

## Instructions for written examinations

### 1. Before the examination

- Please arrive at the examination venue in plenty of time.
- Please present your validated Campus Card and place it on your desk such that it is clearly visible during the examination.
- Students with an approved extension to the duration of their examination must take the personal approval obtained from the Examination Administration Office to each written examination and present it to the Supervisors on entering the examination venue.
- Bags, jackets, cases and telephones are not permitted at examination desks. Telephones must be switched off during examinations.
- All papers required for examinations will be distributed to the candidates at the examination venue. Writing instruments, your Campus Card and drinks are the only items allowed at your desk (with the exception of approved aids). Approved dictionaries are also allowed (**no** electronic dictionaries permitted!).

### 2. During the examination

- Please read the instructions on the first page of the examination paper(s).
- Paper for notes will be made available. Students may ask the Supervisors for extra paper at any time.
- During examinations students must not use any aids other than those permitted, must not exchange information with other persons, must not deliberately disturb the peace at the examination venue and must not continue writing after the Supervisors announce the end of the examination.
- Any irregularities noted during examinations may lead to a "fail" or a grade 1. An application for further sanctions may also be made to the Rector in accordance with Section 36 of the University Charter (Regulation no. 539c).
- Only one student at a time may use the toilets.

### 3. End of the examination

- Examination papers may be handed in early, up to 15 minutes before the official end of the examination. In this case, students must leave the examination venue immediately and quietly. Students may not hand in examination papers or leave the examination venue during the final 15 minutes of the official examination period.