

**Examination procedure for examinations at the faculty WIG
in winter semester 2024/2025**

Dear students,

Please note the following instructions for an orderly examination procedure.

1. entering the examination rooms / attendance lists / student ID card
The examination rooms are only entered after being requested to do so by the invigilators. Attendance lists are available at the entrance. Everyone signs in on the lists with their own pen (have it ready!) and shows their student ID.
Anyone who has not registered in time and is not on the attendance list will only be admitted to the examination with reservations and must expect that the examination result will not count.
2. exam tasks
The tasks are already concealed in your seat. They may only be turned over when the invigilator announces the start of the examination.
3. choice of seat in the examination room
You will be informed of your examination room in good time. You must take your seat in the examination room as instructed by the examiner.
4. handing in the exams
At the end of the working time, you will be asked to leave the examination room one by one. You will place your exams on a table provided.

Good luck with your exam and thank you for your support!