**Administrative rules for conducting examinations in non-common examination rooms FHUM and FRT**

*These rules are effective from 21 March 2019.*

1. **Surveillance during examinations**

* The invigilator needs to arrive at the requested location at least 15 minutes before the start of the examination.
* Supervision takes place under the responsibility and authority of the examiner/teacher. This means that the teacher must also comply with the regulations, but has, among other things, the power to decide whether or not examination documents may be taken.
* The invigilators are informed verbally, or in writing, by the examiner prior to the examination about the tools the students are allowed to use and other details of the examination.
* The invigilators will ensure that the examination papers are handed out to the students at the same time as much as possible.
* Students are obliged to follow the instructions of the examiner and the invigilator(s).
* To prevent fraud the examiner and the invigilators are allowed to check items that the student uses or may use during the examination.
* If fraud is suspected during the examination on the basis of irregularities detected by the examiner or the invigilator, the examiner will report this to the student in question. Any materials and resources used in the suspected fraud shall be confiscated against proof of receipt. The student is allowed to finish the exam. The examiner decides that the suspected fraud is reported to the Examination Board in accordance with the examination regulations that apply to him/her.
* The invigilator will inform the examiner immediately about any questions from students and of any irregularities during the examination.

**2. Student identification**

* Students are required to show a valid form of identification to the invigilator when taking part in an examination.
* The invigilator shall check the student's proof of identity and determine whether the student has been registered for the examination on the basis of a list of participants for the examination.

**3. Tools**

* All possessions, but in particular books, dictations, portable phones or other items that can serve as an aid, shall be left outside the examination room or deposited at places to be indicated by the invigilators in the examination room. Digital aids, such as smart phones, watches with internet function, etc., must also be switched off. A walkway between the tables must remain clear.
* In deviation from paragraph 1, the use of an aid during the examination by the student is allowed if the aid has been indicated as such to the students beforehand by the examiner or the Examination Board. The permitted aids are also mentioned on the cover sheet of the examination.
* Students who are found to have an aid device within their reach that has not been designated as an authorized aid during the examination or when visiting the toilet during the examination are committing fraud.

**4. General provisions**

* The examination room is accessible to students fifteen minutes before the start of the examination.
* After the start of the examination, the examination room is no longer accessible.
* In deviation from paragraph 2, students who are late may quietly go to their seats and start the examination until 30 minutes after the start time. The end time remains unchanged. If the student is more than 30 minutes late, he will not be admitted anymore.
* Students are not allowed to leave the room where the examination is being held within half an hour after the officially set start time.
* Students are not allowed to leave the room during the last 30 minutes of the examination.
* Continuing to work on the examination after the end of the examination time can be regarded as a form of fraud.

**5. Toilet visit**

* No sooner than one and a half hours after the start of the examination, students are allowed to go to the toilet.
* Students who have submitted a medical statement to the study advisor before the examination, indicating that they need to be able to visit the toilet within the set time period, are allowed to do so.
* Students are only allowed to go to the toilet alone, never together.
* The invigilator will ask a student who wants to use the toilet to prove that he has no aids with him. The invigilator also makes sure that the student visiting the toilet during the examination has no contact with other students, nor can he consult aids in any way.
* If the student wishes to visit the toilet, he shall leave all the examination materials handed out in the place where he is taking the examination, with a blind sheet facing upwards.

**6. Eating and drinking during examinations**

* Eating during an examination is not allowed.
* Drinking during the examination is allowed. The cup, bottle or other beverage container may be checked by an invigilator or examiner for manipulation by the student.