

Chairman of the Examination Board

CATHOLIC UNIVERSITY OF
EICHSTÄTT-INGOLSTADT

Catholic University of Eichstätt-Ingolstadt 85049 Ingolstadt

To all students at WFI - Ingolstadt School of Management

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Organization and process for innovative exams

If an exam consists of various examination parts during the semester and a final exam at the end of the semester, the student may complete the final exam in the first **or** second regular exam phase, without losing already completed examination parts during the semester. Essentially students only register **once** for an exam in FlexNow, **before** the first examination part during the semester (in the registration phase for exams during the semester).

This produces the following possible exam processes from the student's perspective:

- **Examination parts during the semester failed:** the student has therefore failed the overall exam. This shall be notified to the examination office immediately, in order to allow the student to register in time for the repeat exam. A repeat option must be offered in the second regular exam phase, in the form of an overall exam, covering the entire scope of examination parts during the semester **and** final exam.
- **Examination parts during the semester passed:** the student may choose to take the final exam in the first or second regular exam phase:
 - o **Participation in final exam in first regular exam phase:** the following alternatives arise, depending on the exam result:
 - **Final exam passed:** the overall exam is completed.
 - **Final exam failed:** the student has therefore failed the overall exam. A repeat exam shall be offered in the form of an overall exam in the second regular exam phase, covering the entire scope of examination parts during the semester **and** final exam. The final exam results for the first regular exam phase shall be entered in FlexNow before the registration phase for the second regular exam phase, in order to allow the student to register on time for the overall exam in the second regular exam phase.
 - o **Participation in final exam in second regular exam phase:** the following alternatives arise, depending on the exam result:
 - **Final exam passed:** the overall exam is completed.
 - **Final exam failed:** the student has therefore failed the overall exam. The student has no right to a repeat option, given that he decided not to make use of the first final exam date. Examination parts already completed

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during the semester are forfeited due to failure of the final exam and cannot be offset against repeat attempts in later cycles.

This has the following consequences for the range of exams of lecturers:

- **Examination parts during the semester:** if examination parts during the semester are repeatable in character (e.g. homework assignment), a repeat option shall be offered, which allows for completion of the overall exam in relation to the final exam in the first or second regular exam phase. If examination parts during the semester are non-repeatable in character (e.g. participation in discussion at a seminar), they may be replaced by equivalent exams (e.g. additional written test or oral exam). If an equivalent exam cannot be offered, the repeat option may be omitted.
- **Final exam:** in conjunction with passed examination parts during the semester, this results in successful completion of the overall exam. The final exam shall be offered in the first **and** second regular exam phase in order to safeguard the repeat options stipulated in the Examination Regulations.
- **Overall exam:** this alone results in successful completion of the overall exam. If examination parts during the semester can be replaced by equivalent examination parts in the event of repetition, an overall exam offered in the second regular exam phase ensures repeat options for students who have failed examination parts during the semester or the final exam in the first regular exam phase and therefore have to repeat all activities. The overall exam shall be equivalent in terms of exam requirements to all activities from examination parts during the semester and the final exam. In general it is not sufficient merely to extend the assignment of tasks and handling time for a final exam with unchanged definition of substance (e.g. 20 questions in 90 minutes instead of 10 questions in 45 minutes).

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