

Exam procedure at the Institute of General Management and Organisation

Dear students,

You are registered for an exam at the **Institute of General Management and Organisation**. Below you will find the examination procedure. We kindly ask you to read them in preparation of your exam.

General information:

- **Exam duration:** 60 minutes
 - **Permitted items at your seat:**
 - Ballpoint pen or fountain pen
 - Smart phone and smart devices (watch, glasses, etc.)
 - **Items not permitted:**
 - Jackets, bags, backpacks, paper, pen boxes, headphones, calculators. These must be deposited in the back of the lecture or in the side corridor on the left/right. Do not put them in the row in front or in the middle corridor.
 - **This is a closed-book examination without material restrictions:**
 - Any attempt to cheat will be counted as a termination of the examination by the student and assessed as invalid.
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Before the start of the exam:

1. **Smartphones and smart devices:**
 - Must be switched off or in flight-mode on the table **in the free row in front of the examination station**.
 - **Do not leave in bags, jackets or backpacks!**
 2. **Restroom visits:**
 - **Only possible before receiving the exam or after handing in the exam.** No visits to the restrooms are permitted during the examination period.
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Start of the exam:

- The examination officially begins when the following conditions are met:
 1. Exams were distributed to everyone.
 2. The start time is noted on the board.
 3. The announcement „Exam starts now“ was made.
 - Check that you have the **right test** in front of you before you start.
 - Additional information:
 - Only answer the questions in the language of the exam. Otherwise you will not receive any points for these tasks.
 - Check that the test sheet is printed on both sides and read the task completely.
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During the exam:

- Questions that are of a substantive nature will not be answered.
 - You can hand in the exam in the first 45 minutes. You must remain in your seat for the last 15 minutes.
 - Questions can be submitted to the examination supervisor before the examination begins.
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Handing in the exam:

1. **At the end of the examination period**
 - Announcement: „Examination time is over.“
 - Examination documents are collected and sorted by color.
 2. **Exam return:**
 - The completed test including bubble sheet is placed back in the sleeve and passed in each row towards the center aisle.
 3. **Exam count:**
 - You can only leave the lecture hall once the number of exams submitted has been compared with the number of active exams.
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Regulations on false declarations:

- **Registering for the wrong exam**
 - No goodwill arrangement.
 - For examinations that have already begun, the examination is deemed to have been taken and will be assessed.
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Data processing and consent:

- With your signature at the entry check, you confirm that you have been informed about the data processing in connection with Gradescope and that you give your consent.
 - This applies to all examinations except those in Strategic Management.
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We wish you all the best for your exam!

Best regards

The Team of the Institute for General Management and Organisation