

Conducting the exam

Practical tips for completing the exam papers

Before the exam, instruct participants on how to correctly complete a scanned exam.

- Crosses should always be made inside the boxes. The system will not recognize the answer if the cross is next to the box.
- The exam paper will become illegible if exam participants write over the barcode or corner markings or if these two areas are otherwise made unrecognizable.
- Blue or black ballpoint pens or thin felt-tip pens must be used to fill in the answers. Marks made with a pencil will not be visible during the scanning process, and using a felt-tip pen that is too thick will result in excessive blackening, which could be mistaken for a correction.
- Participants must correctly mark each section of their exam participant ID in the matrix and also enter their exam participant ID and name in the fields provided. Automatic reading is only possible via the matrix.

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



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