

GUIDELINES for Proctors

Last update: 2024

1. Information for proctors

The following paragraphs contain important information on **your responsibilities as proctor** supervising exams during WU's centrally organized examination weeks.

- In your capacity as proctor, **you have the primary responsibility for the proper conduct of the exam** you are supervising. You will be assigned to a specific exam room by the exam coordinator for your subject. During the exam, you will be supported by tutors and, if necessary, by additional proctors (faculty members), depending on the size of the exam room.
- It is your responsibility to make sure that the required number of **exam papers** (including spare sheets and forms) is available in the exam room in time for the examination.
- You should be present at the **exam location** no later than 15 minutes before the start of the examination time slot to make sure you have enough time to complete all the necessary preparations together with the tutors.
- The tutors are responsible for handing out the exam papers and collecting them after the exam and for verifying the identity of the students taking the exam. The **tutors will also support you** in supervising and monitoring the exam.
- As proctor, you are the **only person authorized to answer any questions** the participants may ask **regarding the academic content** of the exam. Without any exceptions, the tutors are not authorized to answer academic, content-related questions.
- Before the exam begins, please make absolutely sure you read the **standardized announcements** (see below) out aloud to all exam participants. By reading these texts out loud, you ensure that WU is legally protected in the event of any contentious situations. If you are supervising an exam in a large exam room, you can request microphones from IT-SERVICES or use the public address systems that are installed in the auditoriums.
- Before the start of the exam, please inform the participants about any **authorized aids** that are permitted for the exam (if there are any) to avoid disturbances during the exam.
- The **exam time cannot be extended** beyond the allotted time slot. Please keep in mind that other exams are scheduled immediately after yours.

If you have any questions, please contact the examination organization staff at any time by phone on 01 313 36 4027 or 4894 or by email at pruefungswoche@wu.ac.at

2. General schedule for exam slots

Time	Activity
15 min. before the start of the exam slot	Briefing of the proctor(s) and the tutor(s): The proctor(s) provide information about the exam procedure and authorized and unauthorized aids. The tutors receive the exam papers and are briefed on how they should be distributed.
5 min. before the start of the exam slot until the start of the exam	The proctor reads out the announcement while the tutors are handing out the exam papers.
After handing out all the exam papers	The proctor announces the start of the time allowed for the exam. The tutors start checking attendance.
15 min. before the end of the exam	The proctor announces that there are 15 min. to go until the exam ends, that no further answer sheets will be collected before the end of the exam, and that no one may leave the exam hall.
End of the exam	The proctor announces the end of the exam. The tutors collect the exam papers.

3. Announcements to be read by the proctor

Please read the following standardized announcements out loud to the exam participants. If required, you are of course free to provide additional information regarding the conduct of the exam to the students.

a) Announcement (5 min. before the start of the exam)

"Dear students,

Please take your seats in the areas assigned to you and make sure that the following rules are observed during the exam:

1. Participation in the examination is strictly only possible with a valid examination registration.
2. Put the following items in your bag **(please adapt to the respective permitted aids)**:
 - Electronic devices: in particular cell phones, cameras, Laptops, tablets, smart glasses, and smartwatches
 - Hearing protection: in particular Ohropax®, earplugs, and headphones
 - Office supplies: in particular Tipp-Ex®, erasers, highlighters, and rulers
 - Aids and learning materials: in particular calculators with text memory or other additional functions, codices with annotations, formula collections, scripts, dictionaries, and encyclopedias
3. Bags and similar items must be stored under the exam tables
4. Please note that your ears must be visible during the exam
5. Only permanently adhesive writing instruments may be used, e.g. ballpoint pens.
6. You may use the following authorized aids: ... (e.g. charts of accounts, legal codes, calculators that are unable to save text).
7. Please also note that any form of cheating or the use of unauthorized aids will also result in invalidation of the exams of all students involved and the loss of an exam attempt. Students involved in cheating will be blocked from re-registering for the exam for a period of 4 months after the exam date. Ghostwriting will be reported to the public prosecutor's office or the competent district administrative authority and will result in a fine of up to EUR 25,000.
8. Make sure that the answer sheet is initialed by the examination invigilator during the attendance check. Examination papers that have not been initialed will result in an assessment of "NICHTIG" and a loss of participation. (For MC exams: Please also ensure that the scrambling numbers on your answer sheet match those on your answer sheet!)
9. As a general rule, students are not allowed to interrupt the exam or to leave the exam room early.
10. ADDITIONAL EXAM-SPECIFIC INFORMATION AND ANNOUNCEMENTS

Announcement (15 min. before the end of the exam)

“There are now 15 minutes to go until the end of the exam. Please make sure to transfer your answers to the answer sheet. As of now, no more answer sheets will be collected until the end of the exam and no one may leave the exam room.”

Announcement (end of the exam)

“The exam is now over. You have one minute to hand in your papers. If you refuse to hand in any papers despite being instructed to do so by exam staff, your exam will be declared invalid and counted as a lost examination attempt.”

Please also provide students with information on the collection procedure (e.g. please pass all answer sheets to the end of the row and/or please remain seated until all papers have been collected).