***<elements in bold and italic>*** are to fill out according to your examination context

# Consent Form (Template)

***<name of HEI e.g. Wilhelm Büchner Hochschule (WBH)>***offers you the opportunity to take part in remotely monitored online examinations. In this case, you can take an online exam directly from home. In addition to the data protection information (processing in accordance with EU-DSGVO/GDPR3 article 6(1)(b),(c) and (f) - https://gdpr-info.eu/art-6-gdpr/) in the study registration form you have signed, the university requires your consent to Online Proctoring (OP) of a regular examination (in e-testing format), because additional personal data is collected during the OP which is not required in regular examination procedures. The provisions of the General Data Protection Regulation (GDPR) apply to the storage and processing of data. This means that only authorized persons, i.e. examination office, examination board (in cases of doubt) have access to your examination session data.

## Goal

The main purpose of the OP is to ensure a smooth examination process for both you and ***<name of HEI e.g. Wilhelm Büchner Hochschule (WBH)>***, i.e. the so-called Academic Integrity4. The aim of the collection of voice, video and photo recordings (data) is that a proctor (or supervisor or surveillance staff) can visually observe the identification of the candidate and the examination process to ensure that academic integrity is maintained. In addition to your first name, last name and e-mail address, data in the form of ID photos (prepared by you), screenshots, webcam photos, webcam video streams and, if applicable, smartphone video streams are digitally captured, stored and processed during the OP to fulfill the main purpose of the OP (see above). Otherwise, the same rules apply as in a normal on-site written examination. Violations of the rules (e.g. identity fraud, unauthorized aids, plagiarism, etc.) will be punished in a same way as in a normal examination. Familiarize yourself with the rules and guidelines of the respective exam in the online campus (or by a supervisor).

## Securing your own privacy

Before starting the OP process, you will be asked to prove your identity. The display of ID information (especially a passport photo) is required by law. Be aware that you are responsible for covering all unnecessary data (e.g. health or social security numbers) before taking a photograph.

## Consent and Confirmation of “Clarification”

In order to take the online exam, ***<name of HEI e.g. Wilhelm Büchner Hochschule (WBH)>*** requires proof of clarification and your consent. By participating in the remote monitoring of your examination, you confirm that you have been informed about it, - that the monitoring is carried out by ***<EU country e.g. Dutch>*** Company ***<name e.g. ProctorExam>***. - that parts of your passport (which are not covered) will be photographed and stored in order to verify your identity for verification. - that you will be asked to make a 360-degree video recording of the test environment in which you and your computer are located to be saved in order to ensure a proper test environment. - you and your screen are filmed throughout the exam and noises are recorded in the working environment. These recordings are saved so that you can later prove that you performed the exam properly. The OP rules of conduct can be found at ***<Example https://www.proctorexam.com/exam-rules/ >***and the notes on data protection and our *Privacy Impact Assessment5* can be found at ***<Example https://proctorexam.com/privacy/>***. To get an impression of how an online exam with ***<name e.g. ProctorExam>***works, we recommend the following video ***<example <https://www.youtube.com/watch?v=P_BvNrjjKN4>>.***

"I understand that language, video and photo footage of me, my environment, my screen and my ID document will take place. These serve the purpose of monitoring the module examination for the academic degree required by law. These records will be stored on the servers of **<*Name e.g. ProctorExam>***until it has been confirmed that the exam has been passed properly. If irregularities occur or there is a suspicion of misuse, the records are transferred to a secure location on one of the institutionally approved storage media for personal data. The Examination Office and the Examination Board only have access to this data to verify that the examination rules have been followed.“

With regard to participation, the following points were clarified:

* I declare my consent to the above facts.
* I am aware that I can revoke this consent at any time for the future without giving reasons.
* I am aware that participation in this examination procedure will then no longer be possible. The *< rules for exams - e.g. examination regulations>* or the *<examination rules of the university e.g. general regulations>* regulate how grading is to be handled. "\* 6

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Surname, first name Place, date and signature

## Footnotes

3 EU-DSGVO = EurOnline Proctoringäsche Datenschutz-Grundverordnung / GDPR = General Data Protection Regulation

4 Academic Integrity: honesty, trust, fairness, respect, responsibility

5 Privacy Impact Assessment = PIA: PIA describes the reasons, risks, and mitigation measures for violating privacy laws

6 Note: This is required in order to take part in online examinations at ***<name of HEI e.g. Wilhelm Büchner Hochschule (WBH)>***.

## Other languages available:

Dutch (page 51): <https://drive.google.com/file/d/1VvnuqYpdMMwdxF_hr5mE28Db0HsHvO8Q/view>

French (page 52): <https://drive.google.com/file/d/1ahwI9iBHoU44623m_W4xPQ-2cv_rkKXG/view>

German (page 49): <https://drive.google.com/file/d/1eHBzKZBoPJPFOCLBpnmHoBu9rlsDf1zE/view>