on “start new test pass”).

## Step 2: Download Exam | Upload Your Solutions

Assignments Info

### Download und Upload der Prüfung (Mandatory)

Remaining Working Time: 33 Minutes, 36 Seconds Edit Until: Today, 11:30

1. Open "Step 2...".

#### WORK INSTRUCTIONS

1. Download all of the examination documents available below.
2. Ensure that the files are saved to your device (for example, in your downloads folder).
3. Open the files and read through the exam questions.
4. Answer the exam questions and, if necessary, create a new document for your exam answers. examiner regarding the documents to be submitted (number, file format).
5. Upload the documents here.

#### FILES

Exam.pdf Download

2. Download all the exam documents here and make sure that the files are saved on your end device.

#### SCHEDULE

Start Time Today, 10:00

Edit Until Today, 11:30

Remaining Working Time **33 Minutes, 36 Seconds**

#### YOUR SUBMISSION

Submitted Files You have not submitted any files.

Hand In

1. Now you can start the exam.

2. If necessary, create a document in which you answer the exam questions. Please note your examiner's requirements for the documents you need to turn in (number of files, file format).  
If there are no requirements, we recommend saving the exam document as a **PDF file**. ("save as" → file type "pdf")

**Turn in your work by the deadline!**

**Please note:**

ILIAS does not update the remaining time automatically!  
You will need to reload the page in order to update this information.

*Start Time* Today, 10:00

*Edit Until* Today, 11:30

*Remaining Working Time* **33 Minutes, 36 Seconds**

YOUR SUBMISSION

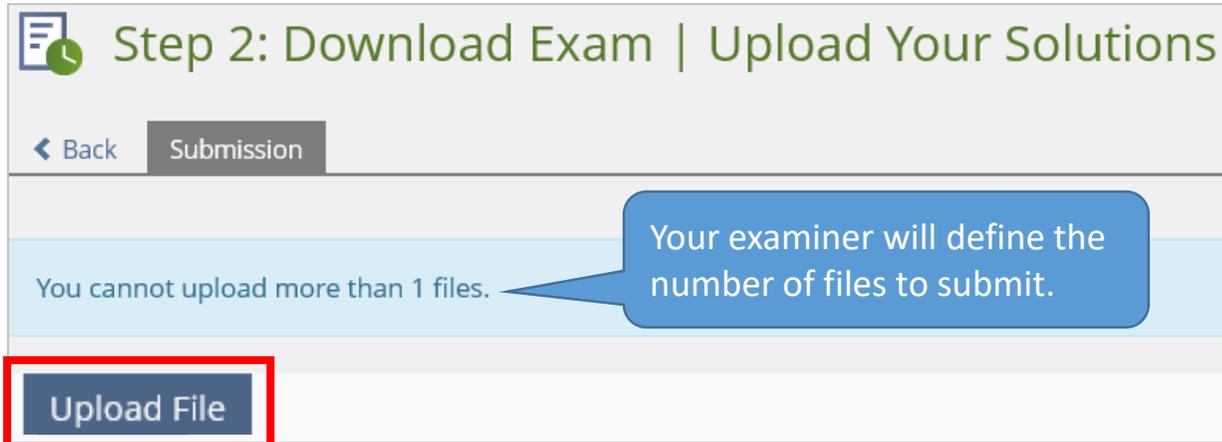
*Submitted Files*

You have not submitted any files.

**Hand In**

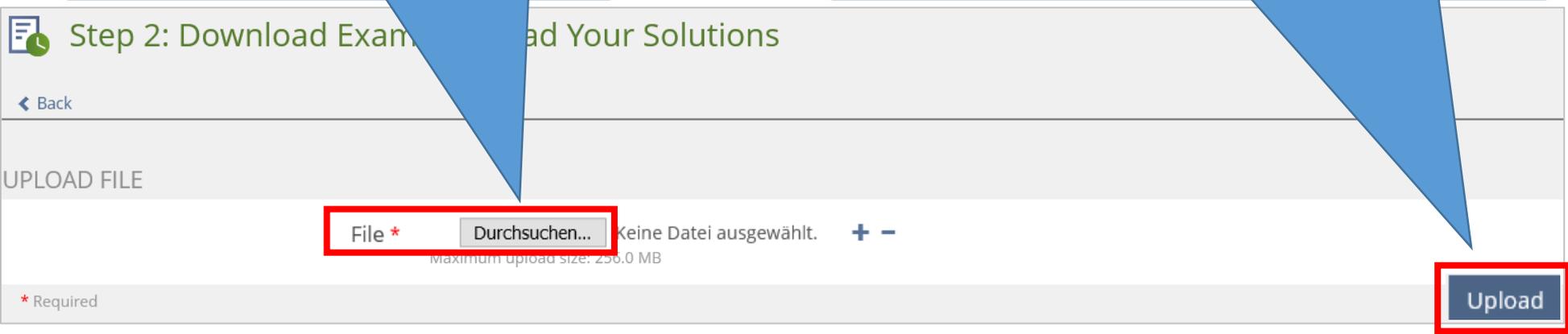
3. Click "hand in" to upload your work.

1. Click on "upload file".



2. Click on "durchsuchen" (browse).

3. Now you can select the exam document on your end device and then click "upload" to submit it.





## Step 2: Download Exam | Upload Your Solutions

[← Back](#)

Submission

You cannot upload more than 1 files.

File uploaded

Once the file has been uploaded, you will see the message "file uploaded".

We wish you all the best for the exam(s)!

Your e-learning team