

DIRECTIVE ON THE EXAM SCHEDULE

BINDING FOR ALL EXAMINATION CANDIDATES IN THE
EXAMINATION SESSION SUMMER 2019
MONDAY, 5 AUGUST – FRIDAY, 30 AUGUST 2019

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

- In [myStudies](#), check whether you are registered for all desired session examinations.
If you want to take a session examination you are **not registered for**, you must register belatedly for it with the Examinations Office **by Friday, 26 July 2019, 1 pm, at the latest**. After this date, a belated registration is no longer possible and any session examination taken without a registration is **invalid**.
- **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 do not 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, 28 July 2019, at midnight.

If you want to deregister exams in spite of a given individual study-deadline or **if you cannot deregister through myStudies** (because for example you have submitted a request for a preponement/distance exam, and regardless of whether your request has been approved/declined or not) you must go in person to the Examinations Office (HG F18 / Mo – Fr, 11am – 1pm) **before** the deregistration deadline expires.
- **From 29 July 2019, you can only deregister for compelling reasons** (e.g., illness, accident or other serious circumstances. Please also note 4.2 «*Illness, special cases AFTER the deregistration deadline*».) Please note that we cannot assist you, should you miss the deregistration deadline or if you encounter computer problems on the last day resp. during the weekend of the deregistration deadline.
- You have to withdraw from registered examinations in [myStudies](#) (“Functions” → “Examinations” → “Deregister”). **Deregistrations via regular mail/e-mail 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 or to contact the Examinations Office, 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.

Carrying along electronic devices such as for example smartphones, smartwatches, etc. is also not allowed in case of oral examinations, unless the responsible lecturer explicitly allows it.

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 also 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** (during the week before the exam session) 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 unforeseen circumstances (such as a power outage or server breakdown, etc.) prevent a written examination from taking place as planned, it will be broken off or cancelled at short notice. If this happens, the examination can be undertaken on a new date in 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 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 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 electronically via e-mail.

3 Academic Record / Continuous Performance Assessments

3.1 Academic Record / „no shows“

All study achievements completed at ETH Zurich are listed either **on your academic record or on the addendum**, including any “no shows”.

Only the last attempt of an examination taken as a repetition is listed. (This means that a repetition may correct an insufficient grade or a discontinuation (“no show”) from the first attempt.)

In order to avoid “no shows”, please deregister exams you will not take **before the deregistration deadline**.

3.2 Continuous Performance Assessments

For some course units the participation in so-called **continuous performance assessments** is a prerequisite in order to be able to pass the performance assessment. Please also note the corresponding [Directive on Deploying Continuous Performance Assessments in Teaching](#).

ATTENTION:

If you **failed to accomplish such a continuous performance assessment** 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 continuous performance assessment will not be accepted as a sufficient reason for a belated examination deregistration.

If you cannot deregister online for example because of an individual study-deadline, you must come in person to the Examinations Office (HG F18 / Mo – Fr, 11 am – 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.** This also applies if – despite health troubles – you start an exam and discontinue it afterwards.

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 (Phone: +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** within office working hours (outside office hours please leave a message on the answering machine).

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:

All taken exams stay valid. Those exams of an examination block, that could not be taken due to illness, have to be taken in the immediately following examination session.

If you **cannot take an exam** you are obliged to **inform the Examinations Office immediately by phone 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 will be taken.

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:

Due to comprehensibility and legal equality only substantiated medical certificates will be accepted (i.e. a clear statement about the diagnosed case of illness has to be mentioned). You are entitled to (verbally) 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.

All bodies of your study program – lecturers as well as other supervisors – have no access to it.

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'

Please note that in case of illness you must go to a physician no later than on the day of the first examination in question.

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 ETH Zurich
Prof. Dr. S. Springman