Notes on the examinations for students of the
Faculty of Business Management and Economics
Summer Semester 2022

Before the exam

- The recommendation to wear a face mask applies, especially where a distance of 1.5 m from other persons cannot be safely maintained.
- In the case of presence examinations, there is no obligation to provide proof of vaccination, convalescence or testing.
- We recommend that you bring the certificate of registered examinations with you to the examination date.
- No numbered seats will be assigned; instead, you will take the next available seat immediately upon arrival and remain there until the end of the exam. Please follow the instructions of the supervisors.
- There will be an ID check, which will be carried out at the seat. Please bring an official photo ID with you to the examination.
- When all candidates have taken their seats, the invigilators will distribute the examination papers. The examination sheets are to be kept closed until all candidates can start together.
- Please place your bag and jacket at the edge of the row of seats. If you need to reach your jacket or bag, make yourself known to the invigilators by hand signals.
- Unauthorized equipment must be removed from the seat. Electronic devices (smartphones, smartwatches, fitness trackers, etc.) are not allowed and must be turned off. Electronic dictionaries are not permitted. Wearing so-called smartwatches or connectivity devices is prohibited, as well as the use of cell phones or tablets.
- Note: Non-permitted aids on table after start -> attempted cheating -> 5.0

During the exam

- Please note your matriculation number and if not indicated the module title on the cover sheet (NO seat number, NO room, NO S-number).
- Leaving the exam room is only allowed to go to the restroom and only 10 minutes after the exam has started. Prior permission from the invigilators is required to leave. Only one candidate at a time is allowed to leave the examination room. Before leaving the examination room, all sheets received must be handed in to the invigilators. If you have to leave your examination room, please make yourself known to the invigilators by hand signals.
- Not every examination room has a clock. Therefore, we ask you to bring a clock/alarm clock (not a smartphone/smartwatch) to the examination.
- As long as none of the examination candidates has left one of the examination rooms for the toilet after the examinations have been handed out, candidates who arrive late can take part in the examination. Any time lost due to late arrival will be at the candidate’s expense. The end of the exam time remains as announced or posted.

After the end of exams

- It is allowed to hand in the exam 10 minutes after it has started.
Examination rooms at Sanderring

Audimax (HS 216) / HS 166 (ehemals Brose-HS) / HS 162 (Sparkassen HS) / 127 / 413 / 414 / 224 / 317
Sanderring 2, 97070 Würzburg

External examination rooms

- AOK-Hörsaal (Z6 – Zentrales Hörsaal- und Seminargebäude)
  Am Hubland, 97074 Würzburg

- FH-Räume (siehe Lageplan)
  - M.-1.07 und M.-1.04
  Münzstraße 12, 97070 Würzburg