

# Examination procedure for examinations at the Faculty WIG

Dear students,  
please note the following information:

## General information

- There is **no grade without exam registration!** This also applies to repeat examinations or subjects with performance records during the semester. Anyone who has not registered in time and is not on the attendance list will only be admitted to the examination with reservations and must expect that the examination result will not count.
- Any inability to take an examination claimed after the start of the examination must be proven by a **medical certificate dated the same day** (the students' office will answer any questions). The certificate must be submitted to the students' office.

## Examination procedure

### 1. Before the examination

- All candidates must arrive on site 15 minutes before the start of the examination.
- The examination rooms are only entered after being requested to do so by the invigilator. Attendance lists are available at the entrance. Please use your own pen (have it ready!) to sign the lists and show your student ID and a valid identity card or passport (have it ready!).
- You will be informed of your examination room in good time. You must take your seat in the examination room as instructed by the invigilator.

### 2. During the examination

- The tasks are concealed on the course and may only be turned over at the request of the invigilator. The examiner releases the exam!
- All personal items that are not immediately required for the examination (bags, jackets, electronic devices, etc.) must be placed away from the seat.
- The use of unauthorized aids (in particular smartphones, smartwatches, in-ear headphones and other electronic devices) is prohibited. Electronic aids (e.g. calculators) are only permitted if this is expressly permitted in the examination schedule.
- During the examination, any communication with other candidates or third parties is prohibited.

### 3. After the examination

- The invigilator ends the exam. Further processing after the end of the examination is prohibited.
- At the end of the working time, the examiners will collect the exams. You must remain seated during this time and only leave the examination room when requested to do so by the invigilator.

## Sanctions for rule violations

Violations of the aforementioned rules will result in a grade of 5 (fail) due to cheating.

**Good luck with your exam!**