



MINUTES OF THE EXAMINATION SUPERVISION

DEPARTMENT OF SOCIOECONOMICS

Please submit this form together with the exam to the examiner. After grading the exams, please submit this form together with the signed list of grades and the exams to the Academic Office.

1. Details of the course

Course:

Examiner:

Date:

Time:

Room:

Number of examinees:

Attendance list enclosed

Number of exams handed in:

Last name, first name of the proctor:

Signature of the proctor:

2. Excerpt from the [Prüfungsordnung der Fakultät für Wirtschafts- und Sozialwissenschaften für Studiengänge mit dem Abschluss „Bachelor of Arts“ \(B.A.\)](#) dated 8 May 2024: § 17 Cheating and violation of regulations

(1) Permissible aids and resources shall be announced before the beginning of an examination. If a student attempts to cheat or use unauthorized aids or resources during an examination, the exam will be graded as “insufficient” (5.0) or “fail.” This shall also apply to students who allow others to copy their work during an examination, where such group work has not been explicitly permitted.

(2) **A student shall not be excluded from continuing the examination if caught cheating or using unauthorized aids or resources** as defined in subsection 1 herein during or after an exam has been handed out. The respective proctor shall prepare a **brief report** about the incident and **after the examination is finished promptly submit it to the chairperson of the examinations board**. A brief report is also made and submitted to the chairperson of the examination board if it is discovered during the correction that cheating occurred during the examination. The student shall be promptly notified about the accusation. The chairperson of the examinations board shall judge whether or not the examinee attempted to cheat, prior to which, however, the examinee must be given an opportunity to be heard.

(5) An examinee who disrupts the proper course of an examination may be excluded from the remainder of the examination by the respective examiner or proctor and the student’s work on the exam graded as “insufficient.” In egregious cases, the examinations board may prohibit the examinee from taking any further examinations.

3. Special incidents

- If a student takes an exam without registering for it, they must be referred to the Academic Office immediately and their name, student ID number and any other contact details must be noted.
- In the event of attempted cheating, the following must be noted: Name, student ID number, any other contact details of the student, brief explanation of the attempt to cheat, reference to any unauthorized aids confiscated.
- In the case of disruptions, the following must be noted: Type of disruption, if applicable, type and extent of compensation.

4. Notes on special incidents

Note the time, name, incident and any witnesses:

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- Mobile phones, smartphones, smartwatches and other unauthorized aids must be switched off and placed in pockets.
- Both the active use and the passive presence of unauthorized aids (e.g. mobile phones, smartphones, smartwatches etc. regardless of their functionality) are to be regarded as an attempt to cheat.
- Jackets and bags must be placed at the front or at the sides of the room.
- Only pens and, if necessary, something to eat/drink are placed on the table.
- Admission control: Place photo identity card on the table. If possible, the identity check should take place upon admission, not during the exam.
- Toilet visits:
 - Only one person should leave the room at the same time.
 - All exam paper must be handed in to the proctor.
 - An absence of more than 10 minutes is generally considered an attempt to cheat.
 - Jackets and bags may not be taken out.
- Information about the exam such as:
 - Which exam will be written and, if applicable, which students (e.g. according to the initial letters of the student's last name) will write in this exam room (if students are divided into several rooms)
 - Duration of the exam
 - No use of own paper
 - Use of a document-proof pen (no pencil, no red pen)
 - Permitted aids or resources (The type of permitted aids or resources can be found on the examination sheet.)
 - If applicable: Please number all pages and provide all sheets with student ID number. Leave a margin. Only one solution should be given; if necessary, alternative solutions should be clearly crossed out.
- Early submission is only possible up to 15 minutes before the end of the examination time.
- If applicable: Proctors will provide information about time remaining (e.g. the last 15 and 5 minutes of the exam will be announced.)
- If applicable: Information about handling questions and inquiries during the examination.
- “When starting the exam, all examinees present declare that they are healthy and thus able to participate in the examination.”
- “Students who are in the room when the examination tasks are handed out will start the examination attempt.”
- Announcements before the end of the exam:
 - Last check that all the necessary information has been provided and the exam papers are complete.
 - Put away pens, put exams in cover sheets and give the exam to the proctors.
 - Please do not leave the room until the exams have been counted.