

Rules of order for testing 2020-2021

This document describes the rules and procedures to be followed for exams. Students and examiners are expected to familiarize themselves with these rules and procedures prior to the start of an exam. The rules and procedures apply to exams in study programmes of which the examination board has adopted these rules as part of their Rules & Guidelines. The document starts with general rules of order, followed by any specific rules applicable to (digital) on-campus or remote testing. Depending on the nature of a test, additional rules may be set. These will be stated on the cover sheet of the test in question.

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.

General rules applicable to testing

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

1. 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.
2. 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.
3. During the examination students are not allowed to copy, share and/or spread the exam questions, answers or related information in any form. The answers to the test questions should be their original work. Any violation of this will be considered attempted fraud. The examiner/invigilator has the right to check this and may employ various technological and non-technological means to do so.
4. In case of attempted fraud (e.g. points 1-3) the student may finish the exam and the Examination Board will be informed afterwards.
5. 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.
6. Students should follow any additional rules and procedures announced by the invigilator. Any failure to do so will be reported to the Examination Board.
7. The examiner must inform the Examination Board per Notification of Fraud Form in case of the suspicion of fraud.

Additional rules applicable to written (on-campus) testing

1. Students may enter the room 15 minutes prior to the start¹ 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

¹ 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.

examiner/invigilator may ask unenrolled students to wait for 30 minutes after the start before they receive an exam/seat.

4. 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.
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,³ 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.

Handing in 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.

Additional rules for digital remote testing

Students may enter the online exam environment 15 minutes⁴ prior to the start of the examination, and will be admitted until 30 minutes after the start.

1. Electronic remote examination starts and ends automatically.
2. The invigilator may approach students during the test – through a digital mean – for sake of invigilation and identification.
3. In case of the suspicion of fraud, teachers may decide to invite the student for an oral exam or additional tasks.
4. For the sake of establishing test quality, some students may be invited – after the exam – to elaborate on their answers. It does not matter whether your written answer is right or wrong, as long as you are able to explain what you did and why.
5. In case of malfunctioning equipment, connections or other sudden changes in circumstances which prevent the student from proceeding with the exam, the following procedure must be followed. The student must notify the examiner immediately by email or regular phone (see exam information above). The student must take a pictures or screenshots as proof of the failure. If this is not possible, the student must record the details of what happened and notify the examiner as soon as possible.

² 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.

³ 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.

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