

# Procedure; Exams

**To ensure the organization of exams runs as smoothly as possible, the following procedures have been drawn up. Using these rules, we ensure that students sit an exam in good time and in an optimal setting.**

## **Submitting exams**

When a lecturer wants the Examination Office to duplicate the exam, then the lecturer must provide the Examination Office a digital copy of the exam no later than five working days in advance.

Lecturers who duplicate the exam themselves must ensure that a digital copy of the exam is provided to the Examination Office no later than two working days before commencement of the exam. This is to ensure a copy for emergency cases and to provide us with a timely copy for students who use the extra facility.

If, due to circumstances, the term of two working days is exceeded, the lecturer informs the Examination Office and the lecturer than has to provide the student with the extra facilities the exam. If the student's copy is not available, then the student may not use the extra facility and the exam shall be completed in a regular exam room.

When providing the exam, it is important that all exam information is stated on the exam paper. The Examination Office has developed a cover sheet (EN/NL) for this purpose.

## **Duplication**

The Examination Office may provide the lecturer with copies of the exam. To this end, the Examination Office needs the following, five working days before the exam date: - the digital copy of the exam; - the number of printed copies; - the required quality (black/white or colour, double-sided or single-sided, etc.); - the OFI number (for BMS and EWI a OFI number is available). When the exam has been duplicated, the lecturer receives a message from the Examination Office as to when it may be collected.

## **Examination paper**

The examination paper is present in the Sports Centre and in the Therm. In the Sports Centre the examination paper is in the cupboard on the ground floor (in sports hall 2) and in the Therm in the office. For the other halls, the examination paper may be collected from the Examination Office. In all exam rooms the chairs and tables are placed in an examination configuration. The lecturer is responsible for handing out the examination paper. Multiple Choice sheets can be downloaded [here](#)\*

## **Information from the Examination Office**

Once registration is closed, the Examination Office sends the lecturer a summarized version of the above-mentioned agreements. This also involves sending the participant list as well as information regarding students with extra facilities.

\* More information regarding processing and checking results can be found [here](#)