

Instructions for Written Exams Information sheet for Exchange Students

(Merkblatt: Hinweise zu schriftlichen Prüfungen)

- Please make sure that you are **on time at the correct examination location**. There will be seat reservation lists hanging in front of each examination hall, thereon you will find your seat number. At the entry of the hall, please sign the entrance control sheet ("Eintretensprotokoll"). Then go to your assigned seat.
- Place your validated campus card **with your matriculation number** clearly visible on your desk.
- You are not allowed to take bags, jackets or cell phones to your desk. Turn off your cell phone during the exam. The examination supervisors may open your bags to turn off cell phones.
- All material necessary for the exam will be handed out to you on site. You are only allowed to bring **writing utensils** with you (except for "Verbundprüfung" and open-book examinations) and, if granted in advance upon written request, language and legal dictionaries (no electronic dictionaries permitted!). The supervisors are instructed to control these permits.
- Do not use pens and writing utensils with blue ink, in order to make sure that the eScans will be readable (all exams will be scanned after correction).
- There will be eScan sheets and lined note sheets on site that can be asked for with the supervisors.
- It is not permitted to use or bring with you other than the allowed tools and auxiliaries; it is not permitted to exchange information with third persons; it is not permitted to make noise on purpose; it is not permitted to **continue to write** after the supervisors have declared end of examination time (**§ 47 Abs. 1 StuPO**). In case of incorrectness during examinations the faculty has the right to acknowledge on fail or accordingly the grade 1 (**§ 47 Abs. 2 StuPO**).
- **Sticky notes are not permitted** during exams (as an exception, sticky notes may be permitted during open-book-exams).
- It is not permitted to speak, smoke, eat or leave the assigned seat during the exam. One person at a time may visit the restrooms, the examination questionnaire has to be deposited with the supervisors during this time.
- You may hand over your examination 15 minutes before the official examination time ends (30 minutes "Verbundprüfung"); you then must leave the examination hall immediately. During the last 15 minutes (30 minutes "Verbundprüfung") of the official examination time it is not permitted to hand over examinations ahead of time or to leave the examination hall.
- Students, who submitted their request for prolongation of duration of examination in time, need to bring with them to each written exam their personal permission issued by the examination administration.
- Furthermore, the provisions of **Studien- und Prüfungsordnung** (StuPO of January 23, 2008) and the corresponding **Wegleitung** (W-StuPO of January 7, 2008) in the new version of January 1, 2010 apply.
- Further, please read carefully the information on each **examination cover sheet**.