

## **Examination regulations at SLU**

These examination rules have been established by the Vice-Chancellor and apply to written tests in the form of written examinations that are to be held after 1 July 2010 by a course-responsible department (or equivalent) at SLU. In exceptional cases, other regulations may be applied with regard to a contracted course that is undertaken in collaboration with another higher education institution.

The purpose of these regulations is to work against the incidence of cheating and disturbing behavior during written tests at SLU. Every department (or equivalent) may decide how the students are to be notified of these rules. The invigilator (the guardian at written examination) on duty shall have received instructions from the prefect (or equivalent) or the person to whom the prefect has delegated responsibility.

### **Regulations for students participating in written examinations (examinees)**

1. The examination shall begin at the appointed time, for which reason it is important to arrive early so that the invigilator has time to seat all the students prior to the start of the examination. Instructions given by the invigilator are to be followed without delay.
2. The students are to be seated in the examination room in accordance with a randomized procedure and therefore no individual choices are allowed. Where necessary, the invigilator may demand that the students change places while the examination is in progress.
3. Written examinations shall be held in such a way that the examiners do not know the identity of the students during the assessment process. The student is responsible for making a note of his or her code and for ensuring that all sheets handed in shall be marked with the correct code. Please refer to the "Instructions for coded examinations".
4. Apart from writing implements, no other aids may be used unless a course leader or an examiner has expressly allowed any exceptions. Details of permitted aids shall, where applicable, be shown on the question paper or the test form. Invigilators, course leaders and examiners are permitted to check any aids.
5. The students shall remove from their bags (or equivalent) everything that they require and are allowed to have during the examination and shall then leave their bags and outdoor clothes in the place indicated by the invigilator. During the examination, no one is permitted to open a bag unless the invigilator is present. Mobile telephones and other electronic equipment shall remain switched off inside the bag during the examination (with the exception of pocket calculators which are approved aids).

6. Scrap paper and examination sheets are handed out by the invigilator and no other paper is to be used.
7. Any student who arrives at the examination more than thirty (30) minutes after the appointed time may not participate in the test. Nor may any of the students leave the examination room until thirty (30) minutes after the examination has begun.
8. A valid identity document with a photograph shall be brought to the examination and shown.
9. None of the students may leave the examination room permanently without handing in their examination. This also applies to a "empty" examination. All sheets handed in shall bear the student's code. Please refer to the "Instructions for coded examinations".
10. During the entire duration of the examination, the examination room shall be orderly and silent. The students are not allowed to talk to each other.
11. Use of the toilets is permitted during the examination, but the students must note both his or her name and the time on a toilet list kept by the invigilator. No conversations may be held in connection with use of the toilets.
12. The students may be granted a brief break under the supervision of an invigilator. No conversations may be held in connection with this break.
13. A student may be entitled to an adapted examination, which requires a decision by the coordinator for support to students with functional impairments.

An adapted examination may mean that the student is allowed extra time to take the examination or is given an audio recording of the questions, or that the student takes the examination in a separate room or on two separate occasions or writes the answers on a computer.

If the student wishes to utilize his or her right to an adapted examination, in each individual case, a course leader or an examiner must be notified in good time. It may be difficult to maintain the anonymity of students who take an adapted examination.

14. In the event of suspected cheating, or another event that it may be appropriate to report to a course leader, an examiner or the prefect of the course-responsible department (or equivalent), the name and civic registration number of the student and the particulars of the event should always be noted by the invigilator. If cheating is suspected, the student may not be removed or forced to stop the examination.

The invigilator shall request the student to hand over any evidence but may not force the student to do so if he or she refuses. Body searches and any other coercive means are not permitted. However, a special investigation of the incident will take place after the examination. The prefect (or equivalent) of the course-responsible department will decide whether the matter shall be reported to the Vice-Chancellor, who will decide whether it shall be referred to the disciplinary board at SLU for a decision.

15. Anyone who behaves in a disturbing or obstructive manner during the examination can be ordered to leave the examination room immediately. A record of the incident shall be made and a report submitted to a course leader, an examiner or the prefect at the course-responsible department (or equivalent).

Regulations and guidelines for education at first and second level at SLU describe disciplinary measures and how disciplinary cases are handled.

### **Regulations for invigilators (guardians at written examinations)**

1. The invigilator shall be in the examination room so far in advance that the examination can begin at the appointed time.
2. The students are to be seated in the examination room in accordance with a randomized procedure and therefore no individual choices are allowed. Where necessary, the invigilator may demand that the students change places while the examination is in progress.
3. Written examinations shall be held in such a way that the examiners do not know the identity of the students during the assessment process. Please refer to the "Instructions for coded examinations".
4. Apart from writing implements, no other aids may be used unless a course leader or an examiner has expressly allowed any exceptions. Details of permitted aids shall, where applicable, be shown on the question paper or the test form. Invigilators, course leaders and examiners are permitted to check any aids.
5. At the start of the examination, the invigilator shall make known
  - that students shall remove from their bags (or equivalent) everything that they require and are allowed to have during the examination and shall then leave their bags and outdoor clothes in the place indicated by the invigilator; during the examination, no one is permitted to open a bag unless the invigilator is present,
  - that mobile telephones and other electronic equipment shall remain switched off inside the bag during the examination (with the exception of pocket calculators which are approved aids),
  - how the students can contact a course leader or an examiner while the examination is in progress, where applicable,
  - whether any break(s) will be allowed and, if so, where and when.
6. Scrap paper and examination sheets are provided by the department (or equivalent) and handed out by the invigilator. No other paper is to be used.
7. A single invigilator shall be stationed in front of the students, while if two or more are on duty, one shall occupy this position while a second shall be posted behind the students. Invigilators shall have their attention focused on the students and shall move around in the room at suitable intervals.

8. Any student who arrives at the examination once it has started shall be permitted to participate in the examination only if no other student has already left the examination room. In order to give students who have been delayed an opportunity to do the examination, the invigilators shall ensure that nobody leaves before the examination has been in progress for at least thirty (30) minutes.
9. The identity of all students participating in the examination shall be known to the invigilator at the latest by the time the examination papers are handed in. The students shall present a valid identity document with a photograph.
10. None of the students may leave the examination room permanently without handing in their examination. This also applies to a "empty" examination. All sheets that are handed in shall be checked to ensure that they have been marked with a code and not with the name and/or civic registration number of the student. Please refer to the "Instructions for coded examinations".
11. During the entire duration of the examination, the examination room shall be orderly and silent. The students are not allowed to talk to each other. The invigilator must behave in a manner that does not disturb the students. This provision also applies when communicating with another employee or with individual students while the examination is in progress.
12. Use of the toilets is permitted during the examination. The invigilator shall maintain a list on which the students shall record their names and the time whenever they use the toilet facilities. The students may also be granted a brief pause under the supervision of an invigilator.
13. A student may be entitled to an adapted examination. A course leader or an examiner is to provide details of how an adapted examination is to be held.
14. Should an invigilator discover or suspect cheating, i.e., one of the students is attempting to practice deception during the examination through prohibited aids or in some other manner, the invigilator shall:
  - note the name and civic registration number of the student
  - request the student to surrender any evidence
  - note his/her observations relating to the incident in question and also
  - report the incident in writing to a course leader, an examiner or the prefect of the course-responsible department (or equivalent).

Should the student refuse to follow the instructions of the invigilator, this too should be noted. Body searches are not permitted, nor does the invigilator have any authority to suspend the student's examination on the grounds of cheating or suspicion of cheating. By contrast, the invigilator may remove persons behaving in a disturbing manner and the incident shall be duly noted and reported in writing to a course leader, an examiner or the prefect of the course-responsible department (or equivalent).

SLU has special procedures in cases of suspected cheating.

## **Instructions for a coded examination**

1. The students shall be supplied with a code at the start of the examination, which is done by their clearly writing their name on a list of pre-printed codes. Students are responsible for noting their code and ensuring that the correct code is marked on all sheets that are handed in.
2. In addition to the list of codes, there shall be a list of the students which shall contain a note of examination papers that were handed in and identity documents with a photograph that were presented.
3. When the students have written their names on the list of codes, it shall be placed in an envelope that is sealed and signed by one of the students. The list shall be kept in a safe place by the course-responsible department (or equivalent) until the examination results have been finalised.
4. If any examination results are made public on a notice board or the course homepage, the students' codes are to be shown together with the results, and not their names and/or civic registration numbers.
5. The envelope containing the codes is to be opened in connection with an examination review or after the examination results have been made known in a different manner. When the envelope is opened, a student or anybody else who is not part of the course team shall certify that the envelope was intact by signing it.
6. The envelope and the list of the students' codes shall be archived by the course-responsible department (or equivalent). These documents are discarded in the same manner that applies to marking sheets, which have a retention period of five years.

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### **Establishment and entry into force**

These examination regulations were established by the Vice-Chancellor on 28 June 2010 (registration no. SLU. ua.FE.2010.3.0-2052) and apply to written tests in the form of written examinations that are to be held after 1st July, 2010 by course-responsible department (or equivalent) at SLU. They replace previous examination regulations, established by the Vice-Chancellor on 25 August 1997 (registration no. SLU ua 17.29-3794/97) and amended on 13 February 2002 (registration no. SLU ua 17.21-5372/00).