



## INSTRUCTIONS FOR FACULTY MEMBERS on the conduct of on-site supervised written academic examinations

### 1. Examination Procedure

- a) An **incident log** must be maintained for each exam. The corresponding form can be found in myStudy. Please document **all** occurrences, anomalies, special situations, etc., and submit the incident log immediately after the exam, either to Student Services or via internal mail (Info Portal or the mailbox in Building 8). Note that there is generally a 30-minute window between the end of one exam and the start of the next to allow for the change of participants.
- b) Only students who are properly registered and listed on the candidate list are allowed to participate. **Participation on a conditional basis is not permitted.**
- c) Students must identify themselves with a **photo ID**. If students are unable to provide photo ID, they will still be allowed to take the exam. To verify their identity, they must present photo ID to the invigilator—preferably on the same day—so that they can be **clearly identified**. If this is not possible, a writing sample may be taken from the examinee and compared at a later date with another writing sample provided by the examinee when presenting photo ID. The work can only be graded once the examinee's identity has been clearly established.
- d) Before the exam begins, an announcement must be made to clarify which materials are permitted. If necessary, students must be instructed on where to store prohibited personal items, such as bags, coats, mobile phones, laptops, tablets, smartwatches, PDAs, etc.
- e) Students must be asked whether they feel physically able to take the exam, and their response must be recorded in the incident log.
- f) To prevent cheating, different positions in the examination room must be taken during the examination without disturbing the examinees.
- g) If it is discovered during the examination that, for example, parts of the examination are missing or solutions are also printed, it must be checked and decided whether the examination should be canceled in the interests of equal opportunities and the presentation of the examinee's own performance (transcripts are not own performances) and a new date should be scheduled via Student Services.

### 2. Late Arrivals

Students who arrive late may still take the exam. However, they must be informed that the duration of the exam will not be extended. This must be fully documented in the incident log (name, student number, time).

### 3. Withdrawal

If a student listed on the candidate list does not attend the exam in person, a "NE" (for "Nicht Erschienen") must be recorded in the examination protocol on myCampus.

### 4. Health Impairments

If a student experiences a sudden health impairment after the exam has started, they must inform the exam invigilator (and provide evidence). A medical certificate confirming their incapacity to take the exam (form available online) must then be submitted to Student Services immediately (via Info portal or the mailbox in Building 8). The student must be informed of this requirement. Additionally, the student's name, student number, and a brief description of the situation must be recorded in the incident log.



## 5. Cheating

If invigilators discover that unauthorised materials are being used during the exam, these materials must be confiscated, and the student must be informed that they are suspected of cheating. However, the student should still be allowed to continue the exam. If materials (e.g., legal texts) are permitted by the department but are confiscated due to unauthorised annotations, 2-3 replacement copies should be provided. The student may continue the exam, as the decision on whether cheating occurred will be made by the Examination Board. The atypical exam process must be recorded in the incident log. The incident log, the exam, and any unauthorised materials (cheat sheets, legal texts with handwritten notes, etc.) must be submitted to Student Services immediately after the exam (via Infoportal or the mailbox in Building 8).

When recording the exam grade in myCampus, the corresponding field "VT" (Verdacht auf Täuschung) must be selected. The further process will be handled by Student Services. Decisions on whether a cheating attempt is confirmed will be made exclusively by the responsible Examination Board.

## 6. Disruptions due to External Factors

In general, the assessment of a significant disruption is not based on the individual sensitivities of students but on an overall evaluation of the objective circumstances, as perceived by an average student. This includes factors such as the intensity and duration of the disruption, the type of exam, room size, and conditions like sunlight, shading, and ventilation. Exams must be held in rooms that allow for focused work throughout the entire exam duration. The exam authority is responsible for ensuring this.

### Noise

If students are disturbed by noise during the exam (e.g., prolonged loud construction noise), they must immediately report it to the invigilator. The invigilator must document the complaint, as well as the nature and extent of the disturbance, in the incident log. If the disturbance persists, the invigilator must take compensatory measures, such as considering an extension of the writing time equivalent to the duration of the disturbance. The compensatory measure must also be recorded in the incident log.

### Heat

There is no general temperature threshold for determining a significant disruption. However, temperatures above 30 degrees for an extended period are likely to exceed the threshold of a significant disruption.

If such a situation is known before the exam begins, a remedy should be found in advance, such as by changing the examination room.

All exam rooms are equipped with room thermometers. The room temperature can be read and documented before and after the exam. If this is not possible, the building management's technical service (Phone extension 2222) can be asked to measure the temperature before and after the exam.

Before the exam begins, students must be asked whether they feel able to take the exam under the given conditions. If a student feels unable to do so, and if the temperature is indeed above 30 degrees, and you share the assessment that concentration under these conditions would be difficult, the student should be given the option to withdraw from the exam and attend the second exam session. The withdrawal, as well as the registration for the second exam date, will be handled by Student Services. Students must be informed to contact Student Services for this.

The incidents, including the temperature readings and the student ID numbers of those who withdrew, must be recorded in the incident log.



## 7. Grading Deadlines

Correction periods are regulated in the framework examination regulations and are usually four weeks. Since **automatic registration for the repeat date** only takes place once the grades for the first date have been published, the examination results should be uploaded to **myCampus** and sent to Student Services as soon as possible. Please note that grades cannot be announced until the signed examination record has been submitted to Student Services.

The grading process in myCampus occurs in three steps:

1. Recording the grades
2. Printing the examination protocol
3. Submitting to Student Services

Further information can be found here:

[https://anleitungen-mycampus.leuphana.de/doku.php?id=en:beurteilung\\_von\\_pruefungen](https://anleitungen-mycampus.leuphana.de/doku.php?id=en:beurteilung_von_pruefungen)