

English translation from the German, legally binding is only the German original. The translation is for information purposes only.



**FRIEDRICH-SCHILLER-  
UNIVERSITÄT  
JENA**

**Institute:** \_\_\_\_\_

**Module examination – written examination**

**Invigilation report form**

**1. Information on the examination**

Study programme: \_\_\_\_\_

Subject: \_\_\_\_\_

Date: \_\_\_\_\_

Start: \_\_\_\_\_:\_\_\_\_\_ (HH:MM)                      End: \_\_\_\_\_:\_\_\_\_\_ (HH:MM)

Location: \_\_\_\_\_

Invigilator: \_\_\_\_\_

**2. Notes on the examination process:**

I checked the actual candidates with the candidates from the list of participants. Yes/No

The following candidates were granted a conditional admission to take part in the examination:<sup>1</sup>

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Please observe the information overleaf!**

<sup>1</sup> The performance of those candidates who did not register for the examination shall not be assessed.

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**Other notes:**

I instructed the candidates as defined in the examination regulations for the above-mentioned study programme (e.g. withdrawal, deception, or the use of non-authorized aids or resources) before the beginning of the examination.

Yes/No

Notes on the course of the examination and any violations:

Jena,

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Signature(s):

In case of infringements of regulations, the examiner shall submit the completed invigilation report form to ASPA. Please enclose any seized written examinations, including matriculation no.

**The candidates shall be instructed about the procedure in brief before the beginning of the examination. If necessary, students may be given the opportunity to view the present text. In case of any infringements of regulations, students shall be instructed according to the corresponding text passages.**

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## **Instruction materials**

Excerpts from examination regulations (bachelor's and master's programmes, teacher training programmes)

### **Non-appearance, withdrawal, deception, infringements of regulations**

Examinations are given the mark 'not passed' (mark 5.0 according to the German assessment scheme) if the candidate fails to appear at the examination date without good reason or if the student withdraws from an examination without good reason after its beginning.

The reasons justifying the withdrawal or non-appearance shall be reported to the Examinations Committee in writing immediately, including supporting documents. If students happen to be ill and their illness is not obvious, they shall submit a medical certificate (according to the given examination regulations, this must be an official medical certificate "Arbeitsunfähigkeitsbescheinigung"). If the reasons provided are approved, students will be given a new examination date usually being the next regular examination date. Any existing examination results must be taken into account.

If candidates try to influence the result of their assessed coursework or examination by deception or the use of non-authorized aids or resources, the entire module examination will be considered 'not sufficient' (mark 5.0 according to the German assessment scheme). The invigilator may exclude the students who infringes the regular examination procedure from participating in the examination. The given examination shall be given the mark "not sufficient".

### **Types of examination**

In a written examination, students are expected to solve an appropriate set of questions provided by the examiner using the methods common to the given subject in a limited time and with limited resources in the presence of an invigilator. The time available to solve the examination is determined by the module specification.

### **Re-taking the module examination**

Students may re-take the module examinations that they failed to pass or are considered as failed once. The re-sit examination shall be passed in due time. The deadline may be found in the online examinations management system Friedolin. The examiner shall register the students for the re-sit examination immediately via Friedolin.

A second re-taking of a module examination may be possible if the other achievements of the respective students indicate that it can be expected that they can achieve the study objectives. Upon students' request, it is to the discretion of the General Examinations Committee (APA) to decide on it after the examination commission has been given the change to provide its opinion and convincing proof has been provided.

### **Invigilation**

On behalf of the respective institute/department and the General Examinations Committee (APA), the invigilators ensures the proper conduct of written examinations. Participants shall follow their instructions.

In case of any infringements of regulations (e.g. the use of non-authorized aids or resources: literature, notes, transcripts), the invigilator may exclude students from participating in the examination.

The incident shall be documented in the invigilation report form. The given examination shall be seized.