



Studiensekretariat  
Grüntalstrasse 14  
Postfach  
CH-8820 Wädenswil

Tel. +41 (0) 58 934 59 61  
Fax +41 (0) 58 934 50 01

studiensekretariat.lsfm@zhaw.ch  
[www.zhaw.ch/lsfm](http://www.zhaw.ch/lsfm)

## Information sheet for students - exam procedures and policies

Students are asked to note the following points:

- Students will be informed directly by their lecturers about any aids, electronic devices or technologies that are allowed in the written exams.
- Students whose native language is not German will not receive any additional examination time. They may use a bilingual dictionary during the exams, providing they inform their lecturers in advance.
- Prior to the start of an exam, all unauthorized electronic devices must be switched off and placed in a bag out of the student's reach. Freely accessible smartphones and smartwatches are considered to be 'unauthorized aids'.
- In respect of electronic exams for which students bring their own devices, you are personally responsible for having a fully functioning device during the exam. Prior to the test technical support is provided by the university as well as guidance with technical problems.
- The use of unauthorized aids and technologies as well as improper conduct will result in exclusion from the exam in progress, the mark 1.0 (or a 'fail' grade) being awarded, and possible initiation of disciplinary proceedings.
- During exams, your personal campus card or identity card must be placed on the front of your table for identification purposes. Checks will be carried out.
- A written exam that has been submitted is considered to be completed and will be assessed in every case, even if a doctor's certificate has been supplied. If you state afterwards that you were feeling psychologically or physically unwell during the exam, you will not be entitled to re-sit the exam.
- Non-attendance of any assessment procedure without a valid reason counts as a failure and the mark 1.0 or a 'fail' grade will be awarded.
- In case of illness, students must call or write to the Admissions Office and the respective lecturers in advance, in order to inform them of their withdrawal from the exam.
- A doctor's certificate must be supplied to the Admissions Office within a week of the exam. In the case of late submission of a doctor's certificate, the missed examination is considered to have been failed: the mark 1.0 or a 'fail' grade will be awarded.
- Written exams must be correctly submitted at the end of an exam session. If a student forgets to hand in an exam, it will count as failed and the mark 1.0 or a 'fail' grade will be awarded.
- Viewing of examination papers: exam results are not negotiable. The purpose of an exam viewing is to enable students to learn from their mistakes and to check for any clerical marking errors (e.g. incorrect adding up of points, etc.).

Students should also refer to the General Examination Regulations for Bachelor's and Master's Programmes at the Zurich University of Applied Sciences dated 29 January 2008.