## 

## Examination Record

**Study programme:** ………..……………………………………………………………

**Term:** ………………………..…………………………………………………………….

**Course No.:** …………………………………………….………………………………..

**Course:** …………………………..………………………………………………………

**Date:** …………..………………………….………………………………………………

**Start time:** ……………………………………………………………………………….

**End time:** ……………………………….....................................................................

**Room:** ……………………………………………………………………………………..

**Number of participants:** ……………………………………………………………….

**Any incidents:**

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(Please use the rear side for further notes)

**Name of the invigilator: ………............................................................................................................**

**Signature: ..............................................................................................................................................**

**Date: .....................................................................................................................................................**

**The invigilator has to comply with and confirm the following points:**

**Before the start of the examination:**

1. A list of candidates is issued before the start of the examination. The examination will only start once all candidates have been entered on this list. Should a candidate leave the examination room after the commencement of the examination without the express permission of the invigilator, they will be graded as having failed the examination.
2. The invigilator is to demand proof of identity (with an integrated photograph) from each candidate before the start of every examination. Should the invigilator be unable to determine the identity of the candidate, s/he will be excluded from sitting the examination.
3. The candidates have been informed that books (apart from those resources deemed as permissible), bags, envelope folders or similar, coats/jackets and other such items may not be placed within reaching distance of their desk. The use of mobile telephones, programmable pocket calculators or any further information-processing and communication devices is forbidden during the course of the examination.
4. All technical devices which the candidate brings into the examination room and which are not required on medical grounds are to be switched off completely. This applies to all devices with data transmission capability.
5. Candidates who switch their data transmission-capable electronic devices to standby mode will be deemed to be guilty of an attempt at misconduct in accordance with the BSEL Framework Study and Examination Regulations.
6. If necessary, prohibited resources are to be stored in the examination room for the duration of the examination in such a way that denies a candidate access to them.
7. The question paper and the answer papers are distributed; the start and end time of the examination are announced and recorded in the examination record.
8. Candidates will be informed that **only the paper provided by the HWR may be used.**

**During the examination:**

1. Should the course of an examination be subject to disruption, the invigilator is to make use of domiciliary rights. The candidate responsible for this disruption will be graded as "fail". The invigilator is to inform the examination board of the incident in writing. This communication will be filed with the appendant documents in the Berlin Professional School office.
2. Any circumstances or conditions which the student feels hampers or impedes the completion of the examination after it has begun must be stated and substantiated without delay.
3. The invigilator is to ensure that candidates do not work together and only use permitted resources.
4. Candidates leaving the examination room are required to submit the examination documents (cover sheet, question paper and the answer sheets on which they have written) to the invigilator. The times at which the candidate left and re-entered the room are to be noted on the cover sheet. The documents will be returned to the candidate after they re-enter the examination room.
5. Only a single candidate may leave the room at any one time. Their name and the duration of their absence must be marked on the examination record.

**After the end of the examination:**

1. Unused papers are to be collected and returned to the Reception C 85.

**Name of the invigilator: ………............................................................................................................**

**Signature: ..............................................................................................................................................**

**Date: .....................................................................................................................................................**

Appendix: examination task (including the resources permitted for use).