



FAQ regarding the access to examination documents

With regard to the students' rights to access documents, there is a distinction between access to the entire student file or student's examination file (*Akteneinsicht*) and access to documents regarding a specific examination (*Prüfungseinsicht*). The following FAQ cover common questions regarding access to a specific examination.

How is access to examination documents granted?

- Access to examination documents is usually granted in group appointments.
- Individual access must be requested (the procedure is organized by the Examination Office or the respective examiner).

Which of the examination documents can be accessed?

- In the case of examinations that produce a "physical result" (*gegenständlich* - e.g. written examinations, term papers):
 - o examination paper
 - o assignment
 - o announcement regarding the aids permitted, if any
 - o written instructions issued at the time of the examination, if any
- In the case of examinations that do not produce a "physical result" (*nicht gegenständlich* - e.g. oral examinations):
 - o examination protocol
- Sample solutions of exam answers:
 - o Sample solutions are only part of the documents that can be accessed if examiners explicitly refer to them in their correction and evaluation.

Which deadlines must be observed?

- Group appointments: no later than eight weeks after the announcement of the examination result.
- Individual access to examination documents: Application within eight weeks after the announcement of the examination result.

How long should such an appointment take?

- The duration of an appointment must be determined individually based on the specific circumstances.
- Students must be given enough time to take full note of the content of the examination and the assessment as well as to take notes, if they want to.

Are students allowed to take photos while accessing examination documents?

- Taking photos is permitted, e.g. with a mobile device.
- The photos may only be used to review the exam evaluation; distribution or public disclosure (including on the internet or on social media) is not permitted.

Can students make copies?

- They are entitled to (free) copies.
- What can be copied: e.g. exam assignments, exam answers, evaluations and comments on corrections.
- The copies may only be used to review the exam evaluation; distribution or public disclosure (including on the internet or on social media) is not permitted.

Are students allowed to take notes when accessing examination documents?

- Students are allowed to take personal notes when accessing examination documents.
- The examination documents themselves must not be altered.

Are students allowed to use other documents when accessing examination documents?

- Students are allowed to use subject-related documents / reading material, such as textbooks, lecture scripts or similar.

May students bring accompanying persons?

- For organizational reasons, they may not bring them for group appointments.
- They may bring them along for individual access to the documents; the application for individual access to the documents must include specific information about the accompanying person; only one single accompanying person is allowed; exclusion criteria must be checked by the Examination Office; fellow students are not generally excluded.

Can my grade get worse if my exam is re-evaluated?

- Worsening of the result is generally excluded -> there can only be an improvement or at most the retention of the original grade.