

SPRZ.OVGU.DE
THE LANGUAGE CENTRE

Illness and examinations

First of all, inform the Examination office by telephone or email. The information will be forwarded to the relevant examiners and teachers.

Then go to your doctor and collect a sick note. Please use ›**Form D (Medical certificate)** (http://www.sprz.ovgu.de/sprz_media/Bilder_+Dokumente/Pr%C3%BCfungsamt/Formular+D+%28Pr%C3%BCfungsunf%C3%A4higkeit%29.pdf) .

The medical certificate must be delivered to the Examination Office **within a week** (five working days).

If that is not possible, you may send a copy of the medical certificate the Examination Office via email or post. This must still be done within a week.

If you send a copy of the medical certificate via email, you must still submit the original to the Examination Office as soon as possible.

Finally, you should register for the next possible examination date (and no more than a year later) in order to retake the exam.

Contact

Co-Chair of the Examination Committee

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Co-Chair of the Examination Committee

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Contact

Examination Secretary

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12:00; 13:00–15:00

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