



INSTRUCTIONS TO EXAM CANDIDATES AT THE ENGLISH SEMINAR

- Exam candidates are asked to arrive 20 minutes before the exam is scheduled to begin. Please note that no additional time will be given to candidates who are absent for part of the exam, regardless of the reason for their absence.
- Please wait in front of the exam room until you are asked to come in.
- Please bring your WWU student identification card. If your student identification card does not include your photograph, please bring an additional item of identification, for example your passport or your German Personalausweis. During the exam, your form of identification has to remain visibly on your desk.
- Please leave jackets, bags, coats, pencil cases, etc. in the lockers downstairs. If all lockers are occupied, you will have to use lockers in adjoining university buildings or share a locker with a classmate. It is under no circumstances allowed to bring bags, jackets, coats or pencil cases into the exam room.
- Do not bring any electronic devices into the exam room. This includes electronic devices that are switched off. Bringing such devices, as for example mobile phones, audio recording equipment or cameras into the exam room can be considered an attempt to deceive. An exception from this rule can only be made if a medical condition requires you to use an electronic device during the time of the exam, for example hearing aids or diabetes care systems. We kindly ask you to inform the module examination office about your intention to bring a device of this kind when registering for the exam.
- Do not bring any form of paper into the exam room. This includes books, blank pages and notes.
- If you are planning on bringing refreshments, please use plastic bottles with tight-fitting lids. For food, please choose wrappings that can be opened noiselessly so that your eating will not disturb your classmates. Please note that you are not allowed to share any food or drinks with your classmates.

- Before you start answering the exam questions, please check whether you have all necessary pages in front of you and that no pages are missing or doubled. If you have doubts concerning this, please ask one of the exam supervisors immediately.
- Please put your name and matriculation number on each set of pages or loose page of the exam. Sets of stapled or bound pages or loose pages without the required personal information may be excluded from grading.
- You must not write in pencil. This includes any drawings, graphs or sketches you might be asked to supply. Exams or parts of an exam completed in pencil will be marked down by one full grade.
- You must not leave exams or parts of the exam material on your desk in such a way that allows your classmates to read your answers. This behavior can be considered a violation of exam rules.
- During the exam time, only one candidate may leave the room at a time to go to the restroom. If you need to be exempted from this rule for medical reasons, please inform the module examination office when registering for the exam. Before the exam starts, candidates will be told which facilities to use and are expected to go there on a direct route. If you are seen elsewhere in the building by a member of the English department's faculty or staff, this can be considered an attempt to deceive.
- Only exam candidates and supervisors (English Seminar faculty or staff) are allowed to be in the exam room during the exam.
- Before an exam starts, time slots can be designated during which candidates may turn in their work early. We would like to remind you that such an agreement is made to benefit all candidates and kindly ask you to comply.
- If you decide to turn in your exam early, you will be expected to leave the exam room and the building immediately. Any failure to comply can be considered a breach of the English department's exam regulations.
- You are not allowed to take any form of paper out of the exam room.
- Please stop writing when told to do so. If you do not comply, the task you were still working on will be excluded from marking.

- Please do not talk after the exam is finished until all exams are collected by the supervisors. Non-compliance can be considered either an attempt to deceive or a violation of exam rules.
- Please make sure to turn in all parts of the exam if necessary in an envelope.

Attempts to Deceive (Täuschungen und Täuschungsversuche)

If any of your actions is considered deceitful or an attempt to deceive, measures will be taken according to the exam regulations of the University of Münster (Prüfungsordnung) and according to the Law of Higher Education (Hochschulgesetz NRW). As a rule, the exam will be considered “not passed”. Serious cases of deceitful action or attempts to deceive can lead to students’ exclusion from other exams in their course of study.

Breaches of Exam Rules (Ordnungsverstöße)

Measures according to the exam regulations of the University of Münster (Prüfungsordnung) and according to the Law of Higher Education (Hochschulgesetz NRW) will also be taken if students violate the exam rules. The student can be excluded from continuing the exam. In this case, the exam will also be considered “not passed”. Remission can be granted in cases of mild violation. In cases of serious violation the possible exclusion from other exams in the course of study can be considered.