DIRECTIVE ON THE EXAM SCHEDULE

BINDING FOR ALL EXAMINATION CANDIDATES IN THE
EXAMINATION SESSION WINTER 2016/17
MONDAY, 23 JANUARY – FRIDAY, 17 FEBRUARY 2017

1 General details

1.1 Legal Basis
- Ordinance on Course Units and Performance Assessments at ETH Zurich
- ETHZ Ordinance on Performance Assessments: Implementation stipulations determined by the Rector

1.2 Withdrawal
- Check all session examinations for which you are registered in myStudies. You have to deregister actively for all session examinations you do not intend to take.
- You can withdraw your registration without specifying a reason up to seven days before the examination session begins, so long as you don’t have a deadline to sit the examinations in this semester. The latest possible date to deregister is one week before the start of the examination session: Sunday, 15 January 2017, at midnight.
- If you cannot deregister electronically due to a given individual study-deadline, you must go in person to the Examinations Office (HG F18 / Mo – Fr, 11am – 1pm) before the deregistration deadline expires.
- From 16 January 2017 you can only deregister for compelling reasons (e.g., illness, accident or other serious circumstances). Please note that we cannot assist you, should you miss the deregistration deadline or if you supposedly encounter computer problems on the day of the deregistration deadline.
- You have to withdraw from registered examinations in myStudies (“Functions” → “Examinations” → “Deregister”). Deregistrations via email will not be accepted and are void (even if they are sent before the end of the deregistration deadline.)

1.3 Examination Schedule, attending examinations

Allowed written aids

Written aids as indicated in the examination schedule are binding for all sides.
It is essential to ask the responsible lecturer resp. the examiner, if you are still unsure about the materials allowed, particularly in the case of non-German speaking exam candidates, i.e., whether or not you are allowed to take along a dictionary.
Attention – Unauthorized written aids

All devices that can be used for communication, that are programmable and/or may be used to save data are not allowed during examinations. Such devices like for instance smartphones, smartwatches, etc. must be turned off during the duration of the whole examination and must not be accessible resp. ready to operate. Stow away such devices or do not bring them to the examination at all.

Exceptions to this guideline are only valid, if they are explicitly listed in the examination schedule.

The use of unauthorized materials and dishonest behavior can entail disciplinary measures in accordance with the Disciplinary Code of the ETH Zurich.

Attention – Examination papers

Make sure you hand in the entire examination papers, particularly in case of written exams. Once you have left the examination hall, any pages you may have “accidentally” forgotten to give to the invigilator cannot subsequently be accepted for evaluation. If you do not hand in your examination papers at all, the examination in question will be marked with the grade 1.0 and counts as failed.

Examination dates

The personal examination schedule is binding in any case for all people involved.

In myStudies you have the possibility to transfer your examination schedule to your personal calendar using the so-called iCalendar file-format. Examination dates that have been transferred in this way are not updated in case of date-changes. After an import of the calendar-data, please check the daily examination times, because those times are recalculated during an import according to the preferences of your device and might be shown incorrectly.

Please note: Only your personal examination schedule in myStudies is binding. There will be no possibility of an appeal, because a missed examination date was not “updated” in your personal calendar.

This is also the case for oral examination dates, that had to be shifted within a day due to the optimization of the examination schedules and were subsequently missed.

It is therefore strongly recommended that you check your personal examination schedule at the beginning of the examination session again.

If, due to factors beyond one’s control (e.g. power outages, server breakdown, etc.), a written examination cannot be undertaken as planned on the date foreseen, this examination may be undertaken on a new date during the same examination session.

Travel

Travelling to and from the exam location is your own responsibility and happens at your own expense. During the semester break, ETH does not organize transportation to the Hönggerberg campus for the examination session. Note: On Saturday mornings, buses do not run as frequently to Hönggerberg as during the week. Remember to allow enough time for travelling!

Exam location

The names of the buildings in your examination schedule correspond to those in the course catalogue.

If several rooms/exam halls are indicated for written examinations, a list of the exam-candidates’ names and the rooms to which they are allocated will be posted by the invigilators on the entrance door of each room. Be sure to leave yourself enough time to find the room in which your exam(s) will take place.

Obligatory identification

Always carry your ETH student card with you to prove your identity if requested. It is important that the card itself has been validated.
Address changes

**Change of address and/or phone number** before or during the examination session should be entered online ([eAddresses](#)), in case we need to contact you about any unforeseen changes to the examination schedule. Please also enter your mobile phone number in the field “communication data”.

Examination results

The examination results are posted as soon as possible. Please note that in some ETH departments, it is necessary to await the Grading Conference (“Notenkonferenz”) before the results can be made known. You will be informed by email as soon as you can access your results in [myStudies](#). The results of first-year exams and Bachelor/Master final transcripts are always sent out by post as well.

### 1.4 Contact Office

Please address any questions about **deregistering exams, discontinuing or dropping exams** or general inquiries about your examination schedule to the Examinations Office:

- **Phone:** +41 44 632 20 68
- All correspondence (requests, etc) should be addressed to:
  - ETH Zürich
  - Examinations Office
  - ETH Zentrum, HG F18
  - Rämistrasse 101
  - 8092 Zürich

### 2 Rescheduling oral examination dates

The following only applies for oral examinations (it is not possible to reschedule written exams):

In exceptional and well-founded cases, an oral exam can be rescheduled within the examination session. In such an event, all the responsible examiners must be contacted in advance and the Examinations Office must be informed in writing.

The appropriate form can be accessed in [myStudies](#) ('Examination schedule' ⇒ 'Rescheduling form'). Please enter your details and submit the form online.

### 3 Academic Record / Central Elements of Course Units

#### 3.1 Academic Record / „no shows“

ALL course units with examinations since the Autumn Semester 2013 will appear either on your academic record or on the addendum, that includes all failed performances and all discontinuations ("no shows" due to not carrying out or failing to appear to an examination you were registered for).

Additional details:

- a. In order to avoid discontinuations (“no shows”), **please keep to the deadlines when deregistering** for an examination you will not take.
- b. As before, the academic record **will show only the last attempt** of an examination taken as a repetition. This means that a repetition may correct an insufficient grade or a discontinuation from the first attempt.
3.2 Central Elements of Course Units

For some course units the participation in so-called „Central Elements“ (CE) is a prerequisite in order to be able to pass the performance assessment.

ATTENTION:
If you failed to accomplish such a CE and the lecturer has asked you in writing to withdraw your registration for the final performance assessment, you have to deregister before the end of the deregistration deadline using myStudies. The failure to accomplish a CE will not be accepted as a sufficient reason for a belated examination deregistration.
If you cannot deregister online because of an individual study-deadline, you must come in person to the Examinations Office (HG F18 / Mo – Fr, 11am – 1pm) before the end of the deregistration deadline.

4 Deregistration, illness, discontinuing, special cases

4.1 Illness, special cases BEFORE the deregistration deadline

You must be in full health to sit an exam. If you attend an examination in spite of physical or psychological health troubles then you deliberately accept the possibility of failure. In this case a subsequent nullification of the exam will not be granted.

If you deregister for (an) exam(s) before the end of the withdrawal deadline, you do not have to justify your decision by outlining the reasons. However, should you have to meet examination deadlines, particularly if you are taking repetition exams, and you are not in full health, please hand in, along with a medical certificate, a request to deregister and to extend the examination deadline(s) to the Examinations Office.

4.2 Illness, special cases AFTER the deregistration deadline

If you fall physically or psychologically ill after the withdrawal deadline or during the examination session or you cannot take (any further) exams for compelling reasons, you are obliged to immediately inform the Examinations Office by phone (Tel: +41 44 632 20 68). During the examination session the Examinations Office can be contacted via phone between Monday up to and including Saturday forenoon in office working hours.
You can then explain whether it concerns late deregistration, or whether you are discontinuing or suspending (an) exam(s), and you will be advised on what steps should now be taken.

In case of illness, the following applies:

- Individual (single) exams will be deregistered.
- Examination blocks will be suspended:
  The scores for any exams taken before suspending the examination block are still valid while exams still to be taken must be done in the next examination session.

If you cannot take an exam you are obliged to inform the Examinations Office immediately and before the examination in question (Tel. +41 44 632 20 68).
If you have to discontinue a started examination (medical emergency), it is in any case imperative to inform the invigilators on site and to contact the Examinations Office immediately (Tel. +41 44 632 20 68).
It will then be clarified what further steps should be taken and whether it concerns discontinuations (“no shows”) or whether it concerns suspending (an) exam(s) resp. a late deregistration.

In case of illness, you must submit an original medical certificate to the Examinations Office within two working days after having contacted the Examinations Office.
Late submission of a medical certificate and late reporting of unforeseen circumstances will not be accepted.
ATTENTION – Medical Certificates:
Only substantiated medical certificates will be accepted. You are entitled to release the treating physician from medical confidentiality in order to receive such a medical certificate.
The confidential handling of a medical certificate is guaranteed in any case.

Medical certificates will not be accepted if they:
- only show the period of disability,
- are issued by a person from a closer family circle,
- are issued retroactively,
- or are issued primarily ‘according to details given by the patient’

If multiple medical certificates are handed in during the same examination session, all of them have to be issued by the same treating physician.

If you decide, despite illness, to take an exam, you must accept the consequences of possibly performing badly. **In this case a subsequent nullification of the exam will not be granted.**

In case of unauthorized absence, the examination in question is regarded as failed and will be marked with the term “no show”. If this examination is part of an examination block, the whole block is considered as failed.

The invigilators inform us about students who do not show up for an exam. If you do not notify us in time, considerable inconveniences are caused. To counteract such problems, please immediately notify the Examinations Office by phone (Tel: +41 44 632 20 68), if you intend suspending or discontinuing an exam!

The Rector of the ETH Zurich
Prof. Dr. S. Springman