

NOTES FOR EXAMINERS

FOR THE PERFORMANCE OF EXAMINATIONS IN PRESENCE

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

1. Procedure of the examination

a) A lecture hall record must be kept for each written examination. You will find a corresponding form in myStudy next to your exam. Please record all incidents, anomalies, peculiarities, etc. and hand in the lecture hall record immediately after the examination at the Student Service Center or in the internal mail (Infoportal or P.O. Box Geb. 8).

b) Only students who have been duly admitted and are on the list of exam participants may take the exam. Participation with reservations is not permitted.

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 start of the examination, students must be informed which aids are permitted and where any personal items that are not permitted, such as bags, jackets, cell phones, laptops, tablets, smartwatches, PDAs, etc., must be deposited.

e) Students must be asked whether they feel fit to take part in the examination. This must be noted on the lecture hall record.

2. Lateness

Students who arrive late may take part in the examination. However, they must be informed that the processing period will not be extended. Please document this in full on the lecture record. (Name/enrollment number/time).

3. Withdrawal

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

4. Health impairments

In the event of a sudden health impairment after the start of the exam, the student must report this to the exam supervisor (make this credible) and submit a medical certificate of incapacity for the exam (form for reporting incapacity for the exam available online) immediately to Student Services (Infoportal or P.O. Box Geb.



8). The student must be informed of this if necessary. Name and matriculation number as well as a brief description of the incident must be noted on the lecture hall record.

5. Cheating

If invigilators discover during an examination that unauthorized aids are being used, these must be confiscated and the candidate must be informed that he/she is being accused of cheating.

Nevertheless, the candidate must be given the opportunity to continue taking the examination. 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 made available for such cases. The possibility of continuing to take part in the examination must be guaranteed, as the decision on the determination of cheating is made by the examination board. The atypical examination procedure must be recorded in writing in the lecture hall minutes. The lecture hall transcript, the written examination and the unauthorized aids used (cheat sheets, legal texts with handwritten notes, etc.) must be submitted to the Student Service (Infoportal or P.O. Box Geb. 8) immediately after the examination has been completed.

When assessing the examination performance in myCampus, the corresponding field VT (suspicion of cheating) must be selected. The further procedure is carried out by the Student Service. 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

In principle, the determination of a significant disturbance is not based on the individual sensitivities of individual examinees, but on an overall assessment of all objective circumstances of the individual case from the perspective of an average examinee (e.g. intensity of the disturbance, duration of the disturbance, type of examination, room size, sunlight/shading/ventilation). The examinations must take place in rooms that allow concentrated work for the entire duration of the examination. The examination authority is responsible for this.

Noise

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

Heat

There is no general temperature limit for determining a significant disturbance. However, temperatures of over 30 degrees over a longer period of time are likely to regularly exceed the threshold of a significant disturbance.

If such a case is known before the start of the examination, it must be remedied in advance, e.g. by changing the examination room.



All examination rooms are equipped with room thermometers. The room temperature can be read and documented before the start of the exam and after the exam. If this is not possible, the building management's operating technology department (tel. extension 2222) can be asked to measure the temperature before the start of the exam and after the exam.

Before the start of the exam, students should be asked whether they feel able to take the exam under the given conditions. If they do not feel able to do so, the temperature is actually over 30 degrees and you agree that it is difficult to concentrate under the given circumstances, students should be given the opportunity to withdraw from the examination and take the second date. Withdrawal and registration for the second date will be carried out by the Student Service. For this purpose, students must be advised to contact Student Services.

The event, including the temperature figures and the matriculation numbers of the withdrawn students, must be recorded in the lecture hall protocol.

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7. Correction deadlines

Correction deadlines are regulated in the framework examination regulations and are generally 4 weeks. Since, in the event of a proper withdrawal by the student, automatic re-registration only takes place once the grades for the first date have been published, the examination results should be uploaded to myCampus as soon as possible and submitted to Student Services. Please note that the grades can only be published once the signed examination transcript has been submitted to Student Services.

The assessment of examinations in myCampus takes place in three steps:

1. recording the grades
2. printing the examination record (= list of grades)
3. submitting it to the Student Service Center

You can find detailed information here:

https://anleitungen-mycampus.leuphana.de/doku.php?id=beurteilung_von_pruefungen