

Revised version Memorandum of Understanding (MoU)
Procedure for exam inspections
[Resolution of the Faculty Council of: 23th of October 2024]

Preamble: The aim of an examination inspection is to enable students to understand what mistakes they have made and how these have affected the assessment of the examination performance and, if necessary, to point out to the examiners any answers that were inadvertently overlooked during correction. The examination review should be characterized by mutual respect between students and examiners.

This faculty resolution is intended to set a minimum standard to which professors and students can refer.

1. In principle, both the first and the second inspection date should take place under the same conditions (solution outline, with the help of which the evaluation can be understood or appropriate number of competent teaching staff).
2. Students must attend the examination inspection on the dates set by the chairs. The chairs reserve the right to require registration for the inspection. In justified exceptional cases, e.g. illness, it is possible to deviate from the scheduled date after consultation. In this case, a justified request for an alternative date must be submitted to the chair before the scheduled inspection date.
3. All students who are registered for the exam inspection have the right to inspect their exam. If this is not possible, students will be given a new date.
4. Students will be informed of the distribution of points and the grading scale used during the examination inspection.
5. To enable students to understand the correction, either a solution outline is provided for the first and second examination dates or an appropriate ratio of teaching staff to students is ensured. In the absence of a solution outline, the chair should ensure that students receive comprehensible and appropriate advice from competent teaching staff. Which of these two options is chosen is at the discretion of the lecturer, but if more than 100 students take part in the examination, a solution outline is recommended for the first and second examination dates (possibly exception in case of illness).
6. Reasoned questions submitted for the exam review will be answered orally or in writing (possibly also via Moodle) in the days shortly after the exam review.
7. If a significant number of assessment errors are identified during the inspection, an additional inspection date will be made possible. In this case, all students will be informed comprehensively and in good time about the additional date.