

Doctor's note on the inability to sit an examination

NB: Please submit this form to the examination board immediately after its completion! Not valid as sick leaves certifying the inability to attend school or work or attestations of a visit to the doctor!

Information for the doctor:

Generally, students are obliged to collaborate on having their inability to sit an examination certified by explaining their ailment; if required, they also need to release the doctor consulted from their obligation to confidentiality on this patient. Symptoms of an illness and their impact on the patient need to be stated.

Legally speaking, the following reasons do not qualify as an inability to sit an examination:

- examination stress and examination anxiety
- slight colds (no fever)
- permanent ailments (with or without changing symptoms, e.g. depression, ADHS, metabolic disorders, high/low blood pressure, permanent physical/mental handicaps: in the latter case, they need to be stated for compensation of disadvantages)
- indispositions for which the student is responsible themselves (e.g. a too high consumption of tranquilisers, inability to concentrate due to lack of nicotine etc.)

The doctor's note can also be done in an informal form provided it contains the following information requested.

I. Person examined:

Family name, given name: _____

Date of birth: _____

The inability to sit an examination has been certified

for the period *from* _____ *to* _____
Date Date

According to my medical expertise, there is a sufficient impairment of the patient's ability to perform / the patient is impeded from taking the examination due to an illness:

Yes No

Stamp of practice

Doctor's name: _____

Date

Doctor's signature

Name of the illness (optional):

Symptoms of the illness and how they impair the patient's performance:

Student's declaration:

Family name, given name: _____

Student ID: _____

Study course: _____

Due to the illness diagnosed on page 1 of this form I was/am not able to take the following examination(s):

| Date | Subject ID | Title | Examiner |
|------|------------|-------|----------|
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I have read and understood the information provided below.

Date

Student's signature

Information for students:

- The reasons and causes for withdrawing from an examination have to be submitted to the examination board immediately and in writing; sufficient evidence has to be provided. Otherwise, the examination will be assessed as 'failed'.
- This (original) doctor's note has to be submitted **to the examination board** not later than three (3) working days (decisive is the date the note was received) after the examination unless the student is prevented from doing so (e.g. by staying in a hospital). If the deadline is a Saturday, Sunday or public holiday, the deadline will be extended to the next working day (§193 BGB).
- In case the student withdraws from an examination *during* the examination itself, they have to inform the invigilator or examiner of this matter and have to consult a doctor immediately after the examination.
- If the candidate finished the examination and handed in their examination paper, the examination has to be assessed according to the grade achieved. In such a case, a late withdrawal is generally not possible. Likewise, it is not possible to withdraw from other examinations held on the same day unless a spontaneous form of illness or an atypical course of an illness can be evidenced.