

Information sheet about data protection for online-proctored examinations

of the Fraunhofer Personnel Certification Authority,
at the Fraunhofer Institute FIT

Dear Exam Participants

In this information sheet, we would like to inform you about the Fraunhofer Personnel Certification Authority's handling of additional personal data which are acquired in the context of written and oral online-proctored examinations.

Participation in face-to-face and/or online proctored exams is the voluntary decision of the participants.

In the case of an online proctored examination, the collection of additional personal data may be necessary. In this case, the data is processed on the basis of Art. 6 (1) sentence 1 lit. a GDPR. The procedure for online-proctored examinations and the handling of the personal data collected in this context are described below.

In order to participate in an online-proctored examination, participants must give their consent to this procedure and the collection of personal data by signing the registration form. Only then may the Fraunhofer Personnel Certification Authority make audio, video and screen recordings as part of the online-proctored examinations. Participants have the option of withdrawing their consent at any time. In principle, participants also have the option of taking part in a face-to-face examination instead of an online-proctored examination. This usually takes place on the premises of the Fraunhofer Personnel Certification Authority at the Fraunhofer Institute Center in Birlinghoven.

In the case of **online proctored written exams**, data is collected via a exam management tool as well as an online proctoring tool. The collected data is used exclusively for the evaluation of the exam.

The exam questions and tasks are made available via *Optimum Assessment* exam system. The answers entered as part of the exam are also stored in Moodle. The collected data can only be viewed by the Fraunhofer Personnel Certification Authority, as well as the examination officers who are sworn to secrecy.

In the context of conducting written online proctored examinations, the Fraunhofer Personnel Certification Authority cooperates with the online proctoring provider Proctorio GmbH, Bahnhofstr. 18, 85774 Unterföhring. The purpose of the cooperation is to ensure equal treatment of all participants by preventing cheating attempts in online proctored exams. The online proctoring software collects audio, video and screen data

prior to the exam in the form of a room scan and personal identification using the ID card. Further audio, video and screen data are stored during the exam for the purpose of recording the examinees. The participants receive information about the rules of conduct during the examination at least one week before the examination begins. The data recorded during the examination will be evaluated by the Fraunhofer Personnel Certification Authority after the examination to detect any attempts at cheating. Violations of the rules of conduct will result in failure of the examination.

The camera data, audio data and screen data are stored on Proctorio's servers in Europe and deleted after 30 days at the latest. The Fraunhofer Certification Authority has concluded a commissioned processing contract with Proctorio. Through this contract, Proctorio assures to process the data on behalf of the Fraunhofer Personnel Certification Authority in accordance with the General Data Protection Regulation and to ensure the protection of the rights of the data subjects. The online proctoring provider does not have access to participant data such as name, address, answers, and exam results of the participants.

Online proctored oral exams are conducted online via video conferencing in Microsoft Teams. No video, audio, or screen recordings are made before, during, or after the exam. During oral online proctored examinations, participants are also required to adhere to the rules of conduct specified by the Fraunhofer Personnel Certification Authority to avoid attempts at cheating. Possible attempts at cheating will be detected during the examination and will result in the participant failing the examination.

For identity verification, participants will also be asked to hold their photo ID up to the camera once and to do a room scan with a web cam or the laptop camera at the beginning of the exam.

In line with your right to object, you can request deletion of your recordings at any time. Should you exercise this right, the legal requirements will first be checked. However, the Proctorio recordings will be deleted after 30 days in any case. Should you use the right of objection, you will not incur any additional costs.

For more information on online proctored exams, visit the Fraunhofer website at:
<https://www.personenzertifizierung.fraunhofer.de/en/regulations/information-about-online-examinations.html>

If you have any questions/concerns, please contact:

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