University of Cologne; English Department I
BM1 end-of-module exam; Allan, Goularas, Kollias, Maye-Saidi, Gramatke
SoSe 2021; as of 31.03.2021

BM1 end-of-module exam SoSe 2021

The following information is relevant for those students who wish to take the BM1 end-of-module exam (linked to Academic Writing I) in the summer semester 2021 and follows the regulations of the University of Cologne as published here: https://portal.uni-koeln.de/coronavirus.

Please note: You are not obliged to take the exam this semester, particularly if you are uncomfortable with the digital format of the exam. However, it is highly recommended that you take the exam in the same semester in which you attended Academic Writing I (AWI). If you do not participate, any resulting delay in your studies is your own responsibility (§3, Abs. 5 Rektoratsbeschluss 30.12.2020.)

1. Exam Dates and Registration

First exam date: **26.07.2021, 10:00**; KLIPS registration period: **03.05.2021 – 14.06.2021**
Second exam date: **24.09.2021, 10:00**; KLIPS registration period: **02.07.2021- 10.09.2021**

In order to be allowed to take the exam, you have to be registered for the exam on KLIPS. Make sure you register with your AWI teacher. We recommend you take the exam in July. If you are registered for the July exam and you fall ill or fail the exam, you can take the exam again in September. In this case, you can only register on KLIPS after the results of the July exam have been published. If you cannot take the exam in September or you fail, the next opportunity to take the exam will be in January 2022. In this case, it is your responsibility to contact your AWI teacher in due time to inquire about any new topics or texts you will need for the exam.

2. Procedure

In the summer semester 2021, the BM1 end-of-module exam will be done **at home** as a **digital exam**. This applies to both the July and September exams. The exam will be administered on the ILIAS exam server, called Flex-EA. This semester, exceptionally, you will not have to submit a doctor's note if you are registered for the exam but are not able to do it.

The exam will be available on the ILIAS exam server from 10:00 on the day of the exam, and you will have **120** minutes to complete the exam. You are not able to pause the exam. We highly recommend you spend **90** minutes answering the exam questions and use the additional **30** minutes for the technical admin (e.g. accessing the exam and scanning your composition piece (cf. below)). You should do the exam on a computer or laptop. Tablets are not suitable and explicitly not recommended for this exam except for the free composition piece. Smartphones should not be used.

Below, you find a step-by-step explanation what you need to do in the week before and on the day of the exam and answers to FAQs. We recommend you read all of this information as soon as possible and again in the week before the exam.

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3. **Format**

The exam consists of computerized questions as well as a free composition piece which is handwritten. The exam will be **open-book**, which means you will be allowed to use:
- course materials and notes,
- dictionaries,
- any sources worked on during the course of the semester.

However, looking up words and searching through notes can be time-consuming. It is therefore advisable to prepare for the exam thoroughly in advance rather than relying on notes.

Please note that, by **signing** your name on your free composition, you are confirming that:
- you agree to the digital exam format,
- the work you submit is your own,
- all material and sources used are clearly acknowledged.

The computerized questions are in the form of multiple choice, single choice and gap fill (text gap "*Textlücke*" or select gap "*Auswahllücke*") questions. For the free composition, you will be asked to submit a short piece of academic writing (e.g. an introduction, a conclusion, a short summary, a paragraph, …) on a topic that is familiar to you from your course.

You will not be expected to include direct quotations in your free composition and are encouraged instead to paraphrase any information taken from other sources. Please use in-text citations to acknowledge any sources you use. In doing so, please provide the surname of the author and the year of publication of the relevant source. It is not necessary to provide page numbers for this exam. **Plagiarized exams will not receive a grade.**

The pass mark is 60%. There is no limit to the number of times you may take the exam until you pass ("*Versuchsrestriktionen*"). Once you have passed the exam, however, you cannot retake it.
You can familiarize yourself with the format of the exam with the help of the online mock exams. A link to the mock exams is available on ILIAS in your AWI class. We urge you to do the mock exams in preparation for your final exam.

4. **Contact and Info Session**

- If you have questions about the content of the exam, please contact your teacher (Dr. Shona Allan, Cleopatra Goularas, Janet Kollias or Kate Maye-Saidi).
- Dr. Astrid Gramatke is responsible for the exam procedure and administration. If you have questions about the procedure, administration or technical aspects of the exam, please contact the general email address: mapbm1-es1@uni-koeln.de.
- Dr. Gramatke will offer an Info Session on the BM1 exam via Zoom
  - **22.04.2021, 18:00**
  - The meeting link can be found in your ILIAS AWI course and/or will be sent via email
  - If (and only if!) you are not attending an AWI class this semester, please send an email to mapbm1@uni-koeln.de to inquire about the link.

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5. **Detailed Exam Procedure**

Please read the following information BEFORE the exam. We recommend that you also have this information available during the exam (e.g. as a printout). Please contact us **immediately** in case technical problems arise. Please note that we cannot answer any questions related to the content of the exam.

In the week before the exam:

1. Please open your browser and go to the exam server "Flexibles eAssessment and eLearning": https://www.e-klausuren.uni-koeln.de/ea-flex/ (called **Flex-EA**). Tip: Create a bookmark to this page.

2. Please log in using your student account (same as KLIPS/ILIAS) and your password. Please make sure that you remember your password despite nervousness on the day of the exam, or save your login data.

3. The exam folder, which is called "MAP BM1: Sprachpraxis und Sprachgebrauch", can be found on your personal desktop ("Persönlicher Schreibtisch").

4. If you are not be able to see this folder, please read the FAQs below.

5. Please click on this exam folder. There you will find:

    a. the **exam**. You will be able to access the exam questions at 10:00 on the day of the exam. You can, however, click on it before the day of the exam to read and familiarize yourself with the instructions.

    b. this **document**.

    c. **the free composition sheet**. Please download this sheet/print it out and sign it.

    d. a **mock exam** which is already familiar to you. We recommend that you complete the mock exam again in order to test your devices and your chosen internet browser on this particular exam server. This mock exam is available until 20.00 on the day before the exam.

6. It is your own responsibility to make sure you have completed steps 1-5 BEFORE the exam.

On the day of the exam:

1. Please log on to the exam server and open the exam folder <u>BEFORE</u> 10:00.

2. You can start the exam at 10:00 by clicking on "Test starten". Your remaining time is indicated at the top of the screen. We highly recommend you spend **90** minutes answering the exam questions and use the additional **30** minutes for the technical admin (e.g. problems with internet connection, or scanning your composition piece).

3. Access the first question by clicking on the title. You can navigate between questions by clicking on "weiter" and "zurück", or you can use the list of the total number of questions on the left-hand side. Unanswered questions will be moved to the end of the test. FlexEA will automatically save your answers every 30 seconds.

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4. Answer ONE of the free composition questions in **handwriting** using a **blue** or **black pen** on **the exam sheet** provided by us. You are also allowed to use a tablet and a pen, but the composition piece has to be hand-written. Do not write in the margin and indicate any sources you used. Do not plagiarize and do not forget to sign the sheet.

5. Scan your composition and upload it as **<u>one</u>** PDF document on to ILIAS. Unreadable exams will not be accepted. Please do **<u>NOT</u>** click on "Test beenden" to scan your composition. If you end the test, you can no longer upload your composition or answer any other questions. If necessary, you can minimize the browser for your scan instead.

6. After you have answered all of the questions, uploaded the scan of your free composition and you want to submit your exam, end the test by clicking on "Test beenden".

7. Once the time is up, FlexEA will automatically close the test and save your answers a final time.

8. Log out of the server.

6. <u>Troubleshooting FAQs before & during the exam</u>

We recommend that you read the questions and answers before the exam so that you know what you have to do in the unlikely event that you encounter technical difficulties. Please make sure you log on to the server during the week before the exam. Many issues can be solved in advance.

If there is a question or problem not listed in the following FAQs, please contact us

- during the Zoom info session on 22.04.2021, 18:00
- in the weeks before the exam: mapbm1-es1@uni-koeln.de
- during the exam from 09.00-13.00: **+49 221 470 4401** (or **+49 221 470 4182)**

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1. I am worried because of the digital exam format.

- Here are some comments to reassure you:
  - o You can contact us in the weeks before the exam via email and during the exam via phone. Even if you can't see us, we will be there for you on the day of your exam.
  - o If you log on to the server before the exam, read this manual, download/print out the composition sheet and familiarize yourself with the procedure, you can take a lot of the stress and pressure away from the actual day of the exam.
  - o You can complete the mock exam on the Flex-EA server, so the exam format will be familiar to you and you can test your devices and your browser.

2. Do I have to join a zoom meeting during the exam?

- No. You will do the exam independently (!!!) at home. Make sure that the work you submit is your own and that you do not plagiarize. You confirm that your work is all your own work by signing the composition sheet.

3. I can't log in.

- Make sure that you have used your ILIAS/KLIPS account name and password.
- Make sure that you have typed your name and password correctly (usual problems: caps lock activated; number pad deactivated).

4. I do not see the exam folder.

- Please make sure that you have logged on to the correct server, i.e. make sure you are on the exam server, called Flex-EA; here: https://www.e-klausuren.uni-koeln.de/ea-flex/ and not in our regular course on ILIAS or on the mock exam server.
- Make sure that you are registered on KLIPS for the exam. If you are not registered on KLIPS, you will not be allowed to do the exam and will not be able to see the exam folder on the exam server.
- The exam folder will be available one week before the exam. If you can't see the exam folder, check the date and be patient until it is online.
- You are on the right server and you are registered for the exam on KLIPS, it is less than one week until the exam, but you still can't see the exam folder? Please contact us **before** (!) the day of the exam via email mapbm1-es1@uni-koeln.de

5. I have clicked on "Test beenden" and do not know how to proceed.

- After you have clicked on "Test beenden", you will be presented with an overview of all of your answers.
- Click on "weiter" if you are sure that you want to end the test. If not, click on "zurück".
- The system will ask you again whether you want to end the test. If (and only if!) this is the case, click on "ja".
- If you have ended the test, you will not be able to access it again.

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6. I have accidentally ended the test by clicking on the "Test beenden" button.

- It is really not possible to end the test accidentally because you have to actively click three times (cf. above) in order to do so.

- If you have ended the test even if you have not answered all questions and/or uploaded the composition piece, there is nothing we can do. At this point, the exam is over. This is the reason why you should minimize your browser for the scan.

7. FlexEA has ended the test. What do I do now?

- If FlexEA has ended the test, there is nothing else you have to do apart from logging out.

- Even if FlexEA ends the test, your answers and your uploaded composition will be saved. Don't worry.

- If the test was ended by FlexEA, there is nothing else we can do. If you encounter technical problems, please contact us BEFORE the time is up.

8. I have clicked on something and I don't know what has happened/is happening.

- Please complete the mock exam to familiarize yourself with the format and procedure prior to the day of the exam.

- Please contact us and describe precisely what you are seeing (or not seeing) during the exam.

9. My PC/Laptop or the browser crashed / I have accidentally closed the browser or shut off my computer.

- Don't panic.

- Just restart the computer and/or the browser, go to the Flex-EA server, log in again and click on the button "Test fortsetzen".

- Just make sure you never end the test/ click on "Test beenden" unless you actually intend to do so (cf. above).

10. ILIAS shows an error.

- It is highly unlikely that this will happen. Hence, please do not worry about this in advance.

- In the unlikely event that ILIAS shows an error, please contact us immediately. We will work on a solution then.

11. My device/my internet/the system is very slow.

- Please go to the exam server in the week before the exam and test whether your device/connection satisfies the requirements.

- This is one of the reasons why you are allotted more time for the exam than for an exam done on campus (120 instead of 90 minutes).

- Please contact us before or during the exam should problems persist.

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12. Free Composition – problems with scan and upload

- KEEP AN EYE ON THE TIME! Make sure you set aside enough time for the scanning and uploading procedure. We recommend you take 90 minutes for the exam and use the final 30 minutes to scan and upload the document. Do not write your composition until the last minute. You will not have time to scan/merge and upload the document and all of your work will have been in vain.

- Please practice the scanning and uploading procedure with the help of mock exam. This practice will save you a lot of stress on the day of the exam.

- Have a look at the scanning/merging documents into one pdf handout available in your AWI course before the exam.

- Scanning and merging the files into one document:
    o Ideally, use a scanner or a mobile scan app, as the quality is best.
    o If this is not possible, take a picture of the respective pages and convert the jpeg to a pdf.
    o You can minimize or close the browser to scan; do **NOT** click on "Test beenden"
    o Merge the document into one.
    o Please make sure that the document is visible and legible. Unreadable exams will not be accepted.

- Uploading the file:
    o click on "Datei auswählen"
    o choose the correct file and confirm
    o click on "Hochladen" / "Upload"
    o The file will be listed in the box labelled "bereits abgegebene Dateien". If you see the name of the file in this box, you have successfully uploaded it. You cannot download or read the file on the exam server yourself, but if you have uploaded the incorrect file, you can delete it and start the uploading process again, as long as you have not ended the test.

13. Do I have to copy and paste punctuation marks into the gaps?

- It does not matter whether you copy and paste punctuation marks or spaces at the beginning or end of the items unless this is the focus of inquiry (e.g. in an exercise that deals with punctuation mistakes).

- To avoid spelling errors, please do not type the answer into the gap unless you are required to do so. Instead, please copy and paste the items you would like to insert. You can copy the items with Strg+c (Windows) or cmd+c (macOS) and paste it with Strg+v or cmd+v.

- If you have to type, make sure you avoid spelling errors as they will be counted as mistakes.

14. The hotline is always busy.

- To be on the safe side, there are two hotline numbers you can call. If the main hotline +49 221 470 4401 is busy, please use the alternative number indicated above. If this line is busy as well, please be patient and keep trying.