

General Guidelines for Distance Examinations:

Important: Students should not start organizing distance examinations before they receive official permission from the Examinations Office first!

1. Students can take examinations as distance examinations only on condition that the Examinations Office has given official **permission** first.
2. After receiving official permission, the respective student must independently **organize an examination monitor** (teaching or administrative staff member) **and a room at the partner university**.
Should the partner university not offer such a service, alternative yet still verifiable examination monitors can be sought out (i.e. employees of public libraries, professional testing centers etc)
3. The examination monitor must supervise the examination, hand out the written test and collect it when completed. For checking purposes, the student must inform the Examinations Office of this **person's identity** and provide contact details (no specific separate confirmation of the Host Institution needed).
4. The **Examinations Office contacts the proposed monitor** and coordinates the task.
5. The written examination should take place **at exactly the same time** as the corresponding examination at ETH Zurich.
A significant time difference may result in the student sitting the examination at a rather unusual time at the host institution. In such cases shifting the examination to regular office hours can be arranged. Please note, that such a change has to be approved by the Examinations Office.
In case the exam has to be shifted to a later time due to time difference, the student declares not to get in contact with any person who already took the regular exam at ETH Zurich.
6. In addition to receiving official permission for a distance examination, by filling out and submitting the online distance examination form to the Examinations Office, the student **declares renouncing the right of appeal**. Hence he/she declares that the relocation, the time of the examination and the consequential impact of these do not entitle her/him to lodge an appeal against the examination result.
7. Due to security reasons, the Examinations Office will send a **PDF version of the examination** to the monitor **one hour before** the examination starts.
8. The monitor will print out the examination and hand it to the examinee **at the appointed time**. Examinees have **exactly as much time** to complete the examination as their colleagues at ETH Zurich.
9. The monitor ensures that the examinee does not have access to any communication devices during the exam and that he/she does not use material other than what is **officially permitted** by the ETH Zurich. (The ETH Zurich will inform the monitor accordingly.)
10. The monitor scans the completed examination and **emails it to the lecturer and the Examinations Office** for security purposes right after the examination is finished.
11. The monitor places the hard copy of the examination in an envelope and **sends it by post to the address of the ETH Zurich lecturer**.
12. The examination papers will be marked together with the other (regularly completed) examinations.
13. The student will receive the result regularly through the transcript of records in myStudies (ETH web-application for students).