

Rules and regulations for examinations at HSHL

1. The rules and regulations of the examination regulations of the Hamm-Lippstadt University of Applied Sciences valid for your study program apply. In addition, applicable examination law will be applied.
2. Examination participants who appear at the exam under the influence of intoxicants (e.g. alcohol, narcotics) and disturb the proper course of the exam (e.g. acoustic or olfactory disturbances) and/or other participants will be excluded from participation in the exam. The examination attempt will be terminated immediately and graded as *"not sufficient"*. The use of intoxicants during the examination is not permitted and will also be sanctioned with immediate termination of the examination performance and a grade of *"not sufficient"*.
3. The supervising personnel can assign seats to the examination participants. The assigned seat must be taken and retained.
4. The identity of the participants will be checked at the beginning of the examination. The participants need to have a valid student ID and/or an officially issued photo ID (ID card, passport or driver's license). The participants must leave their IDs at the assigned place before the exam beginning. The identity check will be carried out at the seat after the examination time has started.
5. The exam must be written with document-proof pens (never with a pencil!). The use of red pens is prohibited!
6. The instructions of the supervising personnel to establish or maintain order in the examination must be followed.
7. Before the beginning of the examination the participants have to be asked about their ability to take part in the examination. If the participants remain in the room after being asked about their exam ability by the supervising personnel, it will be assumed that they are fit to take the examination.
8. During the entire examination the participants may have on their desk or within reach only the permitted aids (please notice the subject-specific announcements) as well as food and beverages.
9. All other items must be stowed in the bags. The bags must be placed either at the front of the examination room or at the end of the rows of seats and must remain out of the participants' reach for the entire duration of the examination.

10. If smartphones, smartwatches, smart glasses or other electronic wearables and other technical means of communication (even when switched off) are found within reach of the examination participants, will this be considered as an attempt of cheating. In this case, the examination performance will be immediately assessed with the grade *"not sufficient"* and the examination performance will be terminated. All such unauthorized aids are to be stowed in the exam participant's bags out of the participants reach. The supervising personnel must point out this rule to the candidates clearly and explicitly before the start of the examination,
11. If extra paper is provided, students are not allowed to use their own paper. The use of own, not provided paper is considered as cheating and will be sanctioned with the grade *"not sufficient"* according to the above.
12. Handing out the exam papers and, if necessary, the extra paper: The papers must remain the writing facing down on the table until the supervising personnel allow them to be turned over.
13. When the examination has finished all participants must stop writing and turn over the sheets of paper (the writing facing down) when requested to do so. Continuing to write despite being asked to stop may be considered as an attempt to cheat and would be graded *"not sufficient"*. The participants must remain seated quietly.
14. When handing in the exam, all the examination documents (incl. topic, cover sheet etc.) must be handed in.
15. Only when all the papers have been collected, the participants are allowed to talk to each other and leave their seats. Communicating with or signaling to other participants beforehand may be considered as an attempt to cheat.

General information on the conduct of the invigilating

Late Arrival: If students arrive late, they must be admitted to the examination. An extension of the examination time is generally not to be granted. However, they can no longer be accepted if another participant of the same examination had already left the examination room before their arrival, e.g. to go to the toilet.

Questions: Questions on the examinations are only permitted if there are reasonable doubts about the correctness of an assignment. In this case, students are advised to note their interpretation of the assignment on their answer sheet.

Leaving the examination room: If a student wishes to leave the examination room, e.g. to go to the toilet, this requires the permission of the supervising personnel. When leaving the examination room, the participant must leave the examination papers on the table with the writing facing down and leave the student ID or officially issued photo ID with the supervising personnel.

Only one participant is allowed to leave the examination room at a time.

If the examination performance is terminated, the examination room must be left immediately without disturbing the other exam participants.

If a participant wants to finish and hand in the exam early before the end of the examination time, the exam room must be left immediately and without disturbing the other exam participants.

Examination protocol: The supervising personnel must keep an examination protocol, in which the following must be recorded in particular: students arriving late, requests/reminders to students, malpractice, unusual long toilet trips, disruptions to the examination, termination of the examination performance by students, etc.