

**General Information on Examinations at Hof University of Applied Sciences and  
Compensation for Disadvantage**

Status as of: Summer Semester 2020

***Please note: This English translation is solely for information purposes – valid is exclusively the German version.***

**1. Prevention of Cheating, Attempted Cheating and Violation of Examination Regulations**

Subject to tools (e.g. calculator, legal texts) permitted for the respective exam, the following minimum requirements apply:

- a) Mobile phones, mobile communication devices and all types of electronic devices must be switched off completely. These may neither be placed on the examination desk nor carried or worn anywhere on your person. These devices must be stowed in a briefcase, handbag or other type of bag (not in jacket pockets etc.). The foregoing also applies to smartwatches, fitness wristbands or any similar devices: Wearing these types of watches or wristbands is inadmissible in examinations.
- b) Briefcases, handbags or similar bags must be closed completely. If this is not possible, the bags must be deposited at a separate place, which will be determined by the examiner.
- c) Only items necessary for the exam are permitted to be placed on your desk (pens, ruler, highlighters and similar items; tools permitted, if applicable) as well as food and beverages intended for consumption during the exam. Pencil cases etc. must be stowed in a bag (see 1. b).
- d) Only the paper distributed directly before or during the exam may be used. At the end of the exam, all examination paper distributed (including blank or unused paper and paper for rough notes) must be inserted into the cover sheet and submitted.

**2. Procedure in Cases of Cheating, Attempted Cheating and Violation of Examination Regulations**

If an examiner or invigilator notices during the exam any form of cheating, attempted cheating or a suspicion thereof, the student's matriculation number and a brief description of the incident will be documented in the examination record. Additionally, the incident will be

documented on the student's exam cover sheet. In principle, the student will be allowed to retain the examination paper in order to finish the exam. The same applies to any permissible tools (e.g. legal texts) which have unauthorized contents.

Immediately after the examination has ended, however, the examiner or invigilator will demand that the student hands over all inadmissible aids; in the case of cheat sheets and the like, this request will already be made on discovery during the examination time. Should the student not comply with this request, in addition to the concrete documentation of the incident in the examination record and on the cover sheet of the exam paper, a second invigilator will be called in in order to preserve evidence. If at all possible, this procedure should be avoided the student surrendering the materials voluntarily.

### **3. Dealing with Errors in Examination Assignments**

Even careful and repeated reading of examination assignments does not prevent errors from occurring rarely on occasion (transposed numbers or names, incorrect signs etc.). In such cases, an appropriate extension of the examination time is generally granted for all students. The later the error becomes apparent, and the longer the students have worked on solving the incorrect question, the more additional examination time will be given.

### **4. Compensation for disadvantage: Application and Consideration**

The examination board of Hof University of Applied Sciences decides on applications for compensation because of disadvantages due to disabilities (see § 5 of the "Rahmenprüfungsordnung für die Fachhochschulen in Bayern, RaPO" [§ 5 of the General Examination Regulations for Universities of Applied Sciences in Bavaria]). Applications must be submitted to the Student Affairs Office in writing. At the latest, applications should be made when registering for the exam. The disability must be made credible / substantiated by the submission of a current original certificate from a respective medical specialist (note: Psychological Psychotherapists and Child and Adolescent Psychotherapists are not doctors). This certificate must provide information about the established diagnosis and the specific restrictions for the respective exam in each individual case and should include a medical recommendation on the extent of the disadvantage compensation (in particular with regard to extensions to the duration of the examination) required from a medical point of view.

The above also applies to reading and/or spelling disorders. In this respect, a current specialist medical certificate must be submitted once with the initial application. For further applications in subsequent semesters, reference can be made to this certificate.

Students who have been granted an extension to the duration of the examination as part of disadvantage compensation will, except in some very rare exceptional cases, take the exam in the "normal" examination room together with the other students. Therefore, collegial and considerate behaviour on the part of the other students is required: In particular, the other students (without disadvantage compensation) must leave the examination room quietly and without any conversation, so that the students with disadvantage compensation can finish their exams undisturbed.

## 5. Inspection of examination papers / copy of examination papers

An inspection of the examination papers is possible in the first four weeks of the semester immediately following the examination, “§ 10 Absatz 5 Allgemeine Prüfungsordnung (APO) der Hochschule Hof” [§ 10 Section 5 General Examination Regulations (APO) of Hof University of Applied Sciences]. The date and location (lecture hall) for inspection of examination papers will be announced in due time. A necessary condition for inspecting examination papers that have been graded “inadequate” (grade 5) is the prior completion of the second correction.

During inspection, it is prohibited to take photographs using a mobile phone or similar device. A copy of the examination papers can be obtained according to the information provided by the Student Affairs Office where the following requirements are fulfilled:

### *„Prüfungseinsicht und Kopie von bewerteten Prüfungen*

*[...] Im Rahmen der Prüfungseinsicht kann gemäß Beschluss der erweiterten Hochschulleitung vom 08.12.2010 eine Kopie der bewerteten schriftlichen Prüfungsaufgabe erstellt werden. Das entsprechende Antragsformular muss innerhalb der ersten sechs Wochen des unmittelbar auf die Prüfung folgenden Semesters beim Prüfungsamt eingehen. Die Fertigung der Kopie ist gebührenpflichtig. Die Gebühr beträgt 7,50 Euro pro Prüfung. Sie ist bei Antragstellung fällig. Die Prüfungskopie kann nach Erstellung im Prüfungsamt gegen Unterschrift abgeholt werden. Wichtig: Die Kopie kann nur nach vom Prüfer bestätigter, persönlicher Einsichtnahme erstellt und ausgegeben werden.“*

[English translation]:

### *“Inspection of examination papers and the copying of assessed exams*

*[...] In the course of the inspection of examination papers, a copy of the assessed written exam can be made, according to the resolution of the expanded university executive from December 8, 2010. The corresponding application form must be submitted to the examination office [Student Affairs Office] within the first six weeks of the semester immediately following the examination. Copies made are subject to a fee of € 7.50 per exam. This fee is due upon application. In order to pick up your copy of the written exam from the examinations office, you will be required to confirm receipt with your signature. Important note: A copy of your assessed exam can only be made and issued after personal inspection which has been confirmed by the examiner.”*

Therefore, after inspection, a note must be made on the cover sheet of the exam, confirming that the examination papers have been inspected. This can be documented by the person granting inspection or by the examination candidate.