



- Proctors

Written and computer-assisted examinations are supervised by proctor(s). In general, the Instructors of Record of the respective modules conduct and proctor the examination(s) of their modules. The Module Coordinators are responsible for coordinating the examination supervision of their modules. Study Program Chairs are responsible for coordinating the examination supervision within their study programs.

It is proposed to increase the number of proctors per room by one each if the groups exceed the following thresholds: >40 (= 2 proctors), >100 (= 3 proctors), >150 (= 4 proctors). If Study Programs are not able to provide the suggested number of proctors for any examination they may apply for additional co-proctor(s) from the Registrar Services pool. Co-Proctors must hold an academic degree of at least the same level as the target level of the study program the module is used as part of. Students must always follow the instructions of the responsible proctor(s).

- Participation Lists

The participant list provides a record of the examination. For each potential participant on the list it is indicated whether he/she participated.

- Entry Control and Start of Examination

The examination room will open at least 15 minutes before the examination begins. Students must provide proof of their identity before or during the examination by presenting their campus card. Students who cannot provide a proof of identity are not permitted to participate in or continue to participate in the examination, and will be required to leave the examination room at the proctors' instruction.

If a student enters the room after the official begin of the examination the examination time for the student is not extended after the official end of the examination.

Students who are not on the participant list may receive conditional permission to participate in the examination by the instructor or main proctor in charge. If granted, students must sign that they understand the conditional status of their participation, before their name and matriculation number is added to the participant list. Registrar Services and the Instructor(s) of Record check the admission requirements and decide on the acceptance of the attempt only after the examination.



- End of Examination

Students are not allowed to leave the examination room without the proctors' permission. At the end of the examination, students take the examination documents and the examination questions to the proctor(s). Students must fill in their name and/or student ID on the examination paper before the end of the examination. Students who have handed in their examination have to leave the room immediately and will not be permitted to re-enter the room.

- Bathroom visits

Students wishing to leave the examination room temporarily to go to the bathroom must request permission from the proctor(s). Bathroom visits will be recorded in the participant list. No more than one student shall be allowed to go the bathroom area at the same time.

- Materials and Mobile Devices

In general, materials, electronic devices and watches must be placed in the students' bags before the examination starts and are not to be taken out until students leave at the end of the examination. Use of these materials and items is not permitted during the examination unless the proctor(s) have determined otherwise.

- Storage of Personal Belongings and Permitted Refreshments

Before the examination starts, coats, bags and other personal belongings must be placed at a place designated by the proctor(s). The only refreshment permitted during examinations is liquid in transparent bottles. In case of medical necessity to deviate from this restriction, the student in question has to follow the rules for "students with special needs".

- Students with Special Needs

Students with special needs may apply for individual arrangements prior to any examination at Registrar Services using the corresponding form. If candidates can document that they are not able to take an examination wholly or partially in the offered form because of continued or permanent illness or disability, special arrangements are provided for. These may include a prolongation of the examination duration, the assignment of an individual room or a different design of the examination. The individual requirements must be registered with Registrar Services in advance. The submission of a medical certificate and/or disabled person card may be required (see Academic Policies).



- **Illness**

Students starting the examination are considered to feel healthy. Students feeling ill after the start and wishing to discontinue the examination must inform the proctor(s). Discontinuations for medical reasons will be recorded in the participant list. The notes and materials of the students will be kept. In general, the attempt will be counted and the examination will be graded.

- **Infractions of Academic Integrity**

Students have to adhere to the Jacobs University Code of Academic Integrity. If a student is suspected of committing an infraction of academic integrity the proctors should confront the student, gather evidence (e.g. confiscate unauthorized materials) and record the incident in the participant list. In principle, the student may continue to participate in the examination on a conditional basis.

After the examination, the proctors shall submit an Infraction of Academic Integrity Report to the Instructor of Record who further proceeds according to the Jacobs University Code of Academic Integrity.

Students are not permitted to engage in any behavior that is disruptive according to the Code of Academic Integrity. If the disruption is serious, the proctors are entitled to exclude a student from further participation in the examination after a warning / reprimand which has to be recorded in the participant list.