

Information on participating in written examinations at the Catholic University of Eichstätt-Ingolstadt

1. Identity checks/checks of eligibility to participate

At the start of the examination checks are carried out to confirm whether the examinees who are present are on the registration list for the examination in question. **Only students who are registered for the examination may participate in the examination.** Students who are not registered for the examination may not take the examination. Guest students do not have the right to participate in examinations (student ID).

Before the start of the examination the students must provide proof of their identity in the form of their ID card/passport and student ID (the name, photograph, and student registration number are checked). If a student is unable to present his or her student ID or ID card/passport but is on the registration list, he or she is permitted to participate in the examination on the condition that the student's identity is confirmed by the examination supervisor as soon as possible after the examination.

The grade for the examination is withheld until the student's identity has been confirmed.

2. Examination conditions

No cell phones, smartphones, smartwatches, or other electronic devices (with the exception of those prescribed by a doctor) are permitted. Students may not take jackets or bags to their seats. Permanent ink must be used (no pencils).

3. Illness

Students may withdraw from the examination for health reasons before or during the examination.

If a participant has started an examination and leaves early, he or she must inform the examination supervisor, who will make a note in the records that the participant has not finished the examination due to acute illness. The student must consult a doctor immediately in order to obtain a doctor's certificate (*ärztliches Attest*) confirming his or her medical condition. The doctor's certificate should contain the expected duration of the illness, the symptoms, the type of impairment resulting from the illness, the date on which the medical examination was conducted, and the doctor's stamp and signature. Doctors' certificates issued after the day of the examination will not be accepted.

The student can collect the required form (declaration of withdrawal from examinations) from the Examinations Office directly after leaving the examination (please see the opening hours) or download it from the Examinations Office's website. The student must inform the board of examiners of his or her withdrawal immediately. The declaration of withdrawal and the doctor's certificate must be submitted in person or via mail. The declaration of withdrawal cannot be submitted by e-mail, SMS, fax, or telephone.

The board of examiners is responsible for deciding whether the reasons for which a student wishes to withdraw from an examination are beyond his or her control.

4. Cheating/suspected cheating (unauthorized materials, copying, talking to other participants, etc.)

All materials that may be used as evidence in a suspected case of cheating may be confiscated by the examination supervisor. If there is an objection to materials due to unauthorized changes (e.g. notes have been written on or stuck to the materials), the examination participant is permitted to keep the materials until he or she has handed in the examination paper; the materials may then be confiscated.

If the examinee prevents verification of whether the materials are unauthorized or refuses to cooperate with clarification or hand over the materials, or makes changes to the materials after an objection has been made (e.g. removes stickers with notes, removes pages with notes, or erases notes), the board of examiners will investigate the incident and may decide that he examination is to be given the grade 5.0 (failed).

In cases of suspected cheating the examinee is permitted to continue the examination. He or she may not be prevented from finishing the examination and no other penalties may be applied. The decision as to whether an individual incident constitutes cheating is made by the board of examiners at a later date. The board of examiners investigates the alleged case of cheating and, if it is confirmed that cheating has taken place, gives the examination the grade 5.0 (failed).

5. Disruptive participants

Students whose behavior is disruptive are given a warning. If they cause a disruption again the examination supervisor may prevent them from finishing the examination. In this case the examination is awarded the grade 5.0 (failed).

6. Disruption caused by external factors

Disruptive factors such as a sudden onset of ongoing noise, excessive heat, or a lack of light must be reported by the examination participants immediately so that the situation can be rectified immediately and the source of the disruption can be removed if possible.

7. Use of the restrooms

The name of the student, time, and duration of absence from the examination room is recorded each time a student goes to the restroom. In such cases the student must show his or her student ID and ID card/passport to the examination supervisor when leaving the room. The student must leave his or her examination paper with the examination supervisor while going to the restroom. Only one examinee may go to the restroom at any time.

8. After the end of the time allowed for the examination

The examination papers must be handed in to the examination supervisor or are collected by the examination supervisor. In the case of multiple choice examinations, pages that have been filled out incorrectly must also be handed in.

If a student finishes the examination before the end of the time allowed, he or she may hand the examination paper in to the examination supervisor and leave the room quietly, as long as the examination supervisor has not already informed the participants that they may no longer leave as there is only a short amount of time remaining.