

## General Notes

### Exam Reviews in Marketing (Martin Klarmann)

1. At each of our exam reviews appointments, all exams taken at our chair in the past can be reviewed. If the exam was written long time ago, please inform us in advance via WiWi-Portal or email (name, matriculation number, exam and date of the exam).
2. You have 30 minutes to review your exam.
3. Please record any content-related comments on specific tasks on the feedback sheet provided separately. Please formulate your comment(s) specifically (e.g., "A2 a): 0.5 points missing, due to..."), and not in general terms (e.g., "Why do I not have the full score?"). Because grade adjustments due to content-related issues require approval from Martin Klarmann, we will respond via email (student email address) after the exam review.
4. Please only contact the employees in the room in case of formal mistakes (e.g., incorrectly added up points, overlooked responses to tasks).
5. During the exam review, you will receive your exam copy, the grading scale for the reviewed exam, a feedback sheet (if needed) and a purple pen to fill out the feedback sheet (if needed). Please note that the use of other pens or other aids is prohibited.
6. 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 receive one exam per time slot.
7. Please contribute to a concentrated atmosphere by remaining silent during the exam review.

Why do we organize exam reviews this way?

We are a comparatively small team with a relatively high number of university courses, which are usually demanded above average by students. Even if relatively few students participate in our exam review appointments, we need to rely on a coordinated and efficient process due to the high absolute workload.

Thank you very much for your support.