

Regulations for Written Examinations

1. Please arrive in the examination room at least 15 minutes before the start of the examination to ensure that the examination can start on time.
2. If you arrive late in the examination room, you can only take part in the examination if no other candidate has left the examination room after the examination questions have been handed out. Furthermore, you must hand in your solution booklet at the general submission time without individual extension time.
3. The instructions of the invigilator must be followed. If the instructions are not followed or the proper course of the examination is disrupted, the invigilator may exclude you from continuing the examination after issuing a warning. In this case, the examination will be graded as “failed”.
4. The seating arrangements will be made by the exam invigilator.
5. Bags, wardrobe, smartphones and other cell phones (please switch off beforehand), e-watches, other electronic and optical storage devices, etc. should be placed on the front or side walls of the room (if necessary, the exam supervisor will name a storage place) and must not be within reach during the exam under any circumstances. Only writing utensils, examination booklets, question texts and any approved aids may be kept at the working place.
6. Please place your photo ID (identity card, passport, driver's license) openly at your seat at the beginning of the exam so that your identity can be established without any problems.
7. The invigilator will distribute solution booklets for solving the exam. The solution must not be done on paper you have brought with you. (Apart from any expressly permitted aids, e.g. your own formulary, you may not bring your own paper with you).
8. Please fill in the cover sheet of the examination booklet before starting. Separate the right half of the cover sheet at the perforation and hand it over to the exam supervisor at the identity check. As a rule, you will receive a separate examination booklet for each examiner involved in the examination. If a separate question text is distributed, enter your matriculation number in the field provided.
9. The exact end of the examination time will be announced by the invigilator; this time must also be adhered to by candidates who have arrived late.
10. In order to minimize disruption to the other exam participants, if possible, especially for shorter exams, you should not leave the examination room during the exam. If necessary, the exam invigilator will accompany you to the toilet. Under no circumstances may several candidates leave the examination room at the same time. If you leave the examination room for a short time, you must not make contact with other people and, in particular, you must not go to the library; violations of this rule may be regarded as an attempt to cheat. Absences will be noted in the protocol by the invigilators.

11. It is generally not permitted to end the examination prematurely by leaving the examination room for good, as it cannot be ruled out that an examination participant could otherwise make contact with a participant who has finished the examination during a subsequent visit to the toilet.
12. If you become acutely ill **during** the exam, please contact the exam supervisor. In this case, please note the special requirements for the medical certificate so that the examination is not assessed as “failed”. (If, on the other hand, you are already ill before the start of the exam and still start the exam, you take part at your own risk and a withdrawal is not possible.)
13. At the end of the processing time, please remain at your working place; the examination booklets will be collected by the invigilator. Hand in the question texts and the examination booklet(s) including the concept paper; both together form your examination, which must be available for the assessment process. You are responsible for submitting the complete examination documents.
14. After the documents of all exam participants have been collected, the exam supervisor declares the exam closed.