

Date: March 20 2023 (Version 1)

Information Sheet on Written Digital Examinations for Exchange Students (Spring Semester 2023)

Be advised that only the German version of this information sheet is binding

The written exams will be held either at the University of Lucerne or at an external location. Please bring your private Laptop / Notebook. Windows- or macOS-based tablets may be used. Other tablets or iPads, however, are not allowed. The use of an external keyboard and mouse are permitted, however not the use of a digital pencil nor the installation of a laptop privacy shield.

1. Bring Your Own Device (BYOD) – Requirements

- Two hour written exam: Laptop/Notebook must have a battery life of at least 3 hours. Power access can't be guaranteed. Recommendations to extend battery life: dim the brightness of your screen, activate flight mode (Windows) or deactivate WLAN (macOS) respectively. Turn on energy saving mode.
- Word document can be edited (worked on) and converted in a PDF.
- Answer sheet can be sent via your @stud.unilu.-E-Mail-Address.
- Students are responsible for the functionality of their Laptops/Notebooks.

2. Overview of examination process

- The exam questions will be distributed in printed format prior to the examination.
- Activate the flight mode (Windows) or deactivate WLAN (macOS) respectively on your Laptop/Notebook. During the exam only the Word Program should be accessible on your device and on your screen only the document with your exam answers should be visible (full screen mode).
- To answer the exam questions open a new word document before the start of the exam and insert in the **header** the following information
 - Title of the exam
 - Exam sequential number_Matriculation number
 - Page number/Numbres of pages [please use the field function Page / NumPages]
 - Language
 - Add a blank line

Please use Arial, font size 11, line spacing 1.5, in black colour for your answers.

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Save the answer sheet under the following denomination:

- Your exam number_your matriculation number_title of exam.
(Example: 12345_11222333_title of exam)
- As soon as the supervisor announces the end of the exam convert your word document in a PDF. The creation time of the PDF document is decisive for determining your compliance with the examination time.
- Deactivate the flight mode or activate the WLAN respectively and open your @stud.unilu-Email-Address. Send the PDF document with your answers immediately via your @stud.unilu.-Email-Address to master-pruefungen-rf@unilu.ch respectively.
- You will receive a confirmation that your e-mail has been received.
- Keep an eye on your mail account for another 30 minutes after leaving the lecture hall in case we need to contact you due to an error with your file.

3. Regulations on examination day

- Ensure to arrive **20 minutes before the begin of the exam at the correct examination location** to set up your workplace and to have your device examined. When entering the room your device must be compliant with these guidelines (empty cache, no boiler plate etc.). The seat reservation lists with your assigned seat number are provided at the entrance of the examination room. Upon entering the room, sign the entrance control sheet ("Eintretensprotokoll") and go to your assigned seat.
- You are not allowed to bring **bags, jackets** or **cell phones** to your desk. Turn off your cell phone during the exam. Supervisors may open your bags to turn off cell phones.
- Place your **validated campus card** with your matriculation number clearly visible on your desk.
- The following **items and auxiliary means** may be taken to the workplace:
 - Laptop / Notebook (including charging cable where appropriate)
 - Writing utensils for taking notes and highlighting; no paper for taking notes (as it will be provided)
 - Hearing protection (earplugs or protective headset, no electronic headphones)
 - Legal texts and provisions relevant for the exam
 - General and Legal Dictionary for Courses in English for students from a university where English is not the main language of instruction (except language courses where the use of a dictionary is not permitted).
 - For **open book exams**, the use of all documents, textbooks and other materials is permitted, however no electronic sources.

The supervisors will control all items and auxiliary means.

With the exception of your Laptop / Notebook no other electronic devices and electronic auxiliary means (smart watches, smartphones, calculator etc) are permitted.

- It is your responsibility to bring all legal texts and provisions (such as codes, decrees, regulations etc.) relevant for the exam as indicated in the description of the course in the [online course catalogue](#). The [Information sheet on the use of own legal texts and provisions during examinations](#) provides the rules on how and to what extent the legal texts and provisions may be edited.

- **During an exam** it is not permitted (**§ 52 Abs. 1 StuPO 2016**)
 - to use or bring other than the allowed tools, in particular the use of electronic boilerplates;
 - to exchange information with other people;
 - to make noise on purpose;
 - to **continue writing** after the supervisors have declared the end of examination time.
- In case of irregularities during exams, the faculty has the right to mark the examination with the grade 1 (failing grade) (**§ 52 Abs. 2 StuPO 2016**). Further, the faculty may request the rector to take further sanctions under **§ 36 Universitätsstatut** (SRL no 539c).
- Once the exam has begun, it will count as an attempt even if you cannot complete the exam.
- It is not permitted to speak, smoke, eat or leave the assigned seat during the exam. The restrooms may only be visited by one person at a time under supervision and the screen has to be locked (Ctrl+Alt+Delete) during this time.
- You may not hand in your exam early before the official examination time ends; you may only leave the examination room once the supervisors have announced the end of the exam and you have received an automated confirmation that your exam has been received.
- Last but not least: always read the information on each **examination cover sheet** carefully.
- Furthermore, the provisions of the Study and Examination Regulations (StuPO2016) and the corresponding Guidelines as well as the University Statute SRL no 539c apply.

CHRONOLOGY OF CHANGES

Version	Change
Version 1 (March 20 2023)	--