

# Security and Privacy of Oral Examination

Taskforce Assessment – 3 April 2020

**In this guide we describe the rules and regulations around the security and privacy of oral examinations. This guide is based on the advice of the TU Delft privacy team and Library DMA team.**

## Index

FORMAL LAW .....	1
GUIDING PRINCIPLES.....	1
TOOLS TO USE.....	1
WHEN TO MAKE A RECORDING .....	2
BEFORE RECORDING STARTS .....	2
DURING THE RECORDING .....	2
IN CASE OF TECHNICAL ISSUES .....	2
STORING THE RECORDING .....	2
RESOURCES.....	3

## Formal law

For these guidelines we followed the rules and regulations of the Dutch law on Higher Education (WHW), the privacy regulation (GDPR) and the Dutch archiving law (Archiefwet). These guidelines are in accordance with the model OER and RRvE and the temporary Corona changes.

## Guiding principles

- Only use a GDPR compliant tool
- Data minimalization
- Data restriction

## Tools to use

The taskforce advises only to use official TU Delft licensed and GDPR approved tools:

- **Skype for Business (S4B)**
- **YouSeeU**

It is strongly discouraged to use Zoom.

Skype for Business for Windows has a [recording option built-in](#). The Mac version doesn't. Mac users can use screen capture tool in Quicktime to record.

Students don't need to have a S4B account. If you plan a meeting and send them the invite, they can access the call via the web browser.



## When to make a recording

- If there is only one examiner you have to make a recording.
- If there are two examiners you are allowed to make a recording.

## Before recording starts

- Ask student for **proof of identity** (e.g., show student card through webcam).
- Ask student to do a **room check** with camera (no other people present, clean desk (see below)).
- **Inform students in advance** (Brightspace) about the possible recording, what is expected of them, including hardware, network, not letting the laptop go to sleep, distractions in the room, what is allowed on desk (e.g. pen, pencil, paper, glass of water).

## During the recording

After you have checked the identity of the student and the room check, you can start the recording.

Include in the recording:

- The date and time and who are present in the recording.
- **Honour pledge statement** to be included by student.
- Inform the student what will happen with the recording and who has access to it.
- In normal situation you should ask for consent to make a recording. In these special circumstances the university has a *legitimate interest* (1 of the 6 legal grounds) for the continuity of our education.

## In case of technical issues

- Give students the **benefit of the doubt** when they inform you about technical issues.
- Allocate a separate time slot to provide for students that could not start or complete their examination due to severe technical issues.
- The examiner should decide whether a technical issue is minor, and can be resolved during the regular examination time slot, or that it is severe, and a new time slot is needed (see above).
- Reserve extra time in order to be able to solve minor technical issues during the examination.

## Storing the recording

- Make sure you give the recordings useful names to retrieve them, such as coursecode-date-examiner-student\_id.
- For **2 months after the registration of the grade in Osiris** the recordings have to be stored, due to regulation about complaints. In case of an actual complaint/objection, the recording will have to be stored longer.
- The examiner is responsible for the **safe storage** of the recording during this time.
- The examiner is responsible for the **removal of the recording after 2 months**.
- The storage of recording should be on an official TU Delft storage, such as SURFdrive, or TU network storage, and should only be accessible by the examiner(s) and on request the Board of Examiners.



### How to store the recordings of your oral check:

- **Surfdrive:** You can create an upload folder. Where anybody (so also your TAs) can upload files (but not see or download them). If you create a folder, under Sharing you can select "Upload only (File Drop). Receive files from multiple recipients without revealing the contents of the folder".
- **YouSeeU:** With YouSeeU (integrated in Brightspace) you can save the recordings when you select at the setting "automatically record meeting" The recorded meetings will be saved in collaboration > virtual classroom under "recorded meetings". Make sure the recording is not accessible to the students in the course!

### Resources

- Guide on Oral Exams: <https://brightspace-support.tudelft.nl/remote-assessment-oral-exams/>
- Manual on YouSeeU: <https://brightspace-support.tudelft.nl/youseeu-virtual-classroom2/>
- Manuals Skype for Business: <https://www.tudelft.nl/en/it-manuals/skype-for-business/>
- How to make a recording in Skype for Business on Windows: <https://www.youtube.com/watch?v=rXfyoajlsGM>
- How to make a recording with screen capture tool Quicktime on Mac: <https://support.apple.com/en-us/HT208721#quicktime>
- How Do I Add Regular Skype Users To Skype For Business: <https://kb.intermedia.net/article/22490>