



Information Sheet on the Digital Examination for Students of the School of Business, Economics and Social Sciences

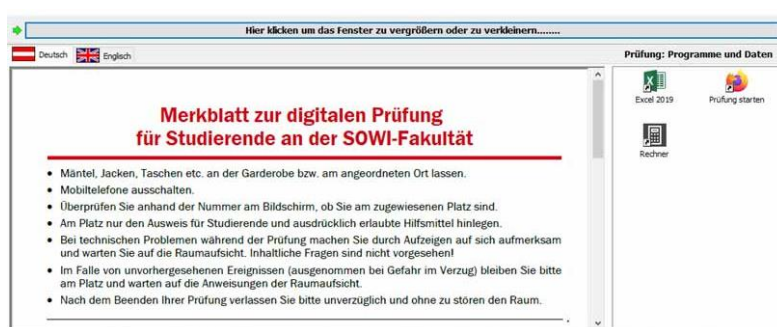
- Coates, jackets, bags etc. have to remain at the coat rack or at the arranged place.
- Switch off your mobile phones.
- Check the number on the monitor to make sure that you are at the assigned place.
- You are only allowed to have the official student ID card and explicitly permitted tools at the examination place.
- In case of technical problems during the examination, draw attention to yourself by raising your hand and wait for the room supervisor. Content-related questions are not answered!
- In case of unforeseen events (except for imminent danger), please stay in the room and wait for instructions from the room supervisor.
- After completing your exam, please leave the room immediately and without disturbing anyone.

- All questions are displayed on the right after clicking on the “Assessment-Navigator” and can be called in any order.
- The number of the current question, the total number of questions and the number of answered questions (marked by a colored bar) are always displayed under the header.
- Individual questions can be marked for later re-editing or review.
- The remaining examination time is displayed in the upper right corner of the exam window.
- In the examination, click only once on a button and then wait for the response. Too many “clicks” can cause a crash!
- Ignore any pop-up windows that may appear, and do not open them.
- After an accidental exit from the examination, you will receive the identical examination again when you re-enter, with the answers already given that were saved with the last save operation. YOU DO NOT LOSE ANY EXAMINATION TIME.
- After the examination time has expired, or by pressing the “Submit Examination” button, the exam is finished and sent. After that, no re-entry is possible!
- At the end of the examination time, or by pressing the “Submit” button, the test is terminated and sent.
- *Note: You can switch between the exam and other running programs by pressing the Windows key. Do not start programs more than once!*

Explanations on the start of the examination:

1. Joint start of the examination via the EXAM-Center (see picture):

Double-click the “Prüfung starten” icon on the right side.



2. Login to the examination interface (via Shibboleth):

User Name: Your Student Account

Password: Your Password (please wait for the release to log in)

3. After pressing the “Anmelden“ button you can select and start your examination.