Duties of the examinees (sections 7, 10-12, 16)

1. Definition
An examinee is a student who participates in an examination in a given location or in another assigned way.

2. Examination registration: Electronic registration system for the handling of exams (MinPlan + TeRes)
Examinees should
- check which dates (a minimum of three) are given for taking the exam;
- register for the examination no later than eight days before the exam date;
- inform the department of the possible need for any aid materials;
- inform the department of the possible need for any special arrangements because of disability;
- check whether the right to take the exam has been granted them (see point 3).

3. Right to participate in examination
Examinees should
- check their right to participate in the examination, which is dependent upon their
  - being registered as present at the University;
  - having completed all coursework which is required according to the course description;
- students may be denied the right to participate in an examination for which they have previously registered three times.

4. Examination regulations
Examinees must abide by the following rules:
- examinees should arrive at the examination location well in advance;
- all communication between examinees is forbidden;
- mobile phones and other comparable electronic equipment must be switched off, must not be used during the examination and should be placed at an assigned spot when entering the examination room;
- the examination can be started only when all examinees have received their questions;
- examinees should sit at their assigned places at a sufficient distance from other examinees;
- examinees writing the same examination must not sit next to each other;
- peace and quiet should be maintained.

5. Examinations usually begin at a quarter past the hour
Examinees should
- write their name and registration number on each sheet of paper which they hand in.

6. Agreed aid materials and special arrangements
Examinees may use aid materials if this right is noted on the examination questions;
- may use dictionaries, unless the examination is in a language subject;
- are allowed special arrangements because of disability, if this has been agreed with the examiner.
- Aid materials may be inspected at the department’s discretion.

7. During the examination
Examinees
- who arrive more than 15 minutes late are not allowed to take the examination;
- are allowed to leave the examination room no earlier than 45 minutes after the examination has begun; otherwise the examination is failed without any assessment.
- A short visit to the toilet per examinee is allowed, at the earliest 1 hour after the beginning of the examination, and only one examinee at a time; exceptions can be made under certain circumstances, and as far as possible, the examinee is to be accompanied by an invigilator.

8. Deviations from normal procedures during examination
- If an examinee is found guilty of obvious cheating or creating a disturbance during an examination, the examinee’s examination is discontinued and he or she is asked to leave the examination room immediately. The incident is reported for investigation (See Directives for the Handling of Suspected Cheating).
- In case of an emergency, for example a fire alarm, the examination is discontinued and resumed at a later time, as decided by the Head of Department.
  - Examinees who have already handed in their examination are assessed.
  - Examinees who have had to discontinue the exam are given new questions of the same level of difficulty.

9. Ending the examination
Examinees should
- hand in all papers at the latest when the invigilator announces that the examination has ended, and prove their identity when handing in their answers, if required to do so.