



Information for proctors supervising written examinations

1. The proctors are responsible for using the attendance list to determine that all exam candidates are present and, if necessary, assigning them to their seats. At the same time, he/she performs an identity check by checking the students' ID cards.
Anyone who fails to attend an exam must be marked on the list.
2. Prior to the start of the exam, participants must be made aware of the following:
 - a. During the exam, aids are only allowed if they have been specifically permitted. Any aids and devices that are not permitted must be given to the proctor for safekeeping before the exam begins.
 - b. Anyone who does not abide by this, or who is caught cheating will be excluded from further participation in the examination;
 - c. If any forms of misconduct are discovered later, the student in question will not be issued an examination certificate, or the previously issued certificate or diploma or bachelor's or master's degree will be revoked;
 - d. anyone who cancels their registration after the start of the examination must expect to be declared to have failed the examination.
3. The proctor announces what aids are permitted before handing out the exam papers.
4. The exact time must be determined and, according to the scheduled duration of the exam, the time when candidates must submit their answers.
5. The supervisor must keep a signed record of the examination.
He/she must record the seating plan in the record. Based on the seating plan, proctors must indicate who arrived late or withdrew from the exam during the first hour. Accurate completion of the seating plan is required for later assessment of the exam papers.
Any irregularities observed by the proctor must also be recorded. Care must be taken that participants do not leave their seats earlier than half an hour after the start of the examination. Furthermore, only one participant may leave the examination room at a time.
6. The proctor is responsible for collecting the exam papers. Participants who do not want to hand in their work must submit a blank sheet with their name on it.
7. The examination papers, the exam record and the attendance lists must then be handed over to the examiner or a person appointed by him/her for this purpose.

Additional information for written examinations

1. Building is locked
 - Contact Securitas: Tel.: 64000
 - Facility management Vaihingen: Tel.: 64000
 - Facility management Stadtmitte: Tel.: 84000
2. Door to the lecture hall is locked
 - Contact Securitas: Tel.: 64000
 - Facility management Vaihingen: Tel.: 64000
 - Facility management Stadtmitte: Tel.: 84000
3. Ventilation/air conditioning system is defect
 - Vaihingen control room: Tel.: 64001
 - Stadtmitte control room: Tel.: 84649
4. Fire alarm during an exam
 - Turn over exam papers that are being worked on
 - Leave the building immediately
 - Record the exact time at which the exam was interrupted.