Guidelines for Post-Exam Reviews @ in.tum
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Amendments

22 December 2011: 4.: Student legal statement, recommendation on post-exam reviews by Hochschulreferat Studium und Lehre at TUM

Preliminary remarks:

Lately, there have been repeated questions about general conduct and procedures in post-exam reviews from both academic and administrative staff. What is more, students have likewise expressed criticism of the non-uniform quality of these practices. As inquiries into this matter proved that no institutional guidelines existed, the following legally effective guidelines were developed with the help of representatives from all factions of the department. These guidelines promote the aspired standard of quality of in.tum, and they are to be understood as a practical help and recommendation, allowing for deviation from the rules in special cases.

Aim:

The purpose of the post-exam review is to give students the opportunity to understand and review their mistakes, as well as to comprehend the grading that led to their exam results.

Practice:

1. Date(s), Duration
The review is to be scheduled no later than 4 weeks after the release of exam results (for end-term exams even sooner if possible). The exact date should be known by and announced on the day of the exam. In case of unforeseen circumstances, alternative dates are to be given either on the day of the exam or may be arranged individually. Two alternative dates are sufficient. The minimum review duration is 15 minutes; 20 minutes is recommended.

2. Appeal
Post-exam reviews serve to explain and clarify possible solutions, as well as quick verification of the grading. Especially with small groups of participants, this may also include discussing the grading. With bigger groups, it is possible to ask students to hand in written appeals on the day of the post-exam review (for this, provide paper and pens, e.g. violet or pink to prevent fraudulent alteration of exam papers). Students will receive written notice of their final (re-graded) exam results via TUMonline on a pre-determined date or via e-mail. It must be made clear that a re-grade could also result in a lowering of the grade. It is not possible to lower grades on exams that have already been set valid in TUMonline.
3. Model solutions, grading scheme

Model solutions and the grading scheme should be made available during the review, or should at least be explained by supervisors upon request.

4. Execution

If a large number of students are expected to attend the review, it must be prearranged and scheduled. Adequate space and number of supervisors should be organized in order to give students the opportunity to review their exams without long waiting times. Supervisors must be able to provide a comprehensive and detailed explanation of the grading. Students are required to present their student IDs (student cards). In large rooms, you may require students to sign in to verify that they have taken part in the review. During the review, students may take notes (provide pink or violet pens, if possible), consult with their peers (provided they do not disturb other students) or ask a supervisor for clarification. Students are also permitted to make copies or pictures of their exams for personal use. Distribution or publication (e.g. via the internet) is forbidden. If there is reason to believe that a student is going to distribute or share copied exam materials with a third party, or via the internet, it is advisable to request a written confirmation including the following statement “I am aware that the questions on the examination, as well as the examiners comments and feedback, are protected under copyright law and that my use of copies/photos of the graded exam is limited solely to the purpose of review. Any transfer of copyrighted materials to a third party or publication via the internet is thereby prohibited, and any violation of these terms may result in legal action against me. My right to appeal the outcome of the examination remains unaffected by this stipulation (i.e. I retain the right to share a copy/photo of the exam with an authorized attorney working on my behalf).”

Supervisors may check for the completeness of the exam pages when students return the graded exam and record their submission by the student on a list.

5. Authorization

According to the legal department, authorization of a fellow student to conduct the exam review is only possible in specific and justified cases, such as hospitalization.
**Supplementary material for further consideration:**

Recommendations for post-exam reviews by the Office of Academic and Student Affairs (TUM): [https://www.lehren.tum.de/downloads/#c921](https://www.lehren.tum.de/downloads/#c921)

**Unofficial translation of the TUM examination regulations (as of 12 July 2010)**

Reviews are to be scheduled in a timely manner (no later than four weeks after the release of exam results).

Notes:

- It is not permissible to lower grades on exams that have already been set valid in TUMonline.
- Minimum duration of review is 15 minutes.
- In the course of a review students may take pictures of their exam.
- These pictures are for private use only and may not be published.

**Recommendation on the conduct of post-exam reviews by MW.TUM (September 2010):**

- Post-exam reviews are to be scheduled in the time between the release of the preliminary exam results and the official release by the examination board.
- The date and time of the review will be announced on the website of the Chair in due time (2-3 weeks in advance).
- Upon reasonable written request, an alternative date must be offered to students, who cannot attend the scheduled review.
- Students must register for the post-exam review in advance.
- Duration of the review is essentially flexible, however, a duration of about 20 minutes is recommended.
- All examiners are to be present on the day of the review. It should be clearly stated which examiner will be responsible for which part of the exam.
- Students should have access to a model solution.
- In order to review their exam, students must show their student ID (as well as a passport, should there be no photo on the student ID) and sign the attendance list.
- Students may take notes during the review (pen cannot be of the same color as that used for grading)
- Students are permitted to ask examiners questions, who are to answer their questions and explain the grading.
- The grading scheme is to be explained.
- After the review, all exam documents must be handed in. Their submission is to be noted down on the attendance list.