

# Rules of order for written tests

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This document describes the rules and procedures to be followed for written tests<sup>1</sup> taken at the University of Twente. It applies to tests in those study programmes of which the Examination Board has adopted these rules as part of their Rules and Guidelines.

## Terminology

- A *test* is the actual set of questions and assignments that the 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 from 15 minutes prior to the official start time of the examination, and will be admitted until at most 30 minutes after the official start time.
2. Students may not leave the room during the first 30 minutes or the last 15 minutes of the official period of examination.
3. Students who did not enrol for the examination do not have a right to take part and may only do so if there are enough seats and test copies available. The invigilator may ask students who did not enrol to leave the room, during the first 30 minutes after the official start time of the examination.
4. Students have to identify themselves during the examination by placing their student card (or, failing that, a certified ID<sup>2</sup>) visibly on the table at the start of the examination.
5. A brief bathroom visit is only permitted if approved by the invigilator. Only one person at a time may be given permission. Where necessary and feasible,<sup>3</sup> an invigilator will accompany the student to the bathroom. Bathroom visits will not be permitted during the first 60 minutes and last 30 minutes of the examination.
6. If there is a designated area for placing bags and/or coats, all students should place those items there before the start of the examination. If there is no such designated area, all students should place their bags and coats under their table. Mobile phones, smart watches and other devices that are not explicitly approved by the examiner (see next point) must be placed in the bags and switched off.
7. Students may only use those resources (books, notes, calculators etc.) that are explicitly approved by the examiner. Any violation of this (including the possession of unauthorised resources that are not actually used) will be considered attempted fraud and will be reported to the Examination Board.
8. Students are not allowed to communicate directly or indirectly with others during the examination. Any violation of this will be considered attempted fraud and will be reported to the Examination Board.
9. The examination officially starts and ends at the instigation of the 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 invigilator.
10. Unless decided differently, all examination papers, including questions, answer sheets and scrap paper, should be handed in by the students before they leave the room at the end of their examination.
11. Students should follow any additional rules and procedures announced by the invigilator. Any failure to do so will be reported to the Examination Board.

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<sup>1</sup> Written tests include those that are taken digitally

<sup>2</sup> 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

<sup>3</sup> Accompanying students to the bathroom may not be necessary, as in Thern where the bathrooms are not accessible from anywhere but the examination room, and it may not be feasible, as in cases where there is only a single invigilator