

These guidelines are meant for supervisors and e-supervisors during written and Chromebook exams. (e-supervisors are UT-flex people employed at Chromebook exams for technical support). Please contact the examiner for possible detailed instructions.

Supervisors / e-supervisors are working from the [1.5M University guidelines and framework](#)

## Rules and guidelines

## Advice

### Preparing location

- Exam rooms are opened 30 minutes prior to the start of the exam so students have sufficient time to be seated. Please be in time.
- Place the exam writing papers (and scrap papers if needed) on the desks before the exam starts.
  - Students can enter the room rather than queuing outside
- Facemask are mandatory. They can be taken off when (you are) seated.
- Students must be placed as far away from the door as possible, so that they do not have to walk past each other when entering the room.
  - Exams are handed out at the regular starting time.
  - Personal belongings are placed under the desk.

Inform before start of the exam the students of the procedures and desired behaviour.

### During Exam

- Students may not leave during the first 30 minutes and the last 15 minutes of the official period of examination.
- External supervisor wear a name badge to increase visibility
- Students place their student card clearly at the right corner of the desk. Supervisors avoid touching the desk and card when registering participants
- Only one person at a time can be allowed to visit the restroom.

In consultation with the examiner the supervisor can adjust the procedures of e.g. handing in the papers.  
tips:  
-exams in enveloppes  
-students leave per row

### After Exam

- Collect the written exams after collecting the student can leave the location. Or the student hand in his/ her/ their papers at the supervisor and leaves the location
- If needed supervisor will register the intake of the made exam.
- Examinator/ supervisor cleans the desks after the exam
- Supervisor will fill in an evaluation form and send to the Exam Office
- Supervisor cleans Chromebook, desks after their shift. This also applies to the used individual and group rooms in the Therm.

All examination papers must be provided with student name and number and handed in

A box could be used for collecting

Show initiative when needed in actively support the student in handing in and leaving the room under the right conditions.