Exam Information Sheet

Before the exam
• For below listed cases an “Examination-modalities adaptation” form (http://www.geo.uzh.ch/en/studying/rules-forms-leaflets/bachelor) can be submitted to the main office of the geography department, located in room K 13 (secretary@geo.uzh.ch):
  – If you completed your high school examination (Matura/Abitur/Baccalaureate) in a language other than German a dictionary of the respective language (to German) will be provided for you to use during the exam.
  – If you have a doctor’s notice, deposited with a formal request for adaptation of exam modalities at the Faculty of Science (MNF).

Admission to the exam
• In case of illness on the day of the examination, hand in your doctors notice at the Dean’s Office of the MNF.
• At the exam, check that your name is listed on the official list of names posted in front of the lecture hall where the exam takes place. If you cannot find your name on this list, immediately contact the Exam Organization Team. Keep your student ID ready for electronic scanning at the exam entrance.

In the lecture hall
• Keep only student ID, writing utensils (black or blue pens, no pencils), and possibly drinks with you.
• Switch off your mobile phone and deposit your jacket and bags at the edges of the lecture hall.
• Go to an empty seat with an envelope containing the exam.

During the exam
• Please place your student ID on the desk, clearly visible in front of you (the ID will be checked during the exam).
• Do not open the envelope before being the Exam Organization Team allows you to do so.
• When opening the envelope, please immediately check if the content is complete. If not, contact the Exam Organization Team.
• Please only use the allocated spaces on the exam sheets for your answers. If you run out of space, use the back of the exam sheets, or ask the Exam Organization Team for additional paper. It is important that you sign all answer sheets/exam pages with your name and student ID number.
• Please raise your hand if you need to go to the bathroom.
• The use of forbidden materials and dishonest behavior will result in an automatic failing grade for the exam, followed by further disciplinary actions.

End of the exam
• Please check if you signed all the exam sheets correctly with your name and student ID number.
• Return the exam back into the envelope.
• Please remain seated until all exam envelopes have been collected by the Exam Organization Team, and the person in charge of the exam allows you to get up from your seat to leave the room.
• Please take all your personal belongings with you and leave the lecture hall quietly.

Pass / Fail
About the results you will be informed on your student account. The results will be legally validated at the Committee Meeting for Student Affairs. In the event of exam failure, you will receive a letter with an invitation to register for the repetition exam (which takes place in period 6: the last week before the beginning of the Fall semester).

Good luck!

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