

Instruction sheet for course-related examinations (written examinations)

PLEASE NOTE THAT FOR LEGAL PURPOSES ONLY THE [GERMAN VERSION](#) APPLIES

General

1. The provisions of the examination regulations of the Faculty of Economics and Business Administration at the Johann Wolfgang Goethe-University Frankfurt am Main apply. Beyond that, general examination rules apply.
2. All provisions are based on the principle of equal opportunities for all students and require your obligatory cooperation in the examination procedure. This means that you have to make yourself familiar with the examination regulations applying to your degree programme.
3. For your convenience, the Examination Office has summarized the most important provisions regarding the examination procedure and the withdrawal in case of illness in instruction sheets. Please see also the "instruction sheet for the procedure in case of illness (or other withdrawal reasons)" (<http://goethe.link/instructionillness>).
4. These handouts are a very compact form of the rules and do not relieve you of your duty to take note of the official examination regulations and to comply with them.

Registration / Withdrawal

1. You can only attend examinations if you have registered for the examinations in due time and form.
2. The registration period is published in due time via displayed notices and on the Internet. You can download the deadlines of the current semester here <http://goethe.link/deadlines>.
3. Registration usually takes place online via the web portal QIS (<https://qis.server.uni-frankfurt.de>: Login > My Functions > Administration of exams). You can find an instruction in German here <http://goethe.link/PruefungsanmeldungQIS>. Be sure to download the examination certificate "Confirmation of Registered Examinations" as well as the corresponding signature as proof of the proper registration. In case of doubt, you have to prove that you have registered or withdrew in due form.
4. You are obliged to check whether your registration is complete and correct. If you want to change something, you have to notify the Examination Office within the registration period since changes are no longer possible after the end of the registration period!
5. Withdrawal from single or all registered examinations within due date is possible via QIS without giving a reason only within the registration period stated. After the deadline, withdrawal is only possible in justified exceptions (e.g. due to illness). In these cases, you have to provide evidence of these reasons immediately after they emerge. Please refer to the "Instruction sheet for the procedure in case of illness (or other withdrawal reasons)" for details.

Exam procedure instructions

1. Only registered students with a valid photo identification or Goethe-Card can take examinations.
2. Examination rooms are posted in QIS (Login > My Functions > Administration of exams > Info on registered exams > column „room“) about one week before the examination period starts. The allocation of examination rooms is binding. There you will also find the start times. Please arrive at the room beforehand, allowing sufficient time to take your seat. The time published is the actual start time (beginning) of the exam.
3. As a rule, the following seating arrangement applies: Starting with the first row in front, places will be occupied left-aligned with a distance of one seat to the next student. The next row of seats behind each occupied row will be kept completely free. Please sit in a straight line behind one another in the next row but one.
4. Please do not keep your bags, coats, caps etc. next to you and place them closed and out of your reach. If you carry any electronic or technical communicative devices, you have to switch them off and store them in your closed bag, which you place out of your reach before the distribution of the examination papers. If such devices will be discovered within your reach, it will be treated as an attempt to deceive and will be punished. We recommend placing your calculator covers and watches out of your reach, too.

5. You are allowed to use only the resources and aids approved by the examiner. In case of doubt, ask the invigilators before the distribution of the examination papers. Do not bring other documents with you into the room – especially no own (scrap) paper. If you carry such documents, please store them in your closed bag, which you place out of your reach before the distribution of the examination papers. If documents other than the distributed examination papers will be discovered within your reach, it will be treated as an attempt to deceive, even if you did not use it.
6. You confirm your presence and that you feel healthy and able to take the exam with your first signature before the distribution of the examination papers.
7. On the examination papers, please leave sufficient space in the margins for grading. Please check if the distributed papers are complete at the beginning of the exam and submit the distributed papers completely at the end of the exam.
8. Please write your student ID number on each page of your exam.
9. Please do not write with a pencil or red ink.
10. If you want your exam to be graded with the grade 5,0 (fail), you have to cross out all of your answers before submitting your exam. If you want the examiner to ignore certain answers, you have to cross them out before submitting your exam.
11. Leaving the room to go to the toilet during the examination is only possible in urgent cases accompanied by an invigilator. The invigilators will record your time leaving the room and returning to the room. You are not allowed to take any examination paper out of the examination room. Only one student can leave the room to go to the toilet at any time.
12. Offences against the regulations, in particular the use of unauthorized aids and cooperation with others – inside or outside the examination room – or an attempt hereto, can result in failure of the examination (cheating).
13. Please remain seated at the end of the exam until examination papers of all students are collected. The invigilators will collect the examination papers from each student and count them afterwards. As a student, you are responsible that your examination papers are collected completely in proper form so that they can be handed over to the examiner for grading. With your second signature, you confirm submitting all of your examination papers completely.
14. The grades are also accessible online via QIS.

Illness

For detailed information please refer to the “instruction sheet for the procedure in case of illness (or other withdrawal reasons)” (<http://goethe.link/instructionillness>).

If you have any questions, please do not hesitate to contact the Examinations Office.