

# Exam Rules

## Student Group

| First Name | Surname | Matrikel Nr. |
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- Be there before time
- Stay in the exam room
- Check your ability to write the exam
- Use only allowed aids
- Note the start and end of the Exam
- Take care of the Exam documents
- Raise only valid questions during exams
- Give proper Solutions

## Exam Rules

### Be there before time

- When the exam time is given e.g. as 11:30 be at least 11:15 there.  
The given time is the time, where the professor can start the exam. (S)he does not have to take into account late arrival.  
Therefore, being “just on time” or being late can cause, that you have less time for you tasks.
- Please also go to the bathroom first, in order to have more time for te task during the exam.

### Stay in the exam room

- You are obliged to stay in the exam room for writing the exam. Exiting the room is generally not allowed.
- In the case of an emergency, the student has to ask the examiner. Therefore, raise the hand first before you stand up and exit the room.  
The examiner will come to you and discuss this with you.
- You are allowed to exit the room until 15 minutes before the end, when you finally hand in and end your exam.  
In this case, walk out calm and to not disturb others.
- In the last 15 minutes exiting the room is forbidden.  
When you have finished your exam, please sit calm and to not disturb others.

### Check your ability to write the exam

- If you do not feel able write the exam inform the examiner first.
- There is no cancelation possible after the exam documents are handed-out.  
So, for graded exams this will lead to a grade of 5.0 and to a failed exam.

### Use only allowed aids

Using the wrong aid is equal to cheating. So be sure, that you have prepared (with) the right aids.

- There are only the approved aids allowed on the table
- Move bags etc away from you (e.g. put them under the table)
- Turn of all communication equipment and put them into your bag
- Any communication that is not directly directed to the examiner is considered to be cheating.

Cheating leads at least to a failed exam, in serious cases to an exclusion of the course.

In my exams it is like the following:

- CD: only non-programmable calculator
- EE1: non-programmable calculator and 1 two-sided DIN A4 page and handwritten formulary (or 2 one-sided DIN A4 page and handwritten formulary)
- DS: no aids allowed
- You do not need additional paper. It is useful to have – beside a document-proven pen – also a ruler and coloured pencils with you.

Beside these objects only the following are allowed on the table:

- your (student) ID
- pens, pencils and a set of rulers
- A (water) bottle

## Note the start and end of the Exam

- Once the examiner distributes the exam documents, leave the documents turned over.
- The examiner will tell you when you are allowed to uncover the exam documents.
- The examiner will tell when the exam officially starts and ends.

## Take care of the Exam documents

- Write on all pages you name and matrikel number.
- All exam documents have to be handed over to the examiner.

In my exams ...

- ... you do not have to write name and matrikel number on all pages, when the pages stay stapled together. Only writing both on the first page is enough.
- ... you have to write all solution path and results on the exam document handed out.

## Raise only valid questions during exams

Generally, examiners do not have to allow questions.

In my exams you are allowed to raise questions, but only about checking the given facts.

- So, “why is the resistance given without unit?” would be a valid question and even a hint for me, that I might have done a mistake.
- On the other hand, “can I use ohms law here?” is focussing on the solution path not on the facts.

## Give proper Solutions

In my exams you have to consider the following in order to reach the given amount of points:

- Use units in the calculations. It is recommended to use unit all along a solution path. At least you have to check the unit in a separate unit check.  
Do not only consider the units, but in digital system also the expression for the number system.
- I do not score results, which do not show an apparent origin. Please also show solution steps in

between.

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