Instructions at the beginning of the exam – to be announced by an invigilator

## [NB: Blue text in italics should not be read aloud, as it is for your information only.]

[A few minutes before the start of the exam:] Dear exam candidates! Please take your assigned seats. You are now under examination conditions and must not talk to each other. If you need to talk to an invigilator at any time during the exam, raise your hand and wait for one to approach your desk. Please note that the invigilators cannot answer any questions on the content of the question paper.

The following items can or should be **on your desk**:

* An official photographic ID (such as your CampusCard, passport or an EU national identity card)
* Writing utensils – but no pencil cases and no pencils
* Snacks or drinks
* Exam aids permitted for this exam
* Aids approved under an exam access arrangement (to compensate for a health condition or disability putting the candidate at a disadvantage)

The following items can remain **below or beside your desk or seat**:

* A non-transparent (non-see-through) bag containing your personal items: this must be kept closed at all times
* Mobile phones or other devices, such as smartwatches: these must be switched off and inside the bag

Do not touch your bag during the exam. If you are caught opening or looking for something in your bag, this will be considered attempted cheating, unless you asked and obtained permission from an invigilator beforehand. It is also considered cheating if a **switched-on** mobile phone or smartwatch is discovered in the bag, even if the bag itself is closed.

We will now start handing out the exam papers. Do not open the question paper or start with the exam until I announce the start of the exam. I will do so when everyone is in possession of their exam paper.

If you need to go on a toilet break, you should inform an invigilator and hand them your exam papers before you go. Only one person at a time is allowed to use the toilet.

Do not write any comments for the examiner on the answer sheets. Any comments made in this way will be considered an attempt to influence the examiner. This will result in the exam receiving a mark of 5.0 and your failing the exam.

If you feel unwell during the examination or wish to abort the examination for health reasons, please notify one of the invigilators.

[Please adapt the following as appropriate:   
Option a): written exam under 60 minutes in length -> no early submission;   
Option b): written exam over 60 minutes -> early submission until 15 minutes before the end, following an ID check]

1. You are not allowed to hand your exam papers in before the end of the exam.

or b] If you finish before [time], you can submit your exam paper early and may then leave. Please do so quietly and make sure you do not cause a disturbance to the other candidates. If you finish after [time], you are to remain quietly seated until the exam has ended to allow the others to finish without disruption.

[Announcing the start of the exam (make sure you start on time):]

The exam starts now. You can now open your question paper and begin. We wish you the best of luck!

[15 minutes before the end of the exam:] You have 15 minutes left until the end of the exam.

[1 minute before the end of the exam:] The exam will end in one minute. Please make sure your matriculation number and seat number are clearly written on each page of your answer sheets.

[At the end of the exam:] The exam has now ended. Stop writing and put down your pens.