

Dear examiner,

According to the Dutch Higher Education and Research Act (WHW) each educational programme has an Examination Board (EB). Within BMS there are four examination boards: 1) Behavioural Sciences (BS), 2) Governance Sciences (GS), 3) Interdisciplinary Sciences (IS) and 4) Management Sciences (MS). The EB is the forum that determines whether a student has fulfilled the conditions with regard to knowledge, insight and skills as stated in the Education and Examination Regulation (EER) in order to receive a degree. The EB also decides upon exceptions to the rules for students such as exemptions and extra exam or test opportunities.

The EB also judges cases of fraud (plagiarism) and determines the sanction. Last but not least the EB appoints examiners, monitors the relationship between final attainment targets, learning goals and exams, and safeguards the quality of all assessments.

In order to do so the EBs of BMS have established certain procedures and forms regarding:

- 1) academic misconduct (fraud)
- 2) calamities
- 3) rules of order for written tests
- 4) notification form for irregularities during exams
- 5) cover sheet for exams

These documents are designed to support each examiner during the academic year on the rules and regulations regarding exams. **Please note that within the University of Twente some of the rules have changed. Starting the 1st September 2019 all examiners of BMS are obliged to use the new 4) notification form for irregularities during exams and 5) cover sheet for exams. We would like to ask you to download the version of 2019-2020 from the website of the examination board.**

Please see the website [EB BMS](#) for more information and the necessary documents and forms.

Should you have any questions or remarks regarding these documents, please do not hesitate to contact the registry of the EB of your programme.

Kind regards

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1. Regulations and procedure regarding academic misconduct (fraud)

The examination boards of BMS and programmes of BMS decided to use the fraud regulations, stated in the Students' Charter. They complemented these general regulations with specific faculty regulations. The complemented text is stated in Italic.

Students of all levels are *expected to be* familiar with the University's policy on plagiarism, cheating and other forms of academic misconduct. PhD students receive instruction in relation to standards of scientific integrity and are expected to apply these standards in their work. Exams are assessments of the knowledge, insight and/or aptitude of the participating candidates, including an evaluation of the results of that assessment (article 7.10 of the WHW). A test or exam may consist of several parts. Cheating, plagiarism and fraud are actions or omissions on the part of a student that preclude an accurate assessment of his or her knowledge, understanding and aptitude.

Regulations

An exam is an investigation into the knowledge, the insight and the skills of a student, as well as the assessment of the results of that investigation (art. 7.10 WHW). An exam can consist of multiple tests. In any format of testing, the student has to submit his own and original work. If this is not the case, this will be considered fraud.

Cheating includes:

- a. The use during a test or exam of (any form of) resource or device (electronic or technological) which, before the start of the study unit and/or exam or test, the examiner has prohibited, or which the student knew or should have known were prohibited;
- b. Conduct on the part of students which, before the start of the unit of study and/or exam or test, the examiner has deemed to be academic misconduct, or which the student knew or should have known to be prohibited. Specifically, this includes (but is not limited to):
 - Procuring copies of a test or exam before that test or exam has taken place. Also:
 - Using cheat sheets or crib sheets
 - Being in the possession of crib sheets
 - Copying the work of others during the test or exam
 - Letting others copy your work during the test or exam
 - Sending or receiving (text) messages
 - Communicating about the content of the exam with any party other than the examiners/invigilators during the test or exam while that test or exam is underway (including by means of electronic devices)
 - Claiming to be another person during a test or exam, or having someone else impersonate you;
- c. **Plagiarism** (using someone else's work without a proper citation) includes, but is not limited to:
 - Using (parts of) other people's work (original terms, ideas, results or conclusions, illustrations, prototypes) and presenting this as one's own work; if parts of another text (printed or digital) are used without attribution (and even if small changes are made), plagiarism has occurred
 - Using visual or audio material, test results, designs, software and program codes without attribution and thereby presenting this as one's own original work
 - Using verbatim citations without attribution or a clear indication (by, for example, omitting quotation marks, indentation, leaving white space) and thereby creating the false impression that (part of) these citations are one's own original work
 - Citing literature that one has not read oneself (for example, using references taken from somebody else's work)
 - Using texts that have been written in collaboration with others without explicitly mentioning this
 - 'Free-riding'; i.e. not contributing equally to a group assignment;
- d. **Fraud** includes but is not limited to:
 - Submitting work that has already been published in whole or in part elsewhere (e.g. work from other courses or educational programmes), without reference to the original work
 - Manipulating research data in (group) assignments
 - Falsifying data (for example, by filling in questionnaires or answering interview questions oneself);
- e. *Tort/unlawful act;*
- f. *Forgery;*

- g. *All other forms of academic offences than those mentioned in par. 2a to 2e, to be determined by the examination board.*

The examination board of each educational programme drafts its own rules on academic misconduct, which may include additional provisions. It will also set out what action will be taken in cases of (suspected) academic misconduct. In all cases, the examination board will decide whether academic misconduct has occurred.

Procedure

If an examiner or invigilator has a motivated suspicion of fraud *before*, during or after an exam (test), the examiner/invigilator makes a note of this on the student's exam (test) *The examiner also notes the circumstances surrounding the irregularity and fills out the Notification of fraud. This notification is submitted to (the registry) of the Examination Board BMS.*

The examiner/invigilator has the right to confiscate devices and other resources whose use is not permitted during an exam (test).

The student has the right to finish the exam (test).

The examiner/invigilator reports the suspicion of fraud in written (per Notification of fraud) to the student and to the examination board. This rule also applies in case of a suspicion of fraud in a (part of a) unit of study, such as an assignment, presentation or essay.

This written report should at least contain the following information (mail to [examination board BMS](#)):

- a) Name student involved including student number
- b) Module/course name and course code. If necessary mention the specific component/part of the module or course in which the fraud was detected.
- c) Written information on the suspected fraud detected and/or what conduct or misconduct occurred during the exam
- d) Additional information (evidence from plagiarism software)

The examiner should notify the student involved of the suspected fraud. The assessment of the assignment/exam needs to be put on hold.

Subsequently, the examination board will proceed as follows:

1. The examination board will investigate the notification and will hear the examiner as well as the student involved.
2. The examination board will determine whether fraud has occurred and if measures or sanctions will be taken.
3. The examination board will inform the student involved of its decision in writing.

Measures or sanctions

The examination board decides about the sanction the student will receive if fraud is actually determined.

The examination board may give the student a warning or exclude a student who commits an academic offence from sitting the exam, test or other part of a unit of study involved. In serious cases of fraud the student can be excluded from the exam up to a maximum of one (1) year.

In extreme cases, the examination board may exclude a student from sitting all programme exams and tests up to a maximum of one (1) year. A student is not allowed to replace the unit of study in which the academic offence occurred with another unit of study while the sanction is in force.

If a student commits serious (repeated) fraud, the examination board may lodge a request at the Executive Board to end the student's enrolment in the programme at the University, *with effect from the month following the month the fraud passed a final judgement and was made known to the student.*

For the right to appeal against a decision taken, based on these regulations, art. 8.6 BSc and MSc EER will apply.

2. Regulations in case of calamities

1. If a calamity occurs or is about to occur shortly before the start of an exam (test) or during an exam (test), both examiner and invigilator are authorized to act as specified in these regulations. All students have to follow the instructions of the examiner/invigilator.
2. If a calamity occurs or is about to occur shortly before the start of an exam (test), the following procedure applies. The exam (test) will be postponed immediately. The examiner will set a new exam (test) date, in consultation with the programme director.
3. This new exam (test) date is binding. The new exam (test) has to take place within one month of the initial exam (test) (excluding holidays). The new exam (test) date will be published within three working days after the calamity and in accordance with the regular procedures.
4. If a calamity occurs or is about to occur during an exam (test), the following actions, if possible, have to be taken:
 - a. All exam (test) papers (coversheet and such) are filled out completely at the start of the exam (test), with the student's name, student number and signature.
 - b. All those present follow the instructions of the responsible authority, and/or of the examiner/invigilator and leave the exam room immediately upon their order.
 - c. Students leave their exam (test) and all other papers on the table in the examination room.
 - d. If students already started making their exam (test), the examiner determines, if this is reasonably possible, the result based on the partly made exam (test).
5. If the examiner cannot determine the result as specified in article 4d, the examiner will set a new exam (test) date, in consultation with the programme director. The new exam (test) has to take place within one month of the initial exam (test) (excluding holidays) and is open for all students who registered for the initial exam (test).
6. Regulations in case of a calamity apply in case of any official alarm signal.

3. Rules of order for written tests

This article describes the rules and procedures to be followed for written tests¹ taken at the University of Twente. It applies to tests in study programmes of which the Examination Board has adopted these rules as part of their Rules & Guidelines.

Students are supposed to be familiar with specific behaviour related to academic norms and values, scientific integrity and other specific rules that have been explained to them prior to an unit of study or exam (test). If students behave inappropriately compared to these behavioural rules during the course of an unit of study or during an exam (test), this will be considered attempted fraud and will be reported to the Examination Board.

Terminology

- A *test* is the actual set of questions and assignments that students have to answer and perform. The *examination* refers to the process in which they do so.
- An *examiner* is the person responsible for setting the test and (afterwards) for assessing the results. In contrast, an *invigilator* is a person supervising the examination. They may be one and the same person.

Rules

1. Students may enter the room 15 minutes prior to the start² of the examination, and will be admitted until 30 minutes after the start.
2. Students may not leave during the first 30 minutes and the last 15 minutes of the official period of examination.
3. Students who did not enrol may only take part if there are enough seats and test copies available. Enrolled students have precedence. To make sure enough copies/seats for enrolled students are available the examiner/invigilator may ask unenrolled students to wait for 30 minutes after the start before they receive an exam/seat.
4. The student ID card³ should be placed visibly on the table throughout the exam and presented to the examiner/invigilator upon a request for identification.
5. Restroom visits are not permitted during the first 60 minutes and last 30 minutes of the examination. Outside of this timeframe, restroom visits can only take place after consultation with the examiner/invigilator. Only one person at a time can be allowed to visit the restroom. Where necessary and feasible,⁴ an examiner/invigilator will accompany the student to the restroom.
6. Before the start of the examination students should place bags and/or coats in the designated area. Whenever possible, unapproved resources (e.g., mobile phones, smart watches, wearables, notes) must be placed in the bags and switched off.
7. During the examination students may only have access to resources (e.g., books, notes, devices, websites, hard/software) that are explicitly approved by the examiner. Possessing or accessing unapproved resources is considered attempted fraud.
8. During the examination students are not allowed to communicate (e.g., verbal, non-verbal, digital) with others aside from the examiner/invigilator. Any violation of this will be considered attempted fraud.
9. During the examination students are not allowed to copy, share and/or spread the exam questions, answers or related information in any form. The examiner/invigilator has the right to check this. Any violation of this will be considered attempted fraud.
10. In case of attempted fraud (e.g., point 7 - 9) the student may finish the exam and the Examination Board will be informed after.
11. The examination officially starts and ends at the instigation of the examiner/invigilator. When the end is announced, all students should stop writing. Students should follow the procedure for handing in their results as announced by the examiner/invigilator.
12. All examination papers (e.g., questions, answer sheets and scrap paper) must be provided with student name and number and handed in by the students at the end of the examination. The examiner can make an explicit exception to this rule.

¹ Written tests include those that are taken digitally

² In general start time and end time refer to the official start time and end time of the examination as listed on the cover sheet. All rules apply to both electronic as well as non-electronic exams.

³ Failing that, a certified ID is also allowed. This applies to students who forgot their student card or (in rare cases) do not yet have one. A certified ID is a passport, driver's license, or any other official proof of identity that bears both the student's name and a photograph.

⁴ Accompanying students to the bathroom may not be necessary, as in Therm where restrooms are not accessible from anywhere but the examination room, and it may not be feasible, as in cases where there is only a single examiner/invigilator.

13. Students should follow any additional rules and procedures announced by the invigilator. Any failure to do so will be reported to the Examination Board.

The examiner/invigilator **must** report any potential case of fraud and/or any violation of the rules to the Examination Board per Notification of fraud form.

Handing in of the exam

- Students must hand in their exam form personally to the examiner/invigilator and sign off on the attendance list, if indicated. If the ID has not been checked during the exam, the student must show it to the examiner/invigilator before leaving the exam room.

4. Notification of irregularity or fraud during exams

See website EB for fill-in version

Notification of Fraud and Irregularities

BMS-EB 19-927

Faculty	BMS	Room	
Date		Exam Time	
Course code			
Exam name			
Programme name			
Student(s) involved			
Student name	Student number	Signature (voluntary)	
1)			
2)			
3)			
1) Remarks / irregularities regarding student(s)			
2) Evidence (pictures taken, tests cheating paper etc.)			
3) Other calamities / remarks (e.g. a sudden evacuation or power outage)			
Name and initials invigilator(s)	Mr. / Mrs.	Signature	
1)	Mr./Mrs.		
2)	Mr./Mrs.		
3)	Mr./Mrs.		

5. Cover sheet exams

Faculty of Behavioural, Management and Social sciences (BMS)

Exam:

Unit of Study code:

Date:

Time:

Exam Information (to be filled out by the examiner)

Type of exam: (*open book, multiple choice*)

Appendices: (*formula sheet, multiple choice sheet*)

Allowed resources: (*graphic calculator, translation dictionary*)

Instructions: (*exam parts, score*) (Examiners may add specific regulations for a specific exam)

Room regulations

Students may enter the room 15 minutes prior to the start¹, of the examination, and will be admitted until 30 minutes after the start.

1. Students may not leave during the first 30 minutes and the last 15 minutes of the official period of examination.
2. Students who did not enrol may only take part if there are enough seats and test copies available. Enrolled students have precedence. To make sure enough copies/seats for enrolled students are available the examiner/invigilator may ask unenrolled students to wait for 30 minutes after the start before they receive an exam/seat.
3. The student ID card² should be placed visibly on the table throughout the exam and presented to the examiner/invigilator upon a request for identification.
4. Restroom visits are not permitted during the first 60 minutes and last 30 minutes of the examination. Outside of this timeframe, restroom visits can only take place after consultation with the examiner/invigilator. Only one person at a time can be allowed to visit the restroom. Where necessary and feasible,³ an examiner/invigilator will accompany the student to the restroom.
5. Before the start of the examination students should place bags and/or coats in the designated area. Whenever possible, unapproved resources (e.g., mobile phones, smart watches, wearables, notes) must be placed in the bags and switched off.
6. During the examination students may only have access to resources (e.g., books, notes, devices, websites, hard/software) that are explicitly approved by the examiner. Possessing or accessing unapproved resources is considered attempted fraud.
7. During the examination students are not allowed to communicate (e.g., verbal, non-verbal, digital) with others aside from the examiner/invigilator. Any violation of this will be considered attempted fraud.
8. During the examination students are not allowed to copy, share and/or spread the exam questions, answers or related information in any form. The examiner/invigilator has the right to check this. Any violation of this will be considered attempted fraud.
9. In case of attempted fraud (e.g., point 7 - 9) the student may finish the exam and the Examination Board will be informed after.
10. The examination officially starts and ends at the instigation of the examiner/invigilator. When the end is announced, all students should stop writing. Students should follow the procedure for handing in their results as announced by the examiner/invigilator.
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³ Accompanying students to the bathroom may not be necessary, as in Term where restrooms are not accessible from anywhere but the examination room, and it may not be feasible, as in cases where there is only a single examiner/invigilator.

12. Students should follow any additional rules and procedures announced by the invigilator. Any failure to do so will be reported to the Examination Board.

The examiner/invigilator **must** report any potential case of fraud and/or any violation of the rules to the Examination Board per Notification of fraud form.

Handing in your exam

- Hand in your exam form personally to the examiner/invigilator and sign off on the attendance list, if indicated. If your ID has not been checked during the exam, you must show it to the examiner/invigilator before leaving the exam room.

I have read and understood the rules and instructions above.

Name student:

Signature:

Student number: