



©Universität Hohenheim | Foto: Maximilian Pircher



UNIVERSITY OF
HOHENHEIM

Exams at the Chair of Digital Management

Prof. Dr. Henner Gimpel

University of Hohenheim
Chair of Digital Management

<https://digital.uni-hohenheim.de/>

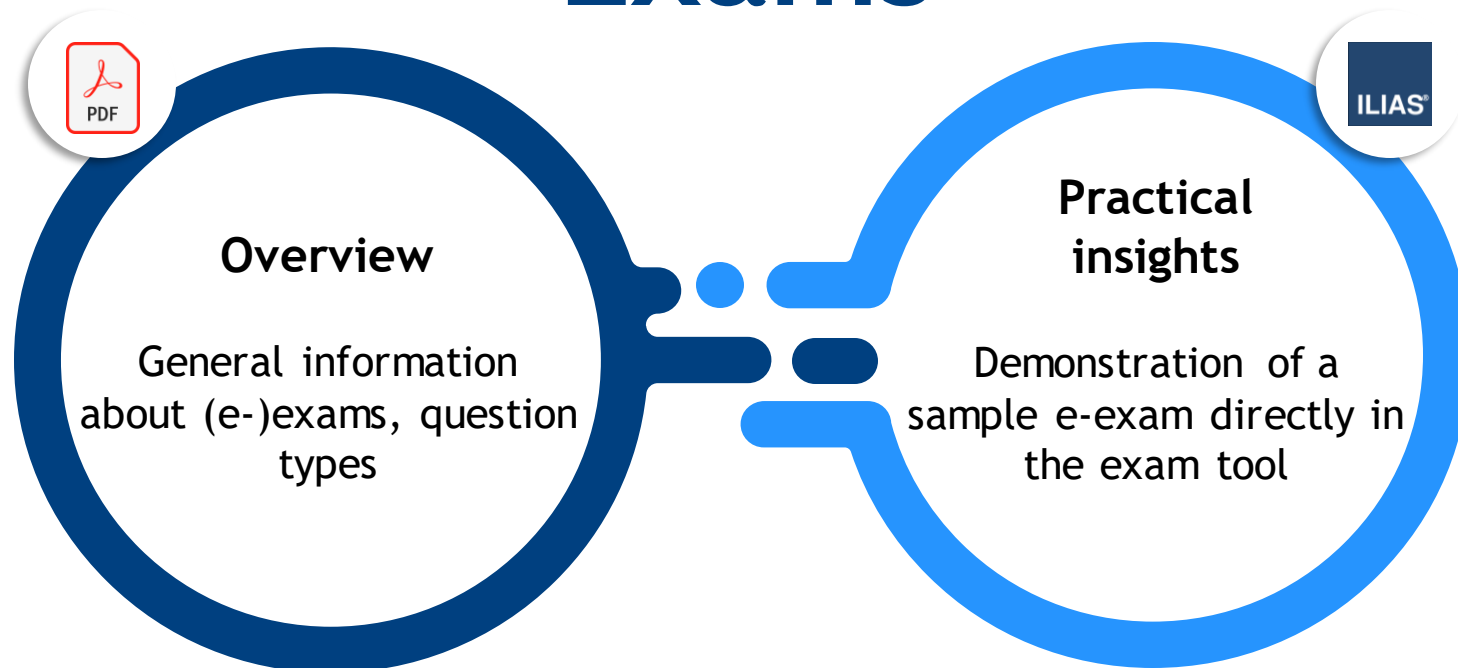
DLA | DIGITAL
LEADERSHIP
ACADEMY

fm
Research Center
Finance & Information Management

Fraunhofer
FIT

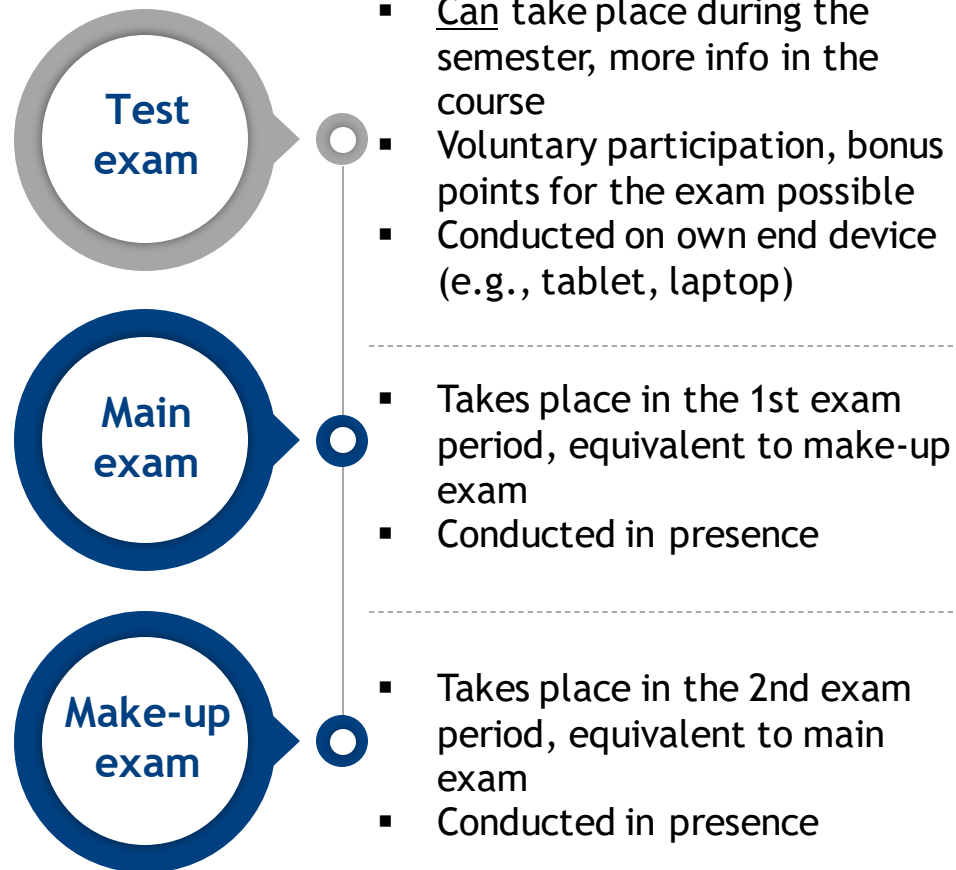
Two building blocks so you know what to expect

Exams



Logos are property of the respective organizations

Overview regarding exams



General information

- You can either take the main exam in the 1st exam period or the make-up exam in the 2nd exam period.
- If the main exam is not passed, the make-up exam serves as a second attempt.
- In order to participate in the exam, you must register via HohCampus during the registration period.
- Conducted in accordance with the respective examination regulations of the study program.
- Exam dates are set during the semester & announced in time.
- On average, one point per minute of exam time can be earned.
- Grades range from 1.0 (very good) to 5.0 (failed).
- Grades will be posted on HohCampus within the deadlines.
- Exams at the Chair of Digital Management are conducted as e-exams by default.



Basic questions

Where?

In presence at the university in a PC room or lecture hall

How?

Answering questions on a laptop/PC provided

When?

Dates by the examination office & communicated in the course

How long?

Exam length varies, will be communicated in the course

With what?

Closed book, i.e., no notes; only non-programmable calculator & pen allowed as aids unless communicated otherwise in the course

What language?

In the language of the course: If the exam is set in English, then answer in English; answers in German are scored 50% of the points you would have received had you answered in English; answers in languages other than German or English are not scored

Advantages of e-exams compared to handwritten exams



Fairness

Readability is always given. Exam time is the same for all participants. Randomization of task order reduces cheating attempts.

2

Variety

Different question types are possible, where media can also be integrated.

3

Quality

Various consistency checks & quality controls are possible through automated evaluation.

4

Evaluation

High objectivity through partially automated pre-assessment & faster grade announcement.

5

Changes

Answers can be changed as often as needed without becoming cluttered.



How do I prepare for an exam?

- **Materials** from the course are thorough & sufficient exam preparation. The scope of relevant material will be discussed in the course.
- **Participating** in discussions with your fellow students and lecturers will help you better understand and remember the content.
- **Regular preparation** of the subject matter enables you to understand correlations and build on what you have learned step by step.
- Unless otherwise communicated, **no information about specific companies** will be requested, but it may be helpful if you need to provide examples.
- The exam covers several, but **not necessarily all**, of the contents of the course. The time spent on the various contents in the course is a rough guide to the weighting of the contents.
- Get to grips with the **ILIAS system for e-exams**. We explain exactly how it works in a video.

Photo: Microsoft



Equipment

at the beginning of your exam at your seat

Laptop/PC



Device dependent on room, with power supply, German keyboard layout (QWERTZ)

Computer mouse



Scratch paper



Not required at all for answering, not graded, to be used only if needed, pens are not provided



Technical

- If you want to change the **keyboard layout** from German to English, click at the bottom right of the taskbar & select ENG
- The **remaining time** will count down & be visible to you at the top center of the screen during the exam. When the time is up, the exam will automatically end. You do not need to actively end it.
- To zoom in or out & **change the font size**, use Strg (Ctrl) & +/- .
- It is **not possible** to open other programs on the computer during the e-exam.
- Your entries will be **saved automatically** on a regular basis - at the latest when you close a question. For longer free-text questions, you can also save your progress manually using the save icon.



Electronic implementation (2/2)



Procedure

- When you arrive at the examination room, you will be **assigned a seat**. There you will find a **laptop/PC with mouse** as well as **scratch paper**.
- As with all in-person exams, you will display your **student ID card** on your seat for verification.
- On the computer you will have to enter your login data, which you will receive **directly before the exam starts**. These new login data are different from your Hohenheim user account.
- The e-exam will start after a short technical introduction as soon as you **start the exam on your laptop/PC**.
- If you use scratch paper during the exam, you have to **hand it in at the end of the exam**, not doing so will be considered as attempted cheating.



In case of problems

- During the e-exam **technical support** is on site to help immediately in case of technical problems (e.g., computer crash, WLAN failure).
- In case of a technical malfunction of your laptop/PC, you will be **assigned a new device**, the time stops with the malfunction & continues after logging in on the new laptop/PC.
- You will not be able to **accidentally end the exam**. When you click on "End Test", a question summary will be displayed first, once again the "End Test" button is displayed there. When you click on it, a new page will load asking you if you really want to finish the test or go back to the questions. Only when you agree again, the test is finished.

Question types: Single-choice questions

Single-choice questions

Matching questions

Arrangement questions

Fill-in-the-blank questions

Open-ended questions

- 3 or 4 answer choices given, of which **exactly one is correct**.
- Only **one answer choice** can be selected.
- **Evaluation:** If the answer choice is correct, you will receive all the points available, if the answer is incorrect or no choice is made, you will not receive any points. There are no minus points.
- **Advantages:** Reduces the need to type quickly, no room for interpretation, fairness.

Welche der folgenden Aussagen ist richtig?

(Sie können nur eine Aussage markieren)

- Im Exotischen Garten stehen überwiegend frisch gepflanzte Bäume.
- Der Ursprung des Landesarboretum geht ins 15. Jahrhundert zurück.
- Im Botanischen Garten existieren über 7.000 Wildpflanzenarten.
- Im Botanischen Garten sind keine Gewächshäuser zu finden.



Example question

Question types: Matching questions

Single-choice
questions

**Matching
questions**

Arrangement
questions

Fill-in-the-
blank
questions

Open-ended
questions

- Different objects (statements, terms, numbers, pictures, etc.) are **assigned to each other**.
- Click on an object (right side) & drag it with pressed left mouse button **directly to the matching object** (left side).
- Each object (left side) must be assigned **exactly one object** (right side). There can be more objects on the right side than on the left side.
- **Evaluation:** Each correct matching is assigned points. In case of wrong or no assignment, you will not receive any points for this assignment. There are no minus points.
- **Advantages:** Reduces the need for fast typing, no room for interpretation, fairness.

Ordnen Sie den einzelnen Fakultäten die entsprechende Anzahl an Instituten zu.
(klicken Sie auf den rechten Begriff und ziehen Sie ihn auf einen der linken Begriffe)

Fakultät Agrarwissenschaften	8 Institute	8 Institute
Fakultät Naturwissenschaften	14 Institute	15 Institute
Fakultät Wirtschafts- und Sozialwissenschaften	15 Institute	14 Institute

Anordnung zurücksetzen ?

Example question

Question types: Arrangement questions

Single-choice
questions

Matching
questions

Arrangement
questions

Fill-in-the-
blank
questions

Open-ended
questions

- Predefined arrangement questions must be placed in the **correct order** and can be displayed either horizontally or vertically.
- To change order, click & **drag to desired location** with left mouse button held down.
- Note in the **question text** instructions on which answer to start with & in which order to sort.
- **Evaluation:** Each correct arrangement is assigned points. In case of wrong or no arrangement, you will not receive any points for this questions. There are no minus points.
- **Advantages:** Reduces the need to type quickly, no room for interpretation, fairness

Bitte ordnen Sie die Fakultäten der Uni Hohenheim ihrer Größe nach.
(beginnen Sie mit der Fakultät, die am meisten Studierende hat - sortieren Sie in absteigender Reihenfolge von oben nach unten)



Example question

Question types: Fill-in-the-blank questions

Single-choice
questions

Matching
questions

Arrangement
questions

Fill-in-the-
blank
questions

Open-ended
questions


- **Short answer** (e.g., word, number, half-sentence) required as free text.
- The answer must be entered in the **provided gaps**. This can be at the beginning, in the middle or at the end of a text.
- To answer, click on the gap & **type in** the answer
- **Evaluation:** Each gap is assigned points separately, with partial points possible
- **Advantages:** Little room for interpretation, fairness

Bitte füllen Sie die Lücken mit den entsprechenden Begriffen/Werten aus.
In Hohenheim finden Sie folgende Garten-Arten:

1. : Dieser Garten befindet sich unmittelbar südlich des Schlosses und ist aus dem ehemaligen Schlosspark hervorgegangen. Er bildet ein Halbrund.

2. : Ehemals war dieser Garten der "Englische Garten" von Herzog Carl Eugen und Franziska von Hohenheim. Daher kann hier ein außergewöhnlich alter Baumbestand bewundert werden.

3. : Dieser Garten existiert seit dem Jahr 1996. Seine 2.500 verschiedenen Laub- und Nadelgehölzarten bieten eine Menge an lebenden Anschauungsobjekten für die natur- und agrarwissenschaftlichen Studiengänge sowie die Staatsschule für Gartenbau.



Example question

Question types: Open-ended questions

Single-choice
questions

Matching
questions

Arrangement
questions

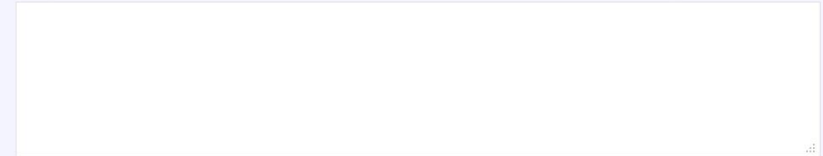
Fill-in-the-
blank
questions

Open-ended
questions

- An **input field** is available, into which a free text is typed
- The **question text** contains an indication of the required level of detail for the answer
- Based on the **points to be achieved**, the reasonable processing time can be estimated
- **Evaluation**: Partial points can be awarded
- **Advantage**: Comprehensive assessment of knowledge at all learning objective levels possible

Beschreiben Sie bitte kurz und knapp den Inhalt und die Ziele Ihres Studiengangs.
(insgesamt 200 Zeichen)

Bitte geben Sie nicht mehr als ein Maximum von 200 Zeichen ein. Alle weiteren Zeichen werden am Ende abgeschnitten.

A screenshot of a question interface. It features a light blue header with a question in German: 'Beschreiben Sie bitte kurz und knapp den Inhalt und die Ziele Ihres Studiengangs. (insgesamt 200 Zeichen)'. Below this is a smaller line of text: 'Bitte geben Sie nicht mehr als ein Maximum von 200 Zeichen ein. Alle weiteren Zeichen werden am Ende abgeschnitten.' The main part of the interface is a large, empty white rectangular input field. To the right of the input field, there is a large, light blue question mark icon.

Example question



Distribution of exam questions among question types varies; more information in the course

Details about the question type

Open-ended questions



Question format

Required answer length:

- Short: e.g., *name / list*
- Medium: e.g., *define / explain briefly / describe briefly*
- Long: e.g., *explain (using an example) / discuss in detail / evaluate in detail*

Examples:

- *Imagine the following scenario: What frameworks or concepts did you learn in the course that may be helpful in addressing the challenge/opportunity described in the scenario? Please*
- *A colleague tells you the following ...: How would you evaluate this perspective in light of what you learned in the course? Please provide a detailed explanation for your assessment.*
- *In class, we discussed X and Y: Please explain the similarities and differences between X and Y.*



Response format

Format:

- Standard: body text (especially for medium to long responses)
- Exceptions: bullet points (for *name / list*)

General guidelines:

- Convey exactly what you mean. No "guessing game" that leaves interpretation open.
- Abbreviations & acronyms should be introduced (e.g., in parentheses) unless they were used in lecture slides or required reading.
- General statements are better than pure examples unless examples are specifically asked for or are used to illustrate the general statement. When using examples: Examples must be self-contained, or familiar from course material or discussion in exercises.
- Bullet point chains of reasoning, as in the transcripts of the exercises, are usually not sufficient.
- Linguistic or grammatical errors will not factor into the grade, but your answers must be understandable.

Practical insights



Exams
Practical
insights

<https://digital.uni-hohenheim.de/>
Daniel Tschaikowski

UNIVERSITÄT HOHENHEIM | DLA | DIGITAL LEADERSHIP ACADEMY | fin | Fraunhofer FIT



Start the YouTube video via [this link](#)

Photo credits

- Slide 6: Sam Edwards (Getty Images), licenced through Microsoft PowerPoint Stock Images.
- Slide 7: Michal Jarmoluk (Pixabay). <https://pixabay.com/photos/mouse-computer-mouse-computer-it-285123/> (retrieved on 26/04/2022).
- Slide 7: pexels (Pixabay). <https://pixabay.com/photos/apple-smartphone-desk-laptop-1282241/> (retrieved on 26/04/2022).
- Slide 7: Mohamed Hassan (Pixabay). <https://pixabay.com/illustrations/paper-background-empty-paper-note-2631126/> (retrieved on 26/04/2022).
- Slide 7: Marius Eichfelder (Chip). https://praxistipps.chip.de/windows-10-tastatur-sprache-aendern-so-gehts_42671 (retrieved on 26/04/2022).

This document is an open educational resource (OER)

- **License:** Except where otherwise noted, this document is licensed under the Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International (CC BY-NC-SA 4.0) license (<https://creativecommons.org/licenses/by-nc-sa/4.0/>). When other sources are referenced, they typically have other licenses and restrictions.
- **Attribution:** When using this material, please attribute:
*University of Hohenheim, Chair of Digital Management (Prof. Dr. H. Gimpel),
<https://digital.uni-hohenheim.de>*
- **Activities:** You may engage with this teaching and learning material in any of the following ways as long as you follow the license terms:
 - Retain: make, own, and control a copy of the resource
 - Reuse: use your original, revised, or remixed copy of the resource publicly
 - Revise: edit, adapt, and modify your copy of the resource
 - Remix: combine your original or revised copy of the resource with other existing material to create something new
 - Redistribute: share copies of your original, revised, or remixed copy of the resource with others
- **PowerPoint file:** If you would like to obtain the PowerPoint file of this presentation for your teaching, please get in contact via e-mail.
- **Contributions:** Suggestions for corrections and additions are highly welcome. If you have any, please get in contact via e-mail.
- **Commercial use:** If you want to use the material commercially, please get in contact via e-mail.

E-mail: digital@uni-hohenheim.de