

Information on inspecting exam documents

Inspections of examinations:


The dates and times of the examination inspections for the business and economics courses can be found on the website of the [Faculty for Business, Economics, and Management Information Systems](#). In the **Faculty of Chemistry**, exam inspections always take place with the relevant examiner at the end of the semester. A date and time will be announced.

Inspecting a thesis' examiner's assessment:

You can inspect your thesis' **examiner's assessment** by applying to the examination office within one month of the notification of the grade.

The application is made and the appointment agreed online.

Link: [Application to inspect a thesis' examiner's assessment](#)

- The appointment is confirmed by email.
- The right to inspect the documents is limited to the person entitled, and to one inspection.
- The inspection takes place in the examination office, and, for data protection reasons, during the period 13:00 to 16:00 on a Tuesday, Wednesday or Thursday, which is outside the opening hours of the examination office.
- Official photo ID  must be brought to the inspection.
- If, during the inspection at the examination office, questions for the examiner arise, or there is need to discuss the documents, then an additional meeting will be arranged with the examiner.
- Examiners' assessments are copyrighted and may not be changed, copied, photographed or given to third parties during the inspection.

This is a translation of the original "hinweise_einsichtnahme". Only that original is legally binding.
No legal claims or titles result from this English translation.