



Paper-based Written Examinations during the Corona crisis

1. Date and time of the examinations can be found in the SIS test schedule.
2. You can check in the SIS, at the latest one day before the exam, in which room you will write the exam.
3. Please come **on time!!!**
4. Please come to the examination only if you are healthy and have had no contact with persons infected with the coronavirus!
5. Please bring
 - your **student ID**
 - your **identity card** and
 - the **completed "Corona data request form"** to the examinationApart from that, please bring only absolutely necessary utensils (e.g. pens).
6. Please observe the published **rules of way** for entering and leaving the buildings.
7. All persons in the corridors must wear a **mouth-nose cover**.
- 8) Appropriate **distance markings** are placed in front of the examination rooms. The distances must be observed before entering the room.
9. All participants have to **wash and/or disinfect their hands** before entering the room.
10. At the entrance to the room the **identity cards are checked** (student card: matriculation status and identity card: identity check). You will also hand in the completed **"Supplement to the Corona Data Query"**.
11. Then each student takes his or her place in the **order of appearance**.
- 12) **The instructions of the supervising person must be followed.**
13. Switch off your mobile phones and put them in your bag. Mobile phones may not be stowed in your trouser pocket or anywhere else on your body.
14. Only aids that are listed on the cover sheet of the test are permitted.
15. You cannot assume that questions are possible during the exam.
16. Attempted cheating will result in the withdrawal of the exam. This will then be rated as not passed.
17. **Toilet visits are to be avoided** in order not to disturb other exam candidates. Otherwise everybody has to put on their **mouth-nose cover** again! Each person is only allowed to go to the toilet once during the first 75% of the total time of the exam. (Student ID must be handed in; this interruption will be noted in the minutes).
18. Before handing in the sheets, **please check that they are complete** and that you have marked each sheet with your matriculation number. Also check that you have signed the exam and indicated the number of additional sheets.
19. Make a note on the exam **if it is not to be marked**. To mark a classic paper exam as invalid, please cross out the title page
20. When self-written notes are approved, they must be handed in with the paper at the end of the exam. **Leave the exams on your table**. They will be collected later by the supervisor.
21. At the end of the exam put on your **mouth-nose-cover** again and leave the room one after the other (follow the instructions of the supervisor) Observe the **minimum distances** and **avoid forming groups**. Also observe the **route plans** for leaving the building.