

Before the exam

- 1 If the Zoom Client is to be used to participate in the exam, please update the Zoom Client to the latest version.
- 2 When participating in a remote online exam with video proctoring, please submit the declaration of consent distributed by the lecturer in good time.
- 3 Read and get familiar with the [CLS manuals for students](#). In the case of exams that are not taken in Dynexite, this applies in particular to the creation of a PDF document and submission via temp-moodle or, as a fallback, Gigamove or email.
- 4 Ask lecturers how the exam documents are to be submitted. When submitting the exam via temp-moodle, use the [CLS test learning room](#) to practice submission.

On the exam day before the exam starts

- 5 Check that contact details have been provided by the exam supervisor. Store these so that they are easy to find.
- 6 Check whether the lecturers have made the exam documents available before the exam. Store these so that they are easy to find.
- 7 [Change Zoom display name](#), if necessary or desired.
- 8 Join the Zoom meeting. If the Waiting Room is activated, simply wait until you are admitted. If login is required to join, log into Zoom via SSO beforehand.

During the exam

- 9 In the event of technical issues during exam or during submission, please contact the exam supervisor immediately.
- 10 Submit exam files. In Dynexite exams, exam files are submitted automatically. For all other exams, the exam supervisor will provide you with the relevant instructions.