



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. Procedure of the examination

a) A lecture hall protocol is to be kept for each examination, for which you can download a form in myStudy at your examination. Please record all incidents, conspicuities, peculiarities, etc. and hand it in to the Student Services immediately after the examination or in the house 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 as well as students who are doing a double degree course at Leuphana and cannot be on the list due to the technical changeover may take part in the examination. Participation under reserve is excluded.

c) Students must identify themselves. If students are unable to identify themselves, they are nevertheless permitted to take part in the examination. Identity card and student card must be presented in person to the supervisor/chair, if possible on the same day, at the latest on the next day, and a writing sample must also be handed in. Only then will the exam be assessed.

Please ensure that there is sufficient distance between you and the students when checking the proof of identity!

d) Before the exam begins, students must be told which aids are permitted and where any personal items that are not permitted, such as bags, jackets, mobile phones, laptops, tablets, smartwatches, PDAs or similar, must be placed.

e) Students must be asked whether they feel in good health to participate in the examination. This must be noted on the lecture room record.

2. Lateness

Students who arrive late may take part in the examination. However, they are to be informed that the processing period for the examination will not be extended. Please document this completely on the examination protocol (name/matriculation number/time).

3. Withdrawal

If students who are on the registration list do not appear for an examination in attendance, an "NE" (for "did not appear") must be entered in myCampus on the examination record.



4. Health impairments

In the event of a sudden health impairment after the start of the examination, the student must report this to the examination supervisor (make this credible) and submit a medical certificate of incapacity to take the examination (form for reporting incapacity to take the examination available on the Internet) immediately to the Student Services (Infoportal or P.O. Box, Building 8). If necessary, the student must be informed of this. The student's name and matriculation number as well as a brief account of what happened must be noted on the minutes of the lecture hall.

5. Cheating

If, during an examination, invigilators establish that unauthorised aids have been used, these must be withdrawn and the candidate must be informed that he/she will be accused of cheating.

Nevertheless, the candidate must be given the opportunity to continue taking notes in the examination. If aids (e.g. law texts) are permitted by the chair and these are withdrawn due to inadmissible entries, 2 - 3 replacement copies must be made available for such cases. The possibility of continuing to participate in the examination must be guaranteed, as the decision on the determination of cheating is made by the examination board. The atypical course of the examination must be recorded in writing in the lecture hall protocol. The lecture hall protocol, the written examination as well as the unauthorised aids used (cheat sheets, legal texts with handwritten notes or similar) are to be submitted to the Student Services (Infoportal or P.O. Box, Building 8) immediately after completion of the written examination.

When assessing the examination performance in myCampus, the corresponding field VT (suspicion of cheating) must be selected. The further procedure is conducted by the Student Services. Decisions as to whether an attempt at cheating has been detected are made exclusively by the responsible examination board.

6. disturbances due to external influences

Noise

If students feel inconvenienced by noise during the examination (e.g. long-lasting loud construction noise), they must immediately report this to the examination supervisor. The exam supervisor must record the complaint, as well as the type and extent of the noise nuisance, in the lecture hall minutes. If the disturbance or impairment continues for a longer period of time, compensatory measures must be taken by the examination supervisor. For example, an extension of the writing time to the extent of the disturbance 1:1 may be considered. The compensatory measure is also to be recorded in the lecture hall protocol.

7. Correction deadlines

Correction deadlines are regulated in the framework examination regulations and are usually 4 weeks. Since, in the case of a proper withdrawal by the student, automatic re-registration only takes place once the grades of the first date have been published, the examination results should be uploaded to myCampus as soon as possible and sent to the Student Services.