

Dept. of Business Administration and Economics, Osnabrück University**Guidelines for Written exam participants**

1. Examinees must arrive at the examination room in good time (approx. 30 minutes) before the start of the examination For identity check, the examinee should present the Campuscard or the photo identification document of state authorities (identity card, driving licence, passport) with student ID.
2. Examinees who appear for the exam under the influence of intoxicating substances (e.g. alcohol) are suspended from the participation of the exam. The use of intoxicants during the exam is not permitted (no beer as a soft drink!).
3. Briefcases, bags and discarded clothing may not be taken to the workplace. They are deposited in the examination room according to the instructions of the supervisors.
4. All electronic devices that are not part of the expressly specified aids must be switched off and must not be at the workplace (see point B 11.3).
5. The supervisors may assign seats to the examinees. The assigned seat is to be taken and kept throughout the exam.
6. When writing the exam, examinees must respect the following points:
 1. The cover sheet of the exam must be filled in legibly and completely with the required information, including:
Family (Last) name, given (first) name, matriculation number,
Subject and examiner,
Exam date.
 2. The exam must be written with an ink pen or ballpoint pen in blue or black color (in no case with a pencil!).
 3. If no numbering is given, the pages in the solution booklet must be numbered consecutively.
 4. Only the examination paper issued by the supervisors shall be used. Replenishment can be requested from the supervisors.
 5. When working on the examination, space must be left for corrections by the examiners. If not otherwise specified, an approx. 5 cm. wide margin must be kept free on the left side of the solution booklet.
 6. The solution booklet must be signed on the last page.
7. Only those aids are permitted which are announced in the assignment of tasks.
8. The instructions of the supervisors to establish or maintain order in the exam must be followed. An examinee who disturbs the proper course of the examination can be excluded from continuing the examination by the examiners or the supervisors. In this case the examination performance is assessed as "insufficient (5.0)".
9. Leaving the examination room requires the permission of the supervisors.
10. When handing in the exam, all documents of the exam (including topic, cover sheet, etc.) must be returned