

Guidelines for Exams Department of Economics

(Shortened version of the Conduct of Module Examinations for study programs in Economics)

The following regulations need to be complied with while conducting examinations. Examinees cannot assert any claims to a certain behavior from these provisions. In case of irregularities or questions during an examination, the Examination Office (*Prüfungsamt*) needs to be contacted immediately. The Examination Office can be reached by phone at **0228/73-9188**.

1) During the Examination

a) Only students who are on the list of participants may take part in the examination.

In case an examinee is not on the list of participants, he or she may take part in the respective examination under reserve. The examinee is to be explicitly made aware of the fact that the respective examination is taken under reserve and that it is considered not performed unless their registration has occurred demonstrably in accordance with the regulations. The fact that the student has been informed is then to be entered in the examination record.

The lists of participants and any further examination documents are usually ready for pickup in the Examination Office one week prior to the start of the examination period.

b) In case an examinee leaves the room right after having taken note of the examination questions, their identity needs to be checked immediately. If necessary, a proctor needs to follow the examinee while another proctor stays in the examination room.

c) If the examination questions have already been placed on the assigned seat it is prohibited to look at the questions before they are released by the proctors (start of the examination).

d) An examinee who arrives late may take part in the respective examination under reserve. Any details, circumstances, and the exact reasons for the delay are to be entered in the examination record. The examinee needs to be made aware of the fact that they have to contact the Examination Office immediately after the respective examination ended.

An extension of the examination time is not to be granted.

e) The proctors are to maintain order during the examination and need to ensure that the regulations at hand are complied with. Proctors are not to give content-related advice, e.g. on how to answer questions or to interpret them. If a proctor infringes this prohibition, examinees cannot rely on the protection of legitimate expectation.

In case there are any queries regarding the examination questions, the examiner is to be contacted promptly. If the examiner cannot be reached, the Examination Office needs to be informed immediately (i.e. during the time of examination).

f) Students must be allowed to go to the restroom during the writing of an exam. This also applies if other students have already handed in the exam or if the writing time is very short. In order to prevent attempts at deception, one of the proctors should accompany the respective student to the restroom. In any case, students must not be prohibited from going to the restroom.

g) After the examination time has expired examinees may not interfere with the proctors' gathering of the examinations.

2) Examination Record

The proctors need to keep an examination record, including for example the starting and ending time of the examination as well as possible irregularities. A blank form for the examination record is enclosed in the examination documents handed over by the Examination Office.

In case an examinee leaves the examination room during the time of the examination, the proctors have to make sure that the respective examinee has no contact with other examinees.

Following circumstances are, for instance, to be entered in the examination record:

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- time and duration of an examinee leaving the examination room
- complaint of a procedural error on the side of an examinee (name of the examinee, nature of the complaint, time and duration of the disruption)
- nature of the impairment in case an examinee discontinues the examination or notifies the proctors of health issues at the end of the examination time
- attempts to deceive (unauthorized tools and aids, copying (who from whom?), contact between the examinees, names of respective examinees and possible witnesses)
- disturbance of the orderly progression of the examination caused by an examinee

3) Attendance Check

Students should place their student ID and a photo ID (e.g. a passport) on their table. Thus, proctors can check the students' identities during the time of examination without disturbing the examinees.

Examinees are not allowed to enter the examination room without previous registration for the respective examination, in order to take note of an (attendant or non-attendant) examinees' (personalized) examination questions. Such behavior can constitute an attempt to deceive as well as an administrative offense and can thus be punished with a fine of up to 50 000 €.

4) Paper/Permitted Aids

a) The paper is provided by the Examination Office. The examination may only be processed on the issued blank paper, or on the issued paper with the examination questions. Students are not allowed to bring their own paper. At the end of the examination time, any documents presented to the examinees (such as the examination questions and any paper, including unused, blank sheets) need to be returned to the proctors. Documents may not be removed from the examination room.

b) As a general rule, the examiners decide which tools and aids are authorized for the respective examination (e.g. formularies, dictionaries, calculators etc.).

Bags, handbags, coats, jackets etc. need to be placed against the wall of the examination room before the beginning of the examination and may not be adjacent to any seats. Unless there are any explicitly permitted tools and aids (as for example calculators), examinees are not allowed to keep anything but the presented paper, their IDs and their pens at or next to their desks.

Explicitly permitted tools and aids (such as texts, tables, or formularies) may not be equipped with personal notes, handwritten remarks, underlined passages, markings, labels, or other additions. Further unauthorized tools and aids (for example "crib sheets", schemes, formularies) may neither be used nor kept at or next to the examinee's desks (according to the Economics Examination Regulations even the attempt to deceive can be legally sanctioned).

Dictionaries are authorized for foreign students taking part in an exchange program (such as Erasmus). However, the potential use of a dictionary needs to be individually agreed with the examiner of the respective examination. Corresponding with the regulations regarding any tools and aids, dictionaries in use need to be entirely free of comments, notes and markings of any kind.

5) Mobile Phones and other electronic devices

Due to the associated disturbance and possible attempts to deceive, the use of mobile phones or other electronic devices (e.g. tablets, smart watches etc.) is not allowed. This also applies for bathroom breaks. The seats in the examination room may only be taken with the explicitly authorized tools and aids. Electronic devices need to be switched off and may not be carried on the examinee's own body (to avoid their use outside the examination room). Mobile phones are to be **switched off** and placed in the examinee's bag next to the examination room's wall.

In case an examinee is found to have an electronic device on them, the discontinuation of the examination due to an attempt to deceive may still be warded off by handing over the electronic device to the proctor until the end of the examination time. There is no legal basis for a "sequestration" through the proctor. The

incident is to be entered in the examination record and the Examination Office needs to be contacted immediately after the examination.

6) Irregularities during the Examination Process

a) Offence against the Order of the Examination: An examinee who disturbs the orderly progression of the examination may be barred from continuing the examination after first having been reprimanded by the proctor. The decision about the debarment will be made by the respective examiner or proctor. The reasons are to be entered in the examination record. The Examination Office is to be informed about the incident as soon as possible.

In case of disturbance of the other examinees, this might be balanced by a corresponding extension of the examination time. This decision will be made by the examiner or proctor on site. In that case, the reasons for the extension of the examination time are to be entered in the examination record.

b) Attempt to Deceive : If an attempt to deceive is suspected, an examinee may finish the respective examination under reserve (without the unauthorized tool or aid). All means of evidence need to be kept and handed over to the Examination Office by the proctors. The examinee is to be admonished and informed about the consequences (in case of an attempt to deceive, the examination will be graded with a 5,0). The examinee has to be distinctly aware of the fact that the continuation of the examination will take place only pending the final decision of the Economics Examination Committee. All circumstances are to be listed in detail in the examination record. The Examination Office is to be informed about the incident as soon as possible. A detailed statement is to be given by the proctor(s) if necessary. The examination needs to be corrected in spite of the suspicion of an attempt to deceive. However, the provisional evaluation of the examination may not be announced to the examinee before the decision about the attempt to deceive has been made and announced. Moreover, the examinee may not be granted inspection of their examination.

c) Disturbances during the Examination: In case there are obvious, external disturbances during the examination (such as construction noise), the proctors need to locate and terminate the source of the disturbance right away. All proctors have the necessary authority to do so. The length of the disturbance is to be entered in the examination record.

In case of a serious disturbance (especially loud disturbances for more than 1 to 2 minutes or recurring disturbances), the examination time is extended by the time of the disturbance (at a rate of 1:1) in order to compensate for the disadvantage.

Short and non-recurring incidents for about less than one minute are to be tolerated by the examinee (e.g. everyday occurrences as temporary airplane sounds, sirens, thunder as well as proceedings usually occurring during examinations such as the discontinuation of the examination by other examinees etc.). Other sources of external exposure might be the biting smell of paint, cold, heat (more than 32°C), poor light, or racket in the examination room.

In these cases, the examinees need to contest their impairment individually to the proctor(s). The respective complaint has to include the presentation of a substantial impairment of the performance capability of the examinee – the mere announcement of discontent or discomfort is not sufficient. The respective complaint needs to be entered in the examination record.

7) In Case of Illness

If an examinee misses the examination without valid reason, the examination will be graded with a 5,0. In case of illness on the day of the examination, the examinee needs to declare their withdrawal from the examination and prove the reason for the withdrawal immediately and without culpable procrastination (e.g. by submitting a doctor's certificate that attests to the inability to take part in examinations).

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If an examinee takes part in an examination but needs to quit due to illness because her/his health deteriorates rapidly during the exam, the reason for the discontinuation has to be recorded in the minutes of the examination. The examinee's work performed up to the point of discontinuation has to be retained or – in case of an oral examination – documented.

In case of illness, the examinee has to be informed that she/he has to immediately contact the Examination Office and has to consult a doctor on the same day.

This results in the following procedure:

1. Recording the termination of the exam in the minutes of the exam, indicating the reason
2. Retention of the (written) exam or documentation (oral) of the examinee's work performed up to the point of discontinuation
3. Notifying the examinee to
 - a) contact the examination office immediately after leaving the exam room and
 - b) consult a doctor on the same day.

8) Corona-Pandemic

There are no more restrictions due to the Corona Pandemic.

Wearing a medical mouth-nose covering during the exam is still recommended.