

## **Planning of the written examinations at the Faculty of Engineering**

decided by the Faculty Council on 08.06.2022

The Examination Board is responsible for the implementation of the examination procedures, in particular the planning and organization of the written examinations. On its behalf, the FAU Examinations Office carries out the planning of the examination dates.

The examination period for examinations in modules offered by the Faculty of Engineering is defined in the ABMPO and comprises the two weeks after the end of lectures of the semester (first examination period) and the three weeks before the lecture period of the following semester (second examination period).

The dates of the written examinations are set by the Examinations Office during this period and the necessary rooms are booked via UnivIS. In exceptional situations, such as the temporary elimination of the Tentoria or the Corona pandemic with limited occupancy possibilities, external rooms are sought by the Examinations Office in cooperation with Department G5 and rented as needed.

Since the winter semester 2017/18, exam dates have been announced prior to exam registration (around the middle of the lecture period) so that students can take note of possible accumulations of exams in the elective area at an early stage. At the same time, a fixed examination grid was agreed upon with representatives of all study programs, which leads to the most even distribution possible of examinations in compulsory subjects of the Bachelor's program over the entire examination period. Possible repeat examinations were also taken into account for studies within the framework of the study plan laid down in the FPO. Since then, the examination grid has been manually expanded and updated.

In order to maintain the process and to achieve a binding effect for the faculty, the central points regarding the established procedure are to be decided by the Faculty Council. The principle is followed that the implementation of examinations has priority in principle.

### **Resolution:**

1. a fixed grid date is assigned for each exam (e.g. exam X is on day 2 of exam period 1). In case of holidays in the examination period, there may be changes in the day of the week of an examination (e.g. day 1 of examination period 2 may be a Friday (and not a Monday) if there is a holiday in the second examination period). The grid dates are sent to the examiners once per semester before publication with a feedback option.
2. the fixed grid dates provided for in the examination grid are to be regarded as binding by the examiners. Postponements due to personal and departmental appointments are not possible.
3. postponements of examination dates after publication of the examination dates for a semester are possible if this makes it possible to avoid an overlap for several students. In this case, the exam will be rescheduled to the following Saturday and the examiner will be informed. Overlapping dates for individual students will be resolved as far as possible by setting different times for the examinations involved.
4. new modules with examinations must be reported to the examination office in good time so that a suitable date can be found. If already existing modules are newly included in a study program, then it must be clarified with the examination office for compulsory modules whether the previous date is also suitable for the new study program. For elective modules that are newly added to a degree program, the existing examination date is retained.
5. all faculty and H11 rooms suitable for exams will be kept free for exams during exam periods. For established TF events (such as the Mathematics Repetitorium) that must necessarily take place during the examination period, the organizers and the Examinations Office will make arrangements. In the event of a conflict, the holding of the examinations takes precedence.
6. Exceptions are possible in rare and justified cases in coordination with the examination board.