



NOTES FOR EXAMINERS FOR THE PERFORMANCE OF EXAMINATIONS

in compliance with the requirements for combating the corona pandemic

LEGALLY NON BINDING – PLEASE REFER TO THE GERMAN VERSION FOR A LEGALLY BINDING VERSION

1. Distance and hygiene rules

- a) Within the examination rooms, as examiner*in or your representative, please ensure that the "Corona Rules" are observed, in particular for
 - compliance with the minimum distance between persons of 1.50 m,
 - the personal allocation of test documents and work equipment, avoiding "hand to hand" distribution of materials),
 - the ventilation of the rooms (by shock ventilation every 20 to 30 minutes for 5 minutes).
- b) The obligation to wear a medical or FFP2 respirator continues to apply on the way to and from examinations. Wearing a respirator is also strongly recommended during examinations; however, due to the spacing given during examinations, wearing a mask is not mandatory.
- c) Disinfectant dispensers are available for disinfecting hands in the area of the main entrances to the campus buildings and in the barrier-free access (cafeteria foyer) to the Wilschenbrucher Weg 84 building.

2. Procedure of the examination

- a) An examination protocol must be kept for each exam, for which you can download a form in myStudy. Please also record all violations of the Corona-related safety regulations and hand them in to the Student Services immediately after the exam or send them to your internal mail. (Infoportal or P.O. Box building 8).
- b) Only students who have been duly admitted to the examination and are on the examination list may take part in the examination. Participation under reservation is excluded. Exchange/Erasmus students can also register online since winter semester 2016/17 and should therefore also be on the examination list. However, it may happen that they are not on the examination list and should participate in the examination.
- c) Students must identify themselves. If students cannot identify themselves, they are still allowed to take the exam. The identity card and student ID must be presented to the supervisor/at the chair in person, if possible on the same day, at the latest the next day, and a written sample must also be handed in. Only then will the exam be evaluated.
Please make sure that there is enough distance between you and the students when checking the identity cards!
- d) Before the start of the exam, students should be advised that bags and jackets must be placed outside of reach in the examination room and mobile phones, laptops, tablets, MP3 players or PDAs must be placed in pockets and switched off.
The personal belongings of the students must nevertheless remain at the place of the respective examinee, since due to the distance regulations no central collection points can and should be set up!
- e) Students must be asked whether they feel that they are in a good state of health to take part in the



3. Delays

Students who arrive late can take part in the exam. Please note, however, that the processing time for the exam will not be extended. Please document this completely on the examination record (name/matriculation number/time).

4. Withdrawal

If students who are on the registration list do not appear for an exam, an "**NE**" (for "not appeared") must be entered in the results list that is uploaded to myStudy.

Note for all examinations conducted in full attendance:

Withdrawal without giving reasons is possible for examinations in full attendance up to the start of the examination if the examinee goes into quarantine at short notice due to an order or voluntarily; non-appearance at the examination is deemed to be a declaration of withdrawal. Further details are regulated in the corresponding Corona Annex for winter semester 2021/22.

5. Health impairments

In case of a sudden health impairment after the start of the exam, the student must report this to the exam supervisor (credible) and immediately submit a medical certificate of incapacity to take the exam (form for reporting incapacity available on the Internet) to the Student Services (Infoportal or P.O. Box building 8). The student must be informed of this if necessary. Name and matriculation number as well as a short description of the event must be noted on the examination protocol.

6. Deceptions

If supervisors discover during an examination that unauthorised aids are being used, these must be confiscated and the candidate must be informed that he or she is being accused of deception.

However, the candidate must still be given the opportunity to take the exam. If aids (e.g. legal texts) are permitted by the chair and these are withdrawn due to inadmissible entries, 2 - 3 replacement copies must be provided for such cases. The possibility of continuing to take part in the examination must be guaranteed, since the decision on whether or not to establish deception is made by the examination board.

The atypical course of the examination must be recorded in writing in the examination protocol. The minutes of the examination, the written exam as well as the unauthorized aids used (cheat sheets, legal texts with handwritten notes or similar) must be submitted to the Student Service (Infoportal or P.O. Box building 8) immediately after the end of the exam.

7. Noise

If students feel disturbed by noise during the exam (e.g. prolonged loud construction noise), they must immediately report this to the exam supervisor. The examiners must enter the complaint as well as the type and extent of the noise pollution in the examination protocol. If the disturbance or impairment should last longer, the examiners must take compensatory measures. For example, a 1:1 extension of writing time to the extent of the disturbance may be considered. The compensatory measure must also be recorded in the examination protocol.

8. Correction deadlines

Correction periods are regulated in the framework examination regulations and are usually 4 weeks. Especially for the first exam session, the correction deadline must be observed without fail, as students need a reasonable period of time to prepare for a possible repetition.