

RULES GOVERNING EXAMINATIONS AND TENTAMENS GZW-HS and Guidelines for invigilators

Established by the Examination Board GZW-HS dd. 25 June 2018

Examination rules GZW-HS for students.

Before the test

- Only when the student has registered for the module/course is he/she entitled to participate in the (re)(partial) test; there are then sufficient copies and places in the hall.
- Students must be present 10 minutes before the start of the test.
- The student must be able to identify himself by means of a valid student card.
- Students will only be allowed to take the test if their student card is at the corner of the table.
- Students will be checked for identity and registration during the test. Not registered means not participating in the test.
- Students are advised to bring proof of registration, if available.

During the test

- The student card should be placed visibly on the corner of the table.
- Students with an Extra Time certificate will place it visibly on the table.

Resources

- The test will state which aids the student is allowed to use during the test. During the test. This is also mentioned beforehand in a lecture and on Canvas.
- If nothing is mentioned on the exam, the student may only use a pen and pencil. Use pen and pencil and a simple one-line calculator without communication possibilities. The student is responsible for the purchasing and taking such a calculator with them
- Mobile devices (laptop, mobile phone etc.) must be switched off and put away in the bag before entering the lecture hall. A device in your hand is excluded from the test.

Extra Time

- Students with an Extra Time declaration must place it visibly on the corner of the table.

Toilet visit

- Students may only use the toilet when accompanied by an invigilator or member of staff.
- As soon as the first student has handed in his/her work, going to the toilet is no longer allowed.

After the test/examination

- The student is responsible for handing in all his/her work. The assignments, explanations of the (re)test and scrap paper have to be handed in, all marked with name and student number. The invigilator sees to this.

Guidelines for security guards:

Legitimation

Checking the student card will take place during the test!

For this reason, please pay attention to the following:

1. The student must be able to identify him/herself by means of the student card; if no student card, another ID is also valid.
2. Five minutes before the start of the test the invigilator will ask whether students have their student cards with them and will ask them to place these on the corner of the table.
3. The necessity of timely reporting forgotten student card/ID must be emphasised!
4. If neither student card nor ID is present, the student is to report to the invigilator before the start of the examination. Student must then report to secretariat or other authorised person to check whether the student is registered as a student in Osiris. After this the student may still take part in the test/examination.
5. Tests are not handed out to students until their student card (or possibly other ID) is on the corner of the table. If this is not the case, act as described in point 4.
6. If it turns out that the student has no student card (or ID) with him and is already taking the test, the student must stop taking the test.

Extra time and aids

1. An extra time sheet has to be placed visibly on the corner of the table.
2. A graphical calculator may only be used if the lecturer indicates this on the test/examination. However, a simple, single-line calculator may be used. A simple, single-line calculator without communication possibilities.
3. Students are responsible for acquiring and bringing along a simple calculator.

Toilet visit

1. Students may only use the toilet when accompanied by an invigilator. If only one invigilator is present the invigilator will call for assistance from the secretariat or another authorised person.
2. Students are not allowed to go to the toilet once the first student has handed in his/her work. If the need is really great an invigilator will escort the student to the toilet.

Smartphone

1. Smartphones are to be switched off and put away in the bag before entering the lecture hall. Holding a smartphone in your hand is considered exclusion from the examination.

After the examination

1. In addition to the elaboration of the test, the student must also hand in the assignments.

NB: For questions or calamities the invigilator can ask for assistance and contact the GZW secretarial office, telephone 053-4894385, or the TNW Examination Office (053-4893488). 4893488)