



The Examinations Board of the Faculty of Business Administration approved the following Exam Rules at a meeting on 23.03.2016. They are effective immediately.

## Exam Rules

- During the exam bags, pencil cases, coats and jackets etc. are to be put in a suitable place allocated away from exam desks. Please follow the invigilators' exact instructions. It is forbidden to have bags at the exam desks at any time (even to take things out before the exam and put them away afterwards).
- It is forbidden to have any device with you at your exam desk for the exam which might influence the result of your exam e. g. mobile phones, PDAs, smart phones, mp3 players. Devices of this sort are to be put in a suitable place allocated away from exam desks. Switch off your devices or turn off the sound on your devices before putting them away.
- Sit down at the desk you were allocated by the invigilator at registration.
- Only take the books or papers permitted for the exam to your seat! Do not put anything on the floor or on the seat next to you.  
For 'Law' exams you are only permitted to use legal texts (Nomos Laws) with no added comments (i.e. without any form of added notes).
- Only use the examination paper provided. ALL pieces of paper are to be handed in.
- For the duration of the whole exam students must have some sort of photographic identification as well as a student registration card 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 taking your seat.
- You are not permitted to leave the examination room during the first 30 minutes or the last 30 minutes of the exam!
- Any external disturbance affecting the examination is to be recorded in the minutes by the invigilators. Complaints made after the examination will be ignored.
- You must adhere to the invigilators' instructions! Anything which appears suspicious to the invigilator in terms of resources which are not permitted for the exam, must be handed over to the invigilators at their request.
- It must be pointed out that a breach of any of these exam rules can lead to exclusion from the exam according to §14 section 3 of the Bachelor Examination Regulations. In such a case the exam would be recorded as a fail.

Zweibrücken, 23 March, 2016

Professor Dr. Rolf Pohl

Chairman of the Examinations Board