

Guidelines for lecture, lecturer & exams support **Assistant responsibilities**

Introduction

Each lesson provided by the Institute of Petroleum Engineering is presented by a qualified lecturer. For each such lesson an assistant will be assigned to support the execution. The responsibilities of such assistant in line with the rules and regulations of the university are outlined below.

In case the assistant is prevented for any reasons to fulfil his duties it is his responsibility to assign a proper temporary replacement.

Lecturer and Lesson support

1. The assistant is the primary contact person for the lecturer regarding all requirements for the assigned lesson.
2. The assistant is the primary contact person for the students regarding all queries about the assigned lesson. He may post defined contact hours for student queries.
3. The assistant has to contact the lecturer about the preparation of the course at least two weeks before the semester starts. During the semester the assistant has to stay in close contact with the lecturer.
4. The assistant is responsible for taking care of the necessary equipments (start and shut down of computer, beamer, projector, ventilation, light, etc.) before and after the course.
5. The assistant and the lecturer will decide about participation of the assistant in the course.
6. If exercises are provided in the lesson the assistant will agree with the lecturer about content, timing and way of execution. If applicable the assistant will provide the exercises.
7. The assistant is responsible for the "Attendance Lists" required for each course
8. If handouts are provided (paper or CDs) the assistant will agree with the lecturer about the total amount for the semester. He will inform the students about their cost contribution (5 cent per single page or 5 € per CD) and collect the cost from the participating students. The assistant will keep a list of participating students. The collected money will be handed over by the assistant to the secretary of the Department of Reservoir Engineering. Furthermore the assistant will coordinate the hand over of the scripts.
9. The assistant will provide the required handouts latest two hours before the course starts and distribute it to the students or the lecturer at the beginning of the course.
10. In case ppt-slides are provided as paper handouts the copies should be made 2 slides per page, printed both sides.
11. If STUD.IP can be used the data have to be uploaded by the assistant at least two days before the course is presented.

Exam Instructions - written exam

1. Written exams will be supported and supervised by the assistant unless agreed otherwise.
2. The assistant has to stay in contact with the lecturer about the preparations for the exam. He will agree the dates, coordinate the rooms and publish the information as required.
3. The assistant has to inform the students as soon as possible (minimum three weeks before) about the exam (date, duration, approved aids) by placing a note on the board of the institute.

4. The assistant has to prepare all necessary documents latest two hours before start of the exam.
5. The assistant must be present in the exam room at least 10 minutes before the exam starts. If there is a specific seating plan for the room the assistant has to inform the candidates. Normally the candidates leave two places space to the next candidate. Assistants have the authority to move candidates to another seat. Bags, coats and other items brought to the exam room must be placed outside the reach of the students. The assistant has to check all of this.
6. In case the assistant needs to leave the exam room during the exam he has to secure a proper temporary replacement. It is recommended that the assistant organises such temporary replacement prior to the exam.
7. All mobiles have to be switched off before start of the exam.
8. At the beginning of the exam, the assistant will give a brief presentation of practical arrangements for the exam (i.e. Information about the duration of the exam). The assistant will remind candidates of the time 15 minutes before the end of the exam.
9. Candidates must be able to provide a valid ID on request. Please note that without a valid ID candidates may not be admitted to the exam.
10. A candidate whose name is not on the list of candidates must contact the assistant in the exam room. The main assistant will then consult the person in charge of the exam before authorizing the candidate to take the exam. The exam paper will not be assessed before it has been established that the criteria for taking the exam are fulfilled.
11. The exam material will be handed out as the candidates are seated at the set starting time of the exam.
12. Candidates who arrive after the question paper has been handed out must contact the assistant. No allowance will be made for lateness in terms of extra time at the end of the exam. Such admission will not be granted if a candidate who has seen the questions has left the exam room unaccompanied by an assistant or without the permission of an assistant.
13. Candidates should have nothing but writing materials, approved aids and food on or near the desk. Approved aids must be placed on the desk for inspection. The assistant may double-check this at any time.
14. Approved aids, such as dictionaries, may not contain loose pages/sheets, notes etc. Marking and highlighting is allowed. Indications and underlining are allowed. Aids that are not allowed or that contain notes etc. will be confiscated. If this is discovered after the start of the exam, it will be considered an attempt at cheating.
15. To ensure that the answers are readable, it is important that they are written with a ballpoint pen (black or blue) or hard felt-tip pen. The assistant has to check this! A pencil is not allowed!
16. Exam papers and sheets must be arranged so that the contents are not readable by other candidates. The candidates have to hand in all their answering sheets. The assistant has to check this!
17. During the exam, any communication between the candidates is strictly forbidden. All requests must be directed to the assistant by giving a hand sign. The assistant will then go to his place.
18. It is up to the teacher/assistant to decide what questions may be answered, and how. Information that is of relevance to the other candidates will be written on the board or handed out in writing to all candidates.
19. A candidate wishing to leave the exam room temporarily has to ask the assistant for permission. Candidates are not allowed to communicate with anyone outside the exam

room. The use of telephones or other means of communication is prohibited. Candidates must abide by the instructions of the assistant. It is not allowed for more than one candidate to leave the exam room at the same time.

20. Exam candidates are not allowed to leave the room during the first 45 minutes of the exam.
21. Candidates must stop writing when it is announced that the time is up. The candidates then have an additional 5 minutes to organize and hand in their papers (fill in headings, tear and organize sheets). The assistant has to check the papers before he let the student go!
22. Candidates wishing to hand in their answering sheets before the exam time is over, must stay in his/her seat waiting until all sheets have been checked by the assistant, and then leave the exam room immediately. Once handed in, the answering sheets may not under any circumstances be returned to the candidate. Candidates who stay for the duration of the exam time should also remain seated until the papers are checked.
23. Candidates are not allowed to take the question paper with them when they leave.
24. Candidates who withdraw during the exam have to fill out and hand in the cover sheet and remain seated until dismissed by the assistant.
25. The assistant has to make sure that he has collected all exams. He is responsible for the exam's till he give it to the lecturer.
26. Candidates who become ill during the actual exam must notify the assistant to be dismissed. Candidates who become ill during the exam should not hand in their answer because this will be passed on for assessment, and any medical certificates submitted will not lead to an annulment of the exam attempt.
27. The assistant is responsible for that the students are notified in time about the exam results.
28. In case an attempt at cheating is observed and or considered the following rules apply:
 - the Student may be allowed to finish his exam,
 - the Student has to provide a written explanation of the incident latest 3 days after the occurrence,
 - the assistant has to provide a written report of the incident latest 3 days after the occurrence,
 - the relevant documents will be handed over to the lecturer or a representative (such as the head of the institute) who will decide with the examination board about the further actions.

Exam Instructions - oral exam

1. The assistant has to stay in contact with the lecturer about the preparation and organisation of the oral exams.
2. The assistant has to inform the students as soon as possible (minimum three weeks before) about the exam (date, duration, approved aids) by placing a note on the board of the institute.
3. The assistant will organise the rooms for the exam.
4. The assistant has to prepare all necessary documents at least two hours before start of the exam.
5. The assessor has to record the oral exam in writing. He is responsible for the documentation of the exam which he will supply to the department secretary immediately after the exam.

These instructions are effective as of May 01, 2006.

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Prof. G. Pusch,

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Dr. K.M. Reinicke