

## **Examination procedure for examinations at the WEBIS faculty in SoSe 2023**

Dear students,

Please note the following instructions for a proper examination procedure.

### 1. entering the examination rooms / attendance lists / student ID card

The examination rooms are only entered after the invigilators have asked you to do so. Attendance lists are available at the entrance. Everyone must sign in with their own pen (have it ready!) and show their student ID.

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 reckon with the fact that the examination result will not count.

### 2. exam tasks

The tasks are already hidden on your seat. They may only be turned over when the invigilator announces the start of the examination.

### 3. choice of seat in the examination room

You will be informed of your examination room in good time. In the examination room you have to take your seat according to the instructions of the examiner.

### 4. handing in the examinations

At the end of the working time you will be asked to leave the examination room one after the other. You will place the examinations on a waiting table.

**Good luck with your exam and thank you for your support!**