

The Examinations Board of the Faculty of Business Administration approved the following Exam Rules at a meeting on 20.03.2024. They are effective immediately.

The Examinations Board underlines that a **breach of any of these exam rules** can lead to exclusion from the exam according to § 14 Section 3 ABPO (Examination Regulations). In such cases and should an attempt to cheat be determined, the exam in question can be assessed as 'not adequate' (5,0).

Exam Rules

- 1. You must follow the invigilators' instructions!**
- The prerequisite for taking part in the exam is **timely registration** via the 'QIS/Das Portal'.
- During the exam all **personal belongings** such as smart phones, bags, pencil cases, coats and jackets etc. are to be put in a suitable place allocated away from exam desks. Please turn off the sound on all devices before putting them away.
- After being officially admitted to the exam by an invigilator (ID check), you are to sit down **at the desk allocated to you**.
- Only take those **aids permitted for the exam** with you to your seat. Do not put anything on the floor or on the seat next to you. Just what is permitted for you to use during the exam will be noted on the front page of your exam.
The only legal texts allowed are texts with no added comments and no additional notes.
The **sharing or exchange of permitted exam aids** during the exam constitutes an attempt to cheat unless specifically permitted by the invigilator in individual cases.
It is forbidden to have **any device** with you **which might influence the result of your exam** e.g. smart phones, notes or cameras.
Any devices which are deemed inadmissible must be handed over to an invigilator immediately on request. Students who are unwilling to do so can be excluded from the remainder of the exam.
The possession of such an inadmissible device constitutes an attempt to cheat.
It is not explicitly necessary to confirm the device was actually used.
- You should write **clearly in ink or with a ballpoint pen**. Illegible writing cannot be graded.
- You may only use the **examination paper or paper provided** with the exam. You must hand in all pieces of paper that were distributed to you. The use of your own paper constitutes an attempt to cheat unless otherwise permitted by an invigilator. You **may not undo the staples** of your exam sheets.
- For the duration of the whole exam students must have some sort of **photographic identification** as well as a student registration card clearly visible on the desk in front of them so that invigilators can check seating and identification. You will not be permitted to take part in the exam without these documents.
- Should you need to **leave the examination room** (e.g. go to the toilet), sign your name in the appropriate list and leave your identity card and student registration card with the invigilators. On returning to the room sign the list once again confirming your return and pick up your ID cards before retaking your seat.
To avoid any unnecessary disturbance, you are only permitted to leave the examination room during the first 30 minutes or the last 30 minutes of the exam under exceptional circumstances.
- Should you feel you are being **disturbed by any external factors**, you must notify the invigilators immediately, during the exam. Subsequent complaints of exam disturbance cannot be invoked.
- At the **end of the time stipulated for the exam** you will be requested to stop writing. Should you continue to write, you will receive a warning (unfair practice and infringement of equality of

opportunity). Should you ignore the warning and still continue to write, this will be considered an attempt to cheat.

12. Your participation in the exam serves as confirmation that **you are able to take the exam in medical terms**. Should you take part in the exam knowing you are unwell, you accept the risk of failure.

Should you suddenly **take ill during the exam with no prior indication of illness** and are not able to continue, you must inform an invigilator immediately. The invigilator will then note down that you were not able to continue on medical grounds. You must submit an official sicknote from a doctor within three days after the exam date to the Examinations Office in writing, by fax or by email. The Examinations Committee will take a decision on your retirement from the exam.