

EXAMS RULES AND GUIDELINES

These guidelines are meant for supervisors and e-supervisors during written and Chromebook exams. (e-supervisors are UT-flex people employed at Chromebook exams for technical support). Please contact the examiner for possible detailed instructions.



PREPARING LOCATION

- ➔ Exam rooms are opened 15 minutes prior to the start of the exam so students have sufficient time to be seated. Please be in time.
- ➔ Place the exam writing papers (and scrap papers if needed) on the desks before the exam starts.
- ➔ Students can enter the room rather than queuing outside
- ➔ Exams are handed out at the regular starting time.
- ➔ Personal belongings are placed under the desk.



ADVICE

Inform before start of the exam the students of the procedures and desired behaviour.

DURING EXAMS

- ➔ Students may not leave during the first 30 minutes and the last 15 minutes of the official period of examination.
- ➔ External supervisor wear a name badge to increase visibility
- ➔ Students place their student card clearly at the right corner of the desk. Supervisors avoid touching the desk and card when registering participants
- ➔ Only one person at a time can be allowed to visit the restroom.



ADVICE

In consultation with the examiner the supervisor can adjust the procedures of e.g. handing in the papers.

AFTER EXAM

- ➔ Collect the written exams after collecting the student can leave the location. Or the student hand in his/ her/ their papers at the supervisor and leaves the location
- ➔ If needed supervisor will register the intake of the made exam.



ADVICE

All examination papers must be provided with student name and number and handed in A box could be used for collecting
Show initiative when needed in actively support the student in handing in and leaving the room under the right conditions.

