

What you should know about written exams

- You have to **register for exams** via Friedolin within the first 6 weeks of the lecture time. For retake exams you have to register at the examination office. All registrations are *binding*. If you don't want to participate anymore, you have to cancel the registration within the registration period. Otherwise it will count as "fail" if you don't appear though being registered.
- If you cannot participate because you are sick then you have to provide a **medical attestation** in order to cancel the exam even after the deadline or immediately after the exam date. Submit this attestation to the examination office, not to the teacher. If you become sick while writing the exam, we accept medical attestations only in really serious cases, and only if they are submitted immediately after the exam (not after announcement of grades).
- You have to sign in the list of participants at the beginning of the (physical) exam. In case of online exams it is obligatory to sign and upload a statutory declaration in Moodle.
- Your identity will be checked during the (physical) exam. Therefore you have to put your student ID card (THOSKA) on the table.
- It is *not allowed* to communicate with other participants during the exam (neither in a physical, nor in an online exam), to use any auxiliary material - except for material explicitly allowed as announced on the cover sheet of the exam, or by the supervising assistants. It is also not allowed to use mobile phones or other electronic devices (earphones, smartwatches etc.). Mobile phones have to be *switched off* before the exam. It is not allowed to disturb the examination. In case of online exams, the teacher will inform you about allowed materials (e.g. whether it is an "open book" exam).
- In case of unallowed acts (see above), it will be documented in an exam protocol. The exam of the particular student will be graded with "fail". The case will be considered by the examination committee.
- If you fail in an exam, it is not obligatory to participate in the retake exam at the beginning of the subsequent semester. Instead, you can participate in the next regular exam (one year later when the course is provided again). Teachers are not obliged to offer retake exams!
- If you fail in an exam, you can write the exam again. If you fail twice, the **third trial** requires a special allowance ("**hardship case application**"). If the course is compulsory, you have to apply for a third trial. If it is elective, you should consider very carefully whether a third trial makes sense or if you should choose another elective course instead. The third trial *has to be* passed, otherwise your studies will be terminated.