Cover sheet for written exams on site

|  |
| --- |
| PLEASE NOTE: You must not open the exam papers until instructed to do so by the invigilators. |

 **Course exam**  **STEOP module examination**  **Module examination**

(Please tick as appropriate)

**Exam details** (to be completed by the lecturer)

|  |
| --- |
| Course (course number and group number/ teaching contents number, semester, designation): |
| Lecturer(s): |
| Exam date (date, time): |
| Exam duration (amount of time to work on the exam in minutes): |
| Venue of the exam: |
| Grading key: Students have to answer xy questions for X points each. Include any additional information in the case of multiple-choice exams here, if needed.  Grading scale: Maximum number of points (%): XX  from <XX>  1  from <XX>  2  from <XX>  3  from <XX>  4  less than or equal to <XX>  5 |

**Student details** (to be completed by the student)

|  |
| --- |
| Student ID number: |
| Degree programme code as it appears on the student record sheet: UA |
| Degree programme as it appears on the student record sheet: |
| Surname(s): |
| First name(s): |
| Is this your fourth attempt?  YES  NO  **Please note: The fourth attempt must be before an examination committee.** |

Study law-related information for students

|  |
| --- |
| **Assessment is only permissible if:**  ****you are correctly registered for this exam,  ****you meet the requirements for this exam,  ****your identity can easily be verified (student ID card or any other official photo identification card),  ****you do not use unauthorised aids (your lecturer informs you about the permitted materials before the beginning of the exam).  ****If you discontinue your exam without good cause, you will fail the exam and receive the grade "insufficient". |

Signature of the student

|  |
| --- |
| **I confirm that I**  ****am duly registered, have taken note of the examination modalities and procedure and the study law information. |

Date

Signature of the student

Special incidents during the exam

(to be completed by the lecturer or invigilator only)

|  |
| --- |
| Description of the incident (if there is not enough space, please use the reverse) |

Date, time

Signature