

Instructions for supervisors of written exams

1. The supervisor checks the attendance of the examinees by means of the attendance list and, if appropriate, points them to their places. At the same time an identity check is performed based on the student identification cards.

The examinees who have not shown up are recorded on the list. Students who are not on the list but want to take part in the exam are to be added. They need to be advised that their participation is conditional. The examiner or the Examination Office has the final decision over the validity of the participation.

2. Before the exam begins the participants are instructed as follows:

a) only explicitly allowed resources are to be used during the exam. Resources which are not allowed have to be handed over to the supervisor for safe keeping;

b) whoever refuses to comply or attempts at deception will be denied participation in the exam;

c) should a misconduct be revealed at a later time, the candidate will not receive a certificate or the already issued certificate or diploma, respectively bachelor's or master's degree will be revoked;

d) whoever decides to withdraw after the exam has started has to expect that the exam will be declared as failed.

3. The supervisor announces the allowed resources and distributes the examination tasks.

4. The current time is stated as well as the point in time at which the exam needs be to handed in accordance with the scheduled length.

5. The supervisor keeps a protocol of the exam and signs it.

They record the seating arrangement and have the participants confirm it with their signature. The seating arrangement is used to record who has arrived late or withdrawn within the first hour after the beginning of the exam. The accurate completion of the seating arrangement is necessary for the subsequent assessment of the examination results.

All the irregularities observed by the supervisor also need to be noted in the protocol. Care must be taken to ensure that no participant leaves their place before half an hour after the beginning of the exam has passed. Furthermore, only one participant at a time is allowed to leave the examination room.

6. The supervisor gathers all the examination sheets. Participants who do not wish to submit their examination sheets need to submit an empty sheet with their name on it.

7. The examination sheets, the protocol as well as the attendance list are subsequently to be handed over to the examiner or their representatives.