

OE44096 Bottom Founded Offshore Structures: Procedure Online Exam of 8 April 2020, 9h00

If you have any questions or remarks regarding this procedure, please send an e-mail to j.s.hoving@tudelft.nl.

General:

- The re-exam of 8 April 2020, 9h00 will be offered digitally and online through **Brightspace**.
- To participate in the exam, you must be enrolled in this year's (2019-2020) Brightspace-page, entitled "**OE44096 Bottom Founded Offshore Structures (2019/20 Q2)**" using your own **NetID**.
- You are yourself responsible to assure a proper internet connection during the time of the exam, and the ability to download the exam questionnaire and to upload your answers.
- Instead of the regular closed-book written exam this course usually has, this exam is offered as an **open-book exam**, meaning that you are allowed to use books, your own notes and any other offline or online material available during the exam. *As a consequence, the form and style of this exam will differ somewhat from the regular exam and any practice exams that you have available!*

Practicalities regarding the exam questionnaire and submission of your answers

Only if you have officially registered for the exam, your own personal area for this exam will be available (via the given Brightspace-page) under "**Assignments**" by clicking "**Online Exam - 8 April 2020, 9h00**" and then clicking **your own name**; Here, you will find your own personal exam questionnaire and the option to submit your answers.

Students without an extension:

- As for the regular exam, you will have **3 hours to finish** the exam.
- At the end of the exam, you have an extra 15 mins, so **until 12h15, to upload your documents**. Any material submitted after the 12h15 deadline will not be included in the grading.

Students with an extension:

- **If you are eligible for extra time** and you want to make use of this during the exam, you are to **submit a digital copy of a document that proves this**, in advance and at the latest 24 hours before the start of the exam, by e-mail to j.s.hoving@tudelft.nl.
- You have an extra 30 minutes, and thus you will have **3 hours and 30 mins to finish** the exam.
- At the end of the exam, you have an extra 15 mins, so **until 12h45, to upload your documents**. Any material that is submitted after 12h45 will not be included in the grading.

Submission of your answers:

- You are yourself allowed to choose the manner in which you submit the answers to the exam, meaning that you can choose to either:
 - a) work on paper and submit your answers by uploading photos or scans, preferably in pdf-format, or
 - b) work in a digital environment (for example use Word or Excel) and submit your answers by uploading the corresponding files, preferably in pdf-format.
- You are yourself responsible for the legibility/readability of your submitted work; If part of your answer is lacking because it is not included in your submission, you cannot get points for that.

Integrity Statement and Proctoring:

- At the start of the exam questionnaire, you must **sign an integrity statement** by which you declare that by taking part in this exam, you follow the TU Delft code of conduct (the relevant text will be included in the exam questionnaire) and that you yourself will produce all material submitted as a part of this exam. Together with the signed statement, you must **upload a copy of your campus card**.
If you are unable to submit a copy of your campus card, you must include a copy of a document that proves your identity including a picture, i.e. a driver's license, identity card or passport. For the sake of time efficiency it is useful to prepare this in advance.
- Despite any signed integrity statements, all submitted work will be checked for plagiarism and compared to each other to check for fraud.
- Additionally, as part of the exam questionnaire you must submit a **mobile phone number** at which you are available for an hour after the exam; so from 12h15 to 13h15 if you do not have an extension, or from 12h45 to 13h45 if you do have an extension. During this time, we will contact a randomly selected representative sample of participating students. If you are contacted, we will ask you
 - a) whether you took the exam yourself, and
 - b) to explain one of your submitted answers.

Not answering your phone and/or not being able to answer these questions will be considered as an attempt at fraud of which the Board of Examiners will be informed.

Please note here that your mobile phone number will only be used for proctoring purposes as a part of this exam and that this phone number will not be stored or used for any other purposes.