

Printing the exam

Each sheet has an individual number, known as a “sequential sheet number.” This number is included in the header on the first page and in the barcode. For multi-page exams, sheets with the same number must be distributed to the same students so that the data records can be correctly assigned and evaluated later. For this reason, exam sheets should always be printed and not copied. To ensure that the answers are recognized correctly, the exam sheet should always be printed on white paper. Keep the actual size of the document and do not adjust the page size when printing.

If you are conducting a multi-page exam, the sheets may be stapled at the corners, but the staples should be cut off before scanning.

Sample exam

To familiarize yourself with the handling of a scanned exam, you should print out a set of exam papers before the exam, fill them out, and scan them.

Die Entwicklung erfolgte durch Mitarbeitende des Leuphana Lehrservice (lehrservice@leuphana.de)



Dieses Dokument ist lizenziert unter der Creative Commons Lizenz CC BY 4.0.

Urheber:in bei einer Weiterverwendung bitte wie folgt angeben:
Lehrservice Leuphana Universität Lüneburg.