

General information on examinations at the WEBIS faculty

general

- There is no grade without **exam registration**! This also applies to repeat examinations or subjects with performance records during the semester.
- **Candidates with compensation** for disadvantages must submit a corresponding letter from the examination board for their examinations.
- **Withdrawal from examinations:**
 - In the event of an inability to take an examination due to illness, a medical certificate must be submitted before the start of the examination, which must be based on an examination that was generally carried out on the day of the missed examination.
 - In the event of withdrawal from an examination that has already begun, each student must declare their inability to take the examination to the Examinations Office on the day of the examination, at the latest on the third following working day. For this purpose, the form “Antrag auf Annullierung einer Prüfung” (PRIMUSS portal) signed by a doctor and a medical certificate must be submitted to the Examinations Office.

Examination procedure

1. before the test

- For examinations in the IT room, students are responsible for ensuring that they can log in with their account. Please test in advance in one of the IT rooms (e.g. room 106) whether you can log in with your user name and password using the German-language keyboard available there. If you are unable to log in independently on the day of the exam, you will not be able to take the exam.
- All participants must arrive 15 minutes before the start of the exam.
- Please do not enter the examination rooms until requested to do so by the invigilator. Attendance lists are available at the entrance. Use your own pen (have it ready!) to sign the lists and show your student ID or a valid official photo ID (identity card/passport). Other forms of identification (health insurance card etc.) will not be accepted and will mean that you will not be allowed to take part in the exam.

2. during the test

- The tasks are concealed on the course and may only be turned over at the request of the supervisor. The examiner releases the exam!
- Only the permitted aids, blank sheets of paper (provided by the examiner), a pen, student ID and a drink/food may be on your table during the exam. Everything else (jackets, bags, pencil cases etc.) must be kept out of reach at the side of the room. 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 test

- The examiner 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 examiners.

Sanctions for rule violations

Violations of the above rules will lead to exclusion from the examination without prior warning due to undercutting and the examination will be graded 5.0 (fail).

We wish you good luck for your exams!