

Rules for post-exam inspections

- Post-exam inspection is not a social happening! The lecturers and assistants will make sure that the room is kept quiet at all times. Thus, the inspection room must fit in size with the number of expected students. "Group work" will not be tolerated.
- Pencils and sheets of paper will be provided for note-taking purposes only. Consequently, the use of a pencil in the written exam is not allowed. Tools other than these must not be taken to the inspection workplace. Photography of written exams is prohibited!
- In case a student cannot show up for the inspection event, he/she can either authorize another student for inspection, or a second inspection event might be offered. In any case, the reasons for not being able to turn up must be communicated; if necessary, a medical clearance might be requested. The choice (second inspection or authorization) must be negotiated beforehand with the responsible lecturer. As soon as the first inspection event has finished, all rights for a second inspection are expired. The reason for this procedure is: the final exam results need to be communicated to the examination office as fast as possible, due to restrictions for application periods of repeat exams.
- It is the free choice of the lecturers to provide sample solutions. Otherwise, the lecturer will make earlier/old exams or sample tests available via the student committee (Fachschaft) or via ILIAS.
- For exams that are in the responsibility of more than one lecturer, it will not always be possible for all of them to attend the inspection. In case of dispute, the relevant pages of the written exam may be copied and handed over to the student. He or she will then be able to individually contact the responsible lecturer. These follow-up meetings must take place in a timely manner to prevent any delay in exam processing (see above).