

Information sheet for students about the code of conduct during written in-person exams in the winter semester 2022/2023 (valid as of 15.12.2022)

Written in-person exams can only take place in strict compliance with any public regulations applicable on the date of the exam, as well as in observance of any rules and guidelines issued by OTH Regensburg.

A) Before the exam

General rules:

- If you are currently infected with Coronavirus SARS-CoV-2 and have tested positive, please refrain from engaging in university operations and from accessing the university facilities.
- Should you be unable to participate in an exam due to illness, please follow the instructions of the following document: https://www.oth-regensburg.de/fileadmin/media/studium/studium_organisieren/pr%C3%BCfungen/pdf/kurzinfo_krankheit_im_pruefungszeitraum_englisch.pdf Important! If you tested positive for SARS-CoV-2, you need to submit a medical certificate; submitting a positive quick test is not sufficient.
- We recommend maintaining a minimum distance of 1,5 meters between individuals.

Procedure:

- Please go to the room allocated for your exam and take a seat.

B) During the exam

General rules:

- Please follow the instructions announced by the exam supervisor (authorised materials, consequences of cheating during the exam; withdrawal from the exam due to illness; any mobile devices need to be turned off before the exam).

What happens if

- *you show up late for the exam?*
You are allowed to write the exam, however you will not be given any additional time. You will hand in the papers at the same time as the other students when the exam is over.
- *you need to step out of the room?*
You should raise your hand to attract the attention of the exam supervisor and indicate that you need to leave the room. Once you receive their approval, you need to place your exam papers face-down on your desk and hand your student ID card to the exam supervisor.
- *you suddenly feel too ill to continue taking the exam?*
Please inform the exam supervisor about your inability to continue with the exam. After you leave the exam, you need to visit a doctor's office without delay and obtain a medical certificate which you must submit to the Exams and Internships Office. Please check our website for additional information.
- *you have any questions?*
If you have questions, raise your hand and wait for the exam supervisor to come to you.

C) After the exam

After the exam has ended, please gather your belongings, turn on your mobile devices as needed and leave the room.