

Exam Review Rules

(Prof. Ann-Kristin Kupfer)

- You have 30 minutes to review your exam.
- In case you object our grading, you can write down your comment on the feedback sheet that we provide you with during your time slot.
- Please write specific comments backed by arguments (e.g., "A2 a): 0.5 points missing, due to..."), and avoid general claims (e.g., "Why do I not have the full score?").
- Because grade adjustments due to content-related issues require approval from Ann-Kristin Kupfer, we will respond via email (student email address) after the exam review in due time.
- Write down your comments and contact information in a way so that we can read it.
- Please refrain from arguing or haggling with the employees in the room.
- During the exam review, you will receive your exam copy, a feedback sheet (if needed) and a pen to fill out the feedback sheet (if needed). Please note that the use of other pens or other aids is prohibited.
- Please contribute to a concentrated atmosphere by remaining silent during the exam review.
- If you act in place of a fellow student, a power of attorney is required (signed authorization to review his/her exam including copy of his/her student ID). You will not receive two exams at the same time.

Thank you very much for your support.