

ANNOUNCEMENTS TO BE READ BY THE PROCTOR

Microphones are available from the IT-Service desk (in the TC building) for use in the larger auditoriums.

Depending on the exam room: at least one seat must remain unoccupied between each student.

Announcement 1 (before the start of the exam)

Dear students,

Please observe the following rules:

1. You may only have writing utensils, a ruler, and your student ID out on your desk. Please place all books, papers, notebooks, calculators, cell phones, and the like in a bag under your desk. Cell phones must be switched off during the exam. Smartwatches must be removed and placed in the bag under your desk.
2. Only participants who have properly registered will be admitted to this exam.
3. Please bear in mind that it is your responsibility to have your exam paper initialed by the exam staff member who will be checking attendance. Only your WU student ID card will be accepted as valid identification (concurrently enrolled students present their student ID card from the principal university where they are enrolled).
4. Pursuant to § 74 (2) of the Universities Act (*Universitätsgesetz*) 2002, any attempt to cheat or use unauthorized aids on an exam shall result in automatic invalidation of the entire course and a 4-month ban on registering for a repeat exam. In this event, the entire PI (course with continuous student evaluation) must be repeated; no partial credit can be transferred.
5. As a general rule, students are not allowed to interrupt the exam or to leave the exam room early. Should you for some reason have to leave the room before the end of the exam period, you will have to hand in your exam paper and will not be allowed to continue working on it.
6. No-one is allowed to leave the room during the last 15 minutes of the exam period.

Thank you for your attention and good luck on the exam!

Announcement 2 (OPTIONAL, 15 min. before end of exam)

You now have 15 minutes to complete your exam.

Announcement 3 (end of exam)

The exam is now over. Please remain seated until all papers have been collected.

It is your responsibility to make sure that your exam paper is collected by exam staff.