

Oral Skills Presentation AP Guidelines

Online and on campus exams:

This semester, exams will be taking place in an online format and campus. The expectations of these exams remain the same, and you will be examined by two instructors as normal.

Registration:

- 1) Please use the template below to email the **SBanglistik@hhu.de** to register for a timeslot for your OS exam. You can do this until two weeks before the exam period starts.
- 2) Also, when you have your BN you will also need to register through the Studierendenportal for your exam, and should do so with the “gewünschte(r) Prüferin bzw. Prüfer” as **Alexandra Habot**, irrespective of who your teacher is. You can do this until one week before the exam period starts.

Liebes Studierendenbüro,

Hiermit möchte ich mich verbindlich für die mündliche Prüfung im Modul Language Skills II (PO13) / Sprachpraxismodul OS (PO 18) / Sprachpraxis L: for minors anmelden und nach einem Slot fragen.

Ich studiere nach PO 13/ PO18

Ich studiere die Fächer: ...

Ich hätte gerne einen Termin für Montag/Dienstag/Mittwoch/Donnerstag/ist mir egal, Vormittag/Nachmittag/ als Online/Präsenz/ist mir egal.

Bei dringenden Angelegenheiten können Sie mich unter folgender Telefonnummer erreichen:

Mit freundlichen Grüßen

Vorname Nachname Matrikelnummer

Requirements:

Remember that you also need to:

- 1) Email your outline to your teacher **one to two weeks** before the date of your presentation for their review and feedback.
- 2) Email the final outline (and literature review if you are a TK or minors' student) to **juwol111@uni-duesseldorf.de** by **18.00 at least 3 days before** the date of your presentation. If we do not have your final documents, this could negatively impact your grade.

The room number for exams on campus or Webex/Zoom login details for online exams you require on the day will be published on the website and/or you will receive notification via email closer to the time. If you have not received any information, please refer to the team of the students' office

For online exams:

A virtual waiting room will be set up. It is common for exams to overrun, so do not panic if you are not called in at exactly the scheduled time!

You are responsible for ensuring the viability at your end of examining in this format. Please make sure you know how to use Webex/Zoom in advance if you don't already. Also, bear in mind this is an exam format that **depends on good video and audio link**, so make sure you do everything in your power to enable and check this.

You should have been told already in classes if you have microphone issues – resolve these. You can also ask your instructor in the last session of the semester to assess your sound quality.

Some things to consider if you have experienced spotty or lagging video conferencing in the past:

- If you have the option to be in a place with faster and more reliable Wi-Fi, consider this.
- Consider and experiment which of your devices will offer the best connection.
- Close background applications.
- Turn off VPN if you are using one (this can limit bandwidth).
- Reduce simultaneous streaming activities (ask flatmates/family to hold off Netflix etc. for the 15 minutes you are being examined!).
- Hardwire device to Internet using Ethernet cable (often increases speed).

Naturally, allowances will be made in cases of unforeseen technical crashes or Wi-Fi drop-outs, but please do everything you can to make the rest work – if audio/connection quality is not sufficient, examinations will not be possible.

Good luck!
Your Sprachpraxis Team.