

Behavioral Rules during Examinations

- 1) Please behave as follows when entering the room:
 - a) Turn off your mobile phone
 - b) Store all jackets, bags, mobiles, etc. in the aisles on the sides of the room
 - c) Place your MultiCa and ID card on your desk
- 2) Don't take animals with you.
- 3) By participating in an exam, you automatically confirm that you are capable of taking an examination. Should you participate in an examination despite a known sickness, you are to bear the risk of failing the exam.
- 4) The responsible invigilators are to determine the beginning and end of the time frame allotted for writing an examination.
- 5) Make sure to verify whether your exam papers are complete.
- 6) Additional resources or devices (legal texts, calculators, etc.) may only be used if their use is explicitly permitted (please double-check the notice Prüfungsmodalitäten (examination modalities)).
- 7) Only references, marks and Post-its may be used in legal texts. Keywords may not be used.
- 8) The staples on exam papers may not be removed.
- 9) You are not allowed to go to the restroom during an examination; exceptions to this rule may be granted by the responsible exam supervisors.
- 10) You are required to leave your exam papers on your desk when leaving the room.
- 11) Irrespective of the above regulations, all common rules for writing exams (remaining quiet, not using cheat sheets, etc.) remain in place.

signed Prof. Dr. Schwartzmann

Chairman of the Examination Board of the Schmalenbach School of Business