Important Exam Information

Please read this document carefully before attending the exam to make things easier for both the students and the examiners.

Organisation

Date / Time: Monday 12.02.2018; 10:00 – 12:00 h
Location: Hauptgebäude (Main Building)
           Geschwister-Scholl-Platz 1

Rooms: All students (both Major and Minor Subject) B201

Participation Requirements

• Showing up on time is mandatory. If you arrive late, there is no guarantee that you can still participate.
• Bring your student card and a valid official ID to participate.
• Please de-register if you do not plan to participate to avoid unnecessary printing and organization overhead.
• If you are registered, it is not possible to voluntarily withdraw your participation, unless you have an official medical attestation.

Announcements before the exam (will be read in German):

• Please turn off all electronic devices. That includes mobile phones, smart-phones, laptops, smart-watches or other similar devices. Put them away, we recommend to store them in your bags.

• Please put your bags away from your seat. You can bring them to the front or the sides of the room.

• You can use your own notes, printed documents and books. No other materials are allowed.

• The tasks are in English. You can answer either in English or German. It is okay to switch, but do not switch the language within a sub-task (for example you decide whether you want to answer Task 1a) either entirely in English or entirely in German).
• There are tasks on both sides of the paper.

• To answer the tasks, use a blue or black document-quality pen. Pencils or fillers are not allowed. In your own interest, please make sure to write readably. If we fail to recognize the words, we have to count the task as failed.

• If you need to go to the toilet during the exam, please raise your hand. A person in charge will come to you and a) take your task sheets and b) guide you to the restrooms. Only one person at a time can leave the room.

• **We will not answer questions during the exam**, unless you assume the task contains a severe error.

• You may not disassemble the task sheets. The exam has to be returned completely.

• If you need more space to complete the tasks, you can raise your hand and get additional paper. It is not possible to hand-in your own sheets. If you complete the tasks on separate sheets, mark the corresponding tasks clearly.

• **It is not possible to cancel your participation**. If you do not want us to correct it, you can cross out the entire cover page, but it will be counted as failed.

• The exam is passed when you achieve **at least 50% of the total points**. Detailed grading-steps will be announced after the exams.

• **We will record cheating attempts**. If we catch you cheating, you may still participate until the end of the exam. Afterwards, a committee will decide whether you will be excluded from the exam.

• When the exam officially starts, please make sure that all sheets are complete and there were no serious printing errors

• **The working time is 90 minutes**.

• **If you continue to write after the working time is over, we will count this as a cheating attempt, regardless of what you were writing**.

• After the working time is over, remain seated until you are dismissed from the personnel.

• **When we hand out the exam, do not start writing it until we announce the start**.

**Good luck in the exam!**