

Guideline 2017-18 - Behaviour in Exams

Bring along to all exams:

- **Student ID-card and Identity card/Passport**
- **Pens** (allowed are biros, blue/black ball pens (not red), pencil only for sketches, ruler, set square, rubber eraser)
- You may bring beverages and snacks

Please do not bring / Not allowed:

- **bags** - if you do bring it, it will be left outside the room
- **mobile phones** or any electrical device (e.g. smart-watches etc.)
- **pencil cases /boxes for pens etc. – not allowed on the table**
- **red pens or magic-pens;** write the exams only with permanent pens
- **exams are not to be written with pencils**
- **own paper** (provided by the FI)

Gr. 1-25 German exam – Jül/DuE/ECO:

not allowed:

Dictionaries (mono- or multilingual)

Gr. 30-36 German exam – FeP:

allowed:

German Dictionary (monolingual)

English exam:

not allowed: Dictionaries (mono- or multilingual)

Gr. 1-21 Math exam -Jül /DuE:

allowed:

blue/black ball pens (not red), pencil only for sketches, ruler, rubber eraser

not allowed: FI-calculator

Gr. 25, 30-35 Math exam - ECO/FeP:

allowed:

blue/black ball pens (not red), pencil only for sketches, ruler, rubber eraser, FI-calculator

Gr. 1-33 Physics exam:

allowed:

blue/black ball pens (not red), pencil only for sketches, ruler, rubber eraser, FI-calculator

Gr. 30-33 Chemistry exam:

allowed:

Periodic table of elements, FI-calculator, blue/black ball pens (not red), pencil only for sketches, ruler, rubber eraser

Cheating / Attempted cheating:

Behaviour considered as an attempt at cheating is: use of mobile phones (and other services, electronic devices as e.g. smart-watches etc.), use of any other non-approved material, contacting other students, exchanging slips of paper or similar actions. In case of attempted cheating the exam supervisor is to be informed immediately (e.g. by phone).

A proven attempt of cheating results in a grade/mark 6

Any attempt at cheating and any other irregularities will be noted down/documentated

→ **Consequences: loss of points to an exclusion from the exam**

Behaviour *before* the exam:

- **arrive 10 minutes before the begin of the exam** (Punctual!).
- In case you arrive late, you will be allowed to join the exam, but **without** any time extension.
- **Go to the toilet before the exam**
- Your **IDs** will be checked prior to the exam.
- The seating order is fixed. Place **only your student ID-card, passport and pens on the desk**.
- Before the exam you will receive the following information about your exam: Time allowed is ____ minutes. There will be ____ tasks with ____ points each, i.e. ____ points altogether. In order to pass the exam you need _____ points.
- The exam paper will be handed out face down. **Please only turn it around when asked to do so.**

Behaviour *during* the exam:

- Please only turn the exam paper around when the supervisor asks you to do so.
- **First**, fill in the cover sheet, i.e. **name, student ID-number, language group, date and signature**.
- Write **your name** and **student ID-number** on **each page**.
- Read the texts and tasks thoroughly and begin to answer. Use a permanent pen (not a pencil).
- Non-language subjects: Take your time to read through the tasks and start with the one you can do best.
- During the exam the supervisor will check the cover sheet and the entries on the other pages.
- During the exam you will only be allowed to use the public toilets, not those in the dormitories. The time of your absence will be noted down on the exam paper. The toilets will be checked by FI staff regularly.
- At the end of the exam **all exam papers, including notes**, have to be handed in.

Handing in of exams:

- It is **not possible** to hand in the paper before the official end of the exam. Every student has to keep his/her seat until the end of the exam.
- There will be a reminder of the time ten minutes before the end of the exam.
- Please stop writing immediately at the end of the exam time and sort the pages into the correct order.
- In case you keep on writing **in spite of the end of the exam** this will be noted on the cover sheet and may be punished with a **loss of points of up to 10%**.
- The exam papers will be collected by the supervisor. Please keep your seat until all papers have been collected, the number has been checked and the supervisor allows you to leave the room.

Good luck!