

Exam Details

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.

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.

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.

Compulsory attendance 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.

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.

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