

### **Written Exam Rules**

- Participation in the exam requires application within the prescribed period. Unless the exam candidate's name is entered on the list of participant or, in the case of part-time or visiting students, they have written approval of the examiner, the candidate has to leave the exam room. In case of multiple rooms, it is possible, in case of doubt, to take notes with reservation. The decision as to whether the written examination is graded is finally made by the examination board.
- Proof of identity is by student card and photo ID or passport. If they are not at hand and can identity not be proved in some other way, participation is allowed on the condition that the candidate can prove his/her identity immediately after the exam.
- Mobile phones must be switched off and put aside. Clothes, bags etc. have to be stored at a reasonable distance from the examination place.
- The exam period starts only after an announcement by the invigilator.
- Exam paper is provided for; no own paper must be used.
- Only admissible aids must be used.
- Only international programme students are permitted to use dictionaries. The dictionaries must be free from annotations, inserts, marginal notes or any other additions.
- Each page of the paper must contain the name and matriculation number of the candidate and the page number. The exam paper must have a 5-cm correction margin on the right. The end of the exam text is indicated by the signature of the candidate.
- The exam paper must be clearly legible, written in ink or biro (ballpoint pen). Illegible exam papers will not be graded.
- During the exam the room may only be left for using the lavatory. For that period all paper provided must be deposited at the invigilator's desk.
- In order to minimise disturbances early submission of the exam paper is possible only until 15 minutes before the official end of the exam period.
- As soon as the end of the exam has been announced, any writing must stop. After that, the name may only be added on the exam paper in the presence of the invigilator. All task and answer sheets must be submitted. Pay attention that submission is acknowledged in writing. This also applies to early submission.
- A withdrawal from the exam after it started (non-submission) has to be reported to the invigilator and reasons must be stated briefly. Such a withdrawal from an exam will result in the award of grade 5.0 unless the candidate notifies the examination board immediately of a good cause.
- Continuing to write after the end was announced, inadmissible aids – even if not used – conversations with the neighbour can be regarded as deception/attempted deception in which case the exam will be graded 5.0.
- If you have any queries or doubts, raise your hand clearly.