

General Conditions for the Inspection of Examination Documents: Legal Requirements and Recommendations

**Decision Adopted by the Senate Commission for Studies and Teaching on January
15, 2026**

Preliminary Remark

The KIT Senate Commission for Studies and Teaching, together with the Higher Education Law and Academic Affairs Business Unit, has compiled the present information in order to grant uniform, fair, and legally compliant access to examination documents.

This information contains recommendations by KIT's Senate Commission for KIT-wide standards in how to organize inspections of examination documents.

These recommendations are followed by legal requirements and key aspects regarding the nature, scope, and procedure of inspecting examination documents, with "examination" in the sense of this document meaning any form of control of success.

The present information addresses examiners, those responsible for organizing the inspection of examination documents, as well as students.

A. Recommendations by the Senate Commission for Studies and Teaching

The Senate Commission for Studies and Teaching has adopted the following recommendations as standards for the inspection of examination documents at KIT:

1. Right of Inspection

Students have the right to inspect their examination documents.

2. Scope of Inspection

Students have the right to inspect the complete examination file, including

- the examination tasks and questions,
- the student's work, including any sketches submitted, etc.,
- the examiner's review or assessment,
- the minutes of the examination (in particular of oral examinations),
- the grade scale,
- the score achieved (especially for written exams).

In addition, the Senate Commission recommends to make available for inspection the model solution or, alternatively, the assessment criteria.

3. Transparency of Assessment

The Senate Commission strongly recommends that the grade scale and the individual scores achieved (especially in case of written exams) be made available before the inspection date already. If possible, the corresponding function of the Students Portal should be used for this purpose.

4. Timely Inspection

Inspection of written examinations should take place within 10 weeks of the examination date, if possible. Inspection of the written repeated examination documents should take place well before an upcoming oral re-examination. Inspection of documents of other controls of success should also take place in a timely manner.

5. Uniform Date of Inspection

For exams offered jointly by several examiners, a uniform date of inspection should be organized, if possible.

6. Announcement of the Date of Inspection

The date of inspection should be announced well, preferably one week, in advance, especially in the case of regular inspections of written exams. It is recommended to use the mail function of the campus management system for this purpose.

7. Sufficient Capacities

Space and time capacities should be planned such that all students coming for inspection have the opportunity to do so.

8. Duration of Inspection

It is recommended to adjust the duration of inspection to the duration of the examination. Per hour of examination time, at least ten minutes of inspection time should be offered.

9. Place of Inspection

To the extent possible, inspection should take place on Campus South.

10. Representation Options

During inspection, students may be represented by an authorized representative. This representative must present a power of attorney.

11. Notes and Copies

Students have the right to take notes during the inspection. Copies may be made, if there is a legitimate interest (e.g., if students have concerns / objections to the assessment).

12. Presence of Competent Contact Persons

It is recommended that a competent person, ideally the instructor, be present during the inspection.

B. Explanations

I. Goals of Inspecting Examination Documents

Inspection of examination documents is intended to give students the opportunity to understand how their examination performance was assessed by granting them access to the assessment, expert opinions, and examination records. In this way, they can identify any errors and gaps in their knowledge and use this information to improve their results in future examinations, in particular in repeated examinations.

In addition, inspection provides students with the opportunity to check the assessment for potential errors. After inspection and before filing an appeal, students can submit substantiated objections and request the examiner to reconsider the assessment.¹

The goal of inspecting examination documents is neither to discuss the assessment during inspection nor to obtain explanations to understand the assessment or any sample solutions that may have been provided.

II. General Legal Conditions

Inspection of examination documents is provided for in Article 25 of the Studies and Examination Regulations for Bachelor's Degree Programs and in Article 24 of the Studies and Examination Regulations for Master's Degree Programs. According to these provisions, students may inspect the written module examinations, written partial module examinations, and the minutes of examinations within one month of the announcement of the examination result. Upon request, students must be given the opportunity to inspect the examination copy of the bachelor's or master's thesis as well as the related reviews and examination records within one year of completion of the bachelor's or master's examination. The examiner determines the place and time of inspection.

In addition to the statutory provisions, Article 29 of the Baden-Württemberg Administrative Procedure Act (Landesverwaltungsverfahrensgesetz, LVwVfG)² applies. According to Art. 2, par. 3, No. 2 LVwVfG, the right to inspect files also applies to examination decisions. The provisions of the studies and examination regulations define the requirements made in Article 29 LVwVfG in more detail. Both regulations must therefore always be considered in their entirety.

III. Aspects of Implementation

The general conditions given below are derived from the legal requirements and the provisions of the studies and examination regulations. In addition to these legal requirements, the above recommendations of the Senate Commission for uniform, KIT-wide standards will be explained in more detail.

¹ https://www.haa.kit.edu/downloads/18_10_04_Verfahren_des_Ueberdenkens_Verfahrensablauf_final.pdf
(LINK NOT FOUND)

² Available at: <https://www.landesrecht-bw.de/bsbw/document/jlr-VwVfGBW2005pP29> (in German)

1. Right of Inspection

As a principle, inspection of examination files must be permitted, if it is required to assert or defend legal interests and knowledge of the files on the administrative procedure is necessary for this purpose.³ Students regularly have an interest in checking the results of their examinations. The decision on whether to grant access to examination files is therefore not at the discretion of the examiners. Students have the right to inspect their files after every control of success, irrespective of whether it represents coursework or an exam.

If inspection is not permitted or not permitted in a timely manner despite a legitimate interest, it can be enforced in court for preliminary legal protection (Art. 123 Verwaltungsgerichtsordnung, Administrative Court Rules).

Recommendation:

Although access to examination documents is generally granted upon request, it is recommended, especially in the case of written examinations, that all examination participants be given access at fixed times announced in advance.

2. Scope of Inspection

Students have the right to inspect the **complete examination file**. This includes:

- The examination tasks and questions,
- the student's work, including any sketches, etc. submitted,
- the examiner's review or assessment,
- the examination minutes (in particular of oral examinations),
- the grade scale,
- the score achieved (especially for written exams).

As a rule, the model solution is not included in the examination file. It is included, however, if the examiner has expressly referred to the model answer in the assessment. In this case, the model solution will also be part of the examination file.

Recommendations:

a) **Providing the model solution**

To increase transparency and acceptance of the assessment, it is recommended that students be provided with the model solution or general solution sketches for inspection. Inspecting the model solution makes it easier for students to understand their mistakes and knowledge gaps and reduces the number of questions asked to understand the assessment.

b) **Transparency of the assessment**

To increase the transparency of assessment even before inspection, the Senate Commission for Studies and Teaching recommends to make available the grade scale and the individual scores achieved (in particular in case of written exams) before the date of inspection already.

An option is to display the score achieved in the Students Portal. The Senate Commission for Studies and Teaching strongly recommends to use this function of the Students Portal to communicate the scores achieved in a timely and transparent manner.

³ Fischer/Jeremias/Dieterich PrüfungsR/Jeremias, 8. Aufl. 2022, Rn. 191 (in German)

3. Time and Place of Inspection

The examination documents can be inspected after the examination result has been announced. According to the studies and examination regulations, the examiners determine the place and time of inspection. As a rule, inspection takes place at the responsible authority, i.e. at KIT. Inspection of written exams must take place within a month upon announcement of the examination results.

Recommendations⁴:

a) Place of inspection

The Senate Commission for Studies and Teaching recommends to organize inspection on Campus South, if possible.

In exceptional cases, the examination documents may be sent. However, use of this option should be restricted (example: Sending the documents to a lawyer's office).

b) Time of inspection

Inspection should take place soon after the announcement of the examination results. Irrespective of the inspection periods specified in the studies and examination regulations, the Senate Commission for Studies and Teaching recommends to offer a date for the inspection of written examinations within ten weeks upon the examination. To prepare for oral re-examinations, it is strongly recommended to organize an inspection of the examination documents in due time before the re-examination. If examinations are offered jointly by several examiners, a uniform date of inspection should be organized.

c) Announcement of the date of inspection

Examiners must communicate the date of inspection at an early stage, in particular for regular inspections of written examinations. The Senate Commission for Studies and Teaching recommends to announce the date of inspection at least a week in advance. The Senate Commission for Studies and Teaching recommends to mail this information to the students via the campus management system that allows to contact all persons who have registered for the control of success.

In case of a higher number of participants, it may be recommended to make them register in advance and make an appointment in order to prevent waiting times and to ensure sufficient space and time for inspection.

d) Capacities / alternative dates

The places and times of inspection should be planned such that all students coming for inspection have the opportunity to do so. In the individual case, it may be reasonable to offer alternative dates.

4. Duration of Inspection

⁴ If students are represented by a lawyer, the latter is given access to the examination documents separately, i.e. not on the date of inspection of all examination participants.

The duration of inspection depends on the scope of the corresponding examination. All students should be given sufficient time to read the assessment of their examination.

Recommendation:

The Senate Commission for Studies and Teaching recommends to adjust the duration of inspection to the duration of the examination. At least ten minutes of inspection should be envisaged per hour of examination.

5. Representation

In principle, students may be represented by an authorized person when inspecting the examination files. The authorized person must present a power of attorney in writing (cf. Annex 1).

Use of this option should be limited and chosen in justified exceptional cases only (e.g. hospitalization).

When giving a power of attorney for the inspection of examination documents, the purpose of inspection should be considered. Inspection in particular serves the purpose of defending legal interests. The legal interests of the donor of the power of attorney must be obvious. Accordingly, the representation option is not intended to give the authorized person the opportunity to view the assessments of other students and to compare them with the own assessment.⁵

6. Notes and Photocopies

Students have the right to take notes when inspecting their examination files.

As outlined in Article 29 LVwVfG, the right of inspecting files does not include the right to copies or photographs.⁶ A general prohibition of copying, however, would render the right of students to effective legal protection (Article 19, par. 4, Basic Law) disproportionately difficult. In case a student would claim a legitimate interest, making of a copy or photography would have to be permitted. A legitimate interest always exists when a student finds aspects that have not been considered adequately by the assessment and therefore requires a copy to check these aspects, to present substantiated objections, and to finally clarify the facts.⁷

As outlined in No. 8 of the Annex referred to in Article 2 of the Statutes of Karlsruhe Institute of Technology (KIT) on Guest Auditor Fees and Fees for Other Studies-related Services, copies must be paid for.⁸ For making photos (e.g. with the cameras of mobile phones), no fees can be charged. If photocopies or photographs are permitted, they may be used for checking the assessment only. For copyright reasons, any further dissemination in particular on the Internet and disclosure to third parties are not permitted.

Recommendations:

⁵ Fischer/Jeremias/Dieterich PrüfungsR/Jeremias Rn. 203 (in German).

⁶ Irrespective of this provision, however, there is a right to copies of personal data according to Art. 15, par. 3, GDPR. This right is not covered by this information.

⁷ According to Art. 100, par. 1, cl. 2 of the Administrative Court Rules, the right to copies must be granted in the administrative court proceedings at the latest.

⁸ <https://www.sle.kit.edu/downloads/AmtlicheBekanntmachungen/2025-AB-046.pdf> (in German): EUR 1.20 for the first copy or printout; all other copies or printouts: EUR 0.80 € each

a) Notes

It is at the discretion of the examiner whether students are allowed to use own writing tools and paper for taking notes or whether the writing tools and paper are made available to them. Any bags etc. taken along should be left at a given place in the room.

b) Copies

If copies or photographs are permitted, it is recommended to inform the students in writing that the dissemination of them is not permitted (cf. Annex 2).

7. Other Conditions / Recommendations

a) Supervision

It is recommended that a supervisor be present during the inspection of the files to prevent manipulations of the examination copy, for instance.

b) Presence of competent contact persons

According to legal provisions, competent contact persons do not have to be present.

It is recommended, however, that a competent contact person be present during the inspection of the examination files and available for answering questions. Although inspection of examination files is not primarily intended to discuss questions, the possibility to ask questions and to talk about the assessment may increase the latter's acceptance and comprehensibility and, at the same time, prevent legal disputes.

The Senate Commission for Studies and Teaching recommends the instructor to be present in the ideal case.

c) Check of identity

Students and their representatives should present a valid identity document (e.g. student card, identity card) before inspection.

d) List of inspections

In case of a higher number of students inspecting their documents, it is recommended to list the inspections. This list is intended to document the handover and return of documents. The supervision staff should check the completeness of the documents handed over and returned.

Annex 1:

Text proposed relating to Article 5

Power of Attorney for the Inspection of Examination Documents

I _____ (name and matriculation number)

herewith grant

Mr/Ms
_____ (name)

the power of attorney to inspect the documents of my control of success dated

_____ (designation of the control of success and date of examination)

on the date of inspection _____.

This power of attorney includes the making of copies / photographs for the purpose of pursuing my legal interests.

Place, date, and signature of the donor of the power of attorney

Annex 2:

Text proposed relating to Article 6. b)

“I am aware that the examination documents (in particular the tasks and questions asked as well as the corrections made by the examiners) are protected by copyright and I am allowed to use the copies or photographs of the examination documents for inspecting the examination documents only. Any disclosure to third parties or publication and reproduction on the Internet, among others, is forbidden and may entail legal consequences when violated. The justified legal protection interest remains unaffected (e.g. transfer of the examination documents to an authorized lawyer)”.