Rule for written examinations (in halls) at Umeå University
Established by the Vice-Chancellor on 19/06/2012
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The purpose of this rule is to promote a fair examination of students. The rule applies to written examinations (in halls), but in appropriate parts may also be applied to other forms of examination such as home examinations, memoranda, laboratory work etc. The rule applies both to ordinary examinations and re-takes, and, in appropriate parts, to all of the Umeå University campus areas.

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1. General information on written examinations

1.1 Assessment of a student's performance

General provisions on examinations and grades are found in Ch. 6, Higher Education Ordinance (1993:100). Rules and guidelines for grades and examinations at Umeå University are set out in "Rules and guidelines for grades and examinations" (REC. No. 500-4-05) which states, among other things, the following: "Examination means the assessment of a student's performance and forms the basis for grades awarded. The assessment is carried out through one or more written, oral and/or practical examinations. The examination shall be designed so that an individual assessment of a student's achievements can be made." (para. 3.1).

1.2 Questions and answers are public documents

Examination results are public documents, i.e. they are not protected by confidentiality. Examination questions/information are public documents when the examination has been distributed and the time to start the examination has elapsed. Examination results are public documents when the examiner has decided on the grades for all examination candidates (decision by the Parliamentary Ombudsman on 18 July 1991, ref 3980-1990). The authority, i.e. the university, is then obliged, upon request, to provide the documents and, upon request, to release a copy provided that the document is still in the possession of the authority. Pursuant to Section 16 of the fees regulation (1992:191), a fee is charged if an order includes ten pages or more.

A candidate’s examination result may be given to the candidate as an original or a copy and examination results that have not been returned are sorted out (destroyed) after two years, see below.

1.3 Archiving and sorting out of examinations

Written examinations, in accordance with the Regulation on amending the National Archives' regulations and general advice (RA-FS 2007:1) on the sorting out and returning of documents at universities and higher education institutions (RA-FS 2011:2), may be returned to the student or sorted out in accordance with the following grounds:

1 Examination results in these rules refer to an examiner’s decision on grades for all candidates
2 Examination answers in these rules refer to the papers submitted by candidates that are used to assess the candidates’ performance
"Written examination answers may be returned to a student after grades are given if the grade has been recorded in the study register. Examination answers that have not been returned may be sorted out two years after grades were given. One copy of the examination form must be archived. If a student requests reconsideration of a grade, the examination answers should be archived for 2 years after the examination was finally processed."

1.4 Disciplinary measures

Pursuant to Ch. 10, Section 1 of the Higher Education Ordinance, disciplinary measures may be taken against students who

1. through forbidden means or in any other way attempt to cheat in an examination or during the assessment of study performance,
2. disrupt or prevent teaching, examinations or other activities in the area of education at the university,
3. disrupt activities at the university library or other special facility at the university, or
4. subject another student or employee at the university to such harassment or sexual harassment as described in Ch. 1 Section 4 of the Discrimination Act (2008:567).

Well-founded suspicion of such an offence shall, under Ch. 10 Section 9 of the Higher Education Ordinance, be promptly reported to the Vice-Chancellor, who will have the matter investigated.

According to Ch. 10 Section 2 of the Ordinance, disciplinary measures are warning and suspension. The Vice-Chancellor shall, in accordance with Ch. 10 Section 9 of the Ordinance, determine whether the circumstances are such that the matter can be dismissed without further action, lead to a warning by the Vice-Chancellor or be referred to the disciplinary board for review. For more information regarding the disciplinary board, see http://www.student.umu.se/english/code-of-rules/12-disciplinary-actions-etc./12.3-the-disciplinary-committee/

If the disciplinary board finds that a student has committed an offence, the board will decide under Chapter 10 Section 2 of the Higher Education Ordinance on a disciplinary action, which may be either a warning or suspension. A decision on suspension means that the student may not participate in courses, examinations or other educational activities at the university. The decision shall cover one or more periods, but shall not exceed six months. A decision on suspension may also be limited with regard to access to certain premises at the university. Suspension is generally during term time. The Vice-Chancellor will inform CSN (Central Students’ Grants Committee) of any decision on suspension. A student who is suspended must repay any study allowance received for the time period of the suspension. Suspension is counted as an interruption of studies when determining the right to a study allowance.

Certain forms of offences may also fall under the provisions of the Criminal Code and give rise to prosecution.

2. Rules for candidates

2.1 Registration for written examinations

Candidates must register for written examinations in order to be guaranteed a place. Registration for an ordinary examination shall be made with the department concerned not later than ten days before the examination date. Candidates intending to take a written examination with special aids/on special terms due to disabilities must notify the department concerned no later than three weeks before the written examination. Registration for re-takes shall be made according to the instructions of the department responsible. Candidates who have not registered for a written examination may only take
it if there are vacant examination places, as in the invigilator’s instructions. The rules for examination at another location can be found in the Vice-Chancellor’s decision in refs. 500-6-05 and 102-329-07.

2.2 Instructions to invigilators and teachers in charge

Candidates must follow the instructions of the invigilator and teacher in charge before and during written examinations.

2.3 Identification and signature

Candidates must present approved photo identification before the written examination starts. Approved identification includes a valid driver’s licence, passport or ID card. Equivalent foreign identity documents are allowed. Approved photo identification includes police reports no more than three months old indicating that the candidate’s ID has been stolen or lost. Candidates with a protected identity should also, where appropriate, present a certificate from the Student Services to substantiate their identity.

Candidates who are not able to present valid photo identification or the equivalent may not take part in the written examination.

Throughout the whole time of the written examination candidates must have their approved photo identification or the equivalent placed accessibly and visibly on their tables and allow the invigilator to perform continuous identification checks during the whole examination.

Candidates must write their names and civic registration numbers or other identification codes in accordance with the invigilator’s instructions.

2.4 Attendance during written examinations

Candidates who appear for the written examination later than 30 minutes after the stipulated start time may not take part in the examination. No candidate may leave the examination hall during the first 30 minutes of the examination. For specific reasons, for example when a written examination is given at several places at the same time, the above time period may be extended.

2.5 Places in the examination hall

The places for candidates in the examination hall must always be adhered to, in accordance with the invigilator’s instructions. Candidates must respect instructions on places given by the invigilator.

2.6 Aids allowed

Only such aids agreed in advance by the teacher in charge may be taken to the written examination by candidates. With respect to aids that may store, provide or transmit information, such as calculators that can store data, the requirement for consent also applies to information that is contained in, provided by or transmitted by the aid in question. If a candidate refuses to show any paper or aid on request by an invigilator, this fact must be reported to the Vice-Chancellor of Umeå University; see sections 3.8. and 3.15.

2.7 Personal belongings

Bags, outdoor clothes and other personal belongings must be placed in a location indicated by the invigilator, out of reach from the candidate’s place. Mobile phones and other electronic equipment may be taken to the written examination only on condition that they are switched off and are kept out
of reach from the candidate’s place. Pencil boxes, glasses cases and similar cases must also be kept out of reach from the candidate’s place.

The following items are allowed on or by a student’s desk:

- Approved photo identification or equivalent
- Pencils, eraser, ruler, and other similar items
- Medicines, ear plugs and glasses without cases
- Refreshments without bulky packaging
- Snuff boxes

2.8 Paper

Candidates may only do the written examination on paper which is distributed by the invigilator.

2.9 No talking among candidates

Order and silence must be observed in the examination hall. Candidates may only talk with the invigilator or teacher during a written examination. If, despite a reprimand, a candidate continues to talk in a way that is contrary to these rules, the candidate shall be re-seated by the invigilator and subsequently expelled from the hall if such unauthorised talking continues.

2.10 Using toilets

The use of toilets next to the examination hall may only take place in accordance with the invigilator’s instructions.

2.11 No smoking

Smoking is not permitted during written examinations.

2.12 Handing in the written examination

Candidates must write their names and civic registration numbers on the examination papers, or state the identification code as given by the invigilator. Candidates must personally hand in their examination papers to the invigilator and in connection with this must present an approved photo identification or the equivalent. No candidate may finally leave the hall without handing in the written examination, including examination answers, and may not take these from the hall before the examination is finished. Candidates who have not answered the examination questions must hand in a blank paper with their names and civic registration numbers.

2.13 Obligation for disruptive candidates to leave

Candidates who, despite a reprimand by the invigilator, disrupt, prevent the written examination from taking place or do not respect the instructions of the invigilator may be ordered by the invigilator or teacher in charge to immediately stop writing and are then required to leave the hall. One opportunity for the written examination will then have been used by the candidate. The candidate will subsequently be reported to the Vice-Chancellor of Umeå University; see section 2.15.

2.14 How to act during a fire alarm or similar situations

During a fire alarm or similar situations, candidates must follow the instructions of the invigilator. On such occasions the invigilator will act as the evacuation leader for the examination hall.
2.15 Disciplinary measures

Candidates suspected of infringements under Ch. 10 Section 1 of the Higher Education Ordinance shall be promptly reported to the Vice-Chancellor of Umeå University; see item 1.4.

Candidates suspected of infringements are entitled to complete the written examination. Whatever the outcome of the disciplinary case, the candidate has used one opportunity for the written examination.

Under Ch. 10 of the Higher Education Ordinance, the Vice-Chancellor may give a warning or refer the matter to the university’s disciplinary board, which consists of the Vice-Chancellor and one legally qualified member, as well as representatives of teachers and students. If the disciplinary board finds that a student is guilty of deception or disruption, the board will decide on a disciplinary measure, which may be either a warning or suspension during one or more periods, but not exceeding six months in total. Suspension is generally during term time and means that the student may not participate in courses, examinations or other educational activities at the university.

3. Invigilators’ duties and responsibilities

3.1 Invigilators’ duties and responsibilities

The invigilators’ role is to promote students’ chances of completing written examinations and to ensure compliance with these written examination rules. Invigilators must monitor and check candidates and order in general in the examination hall throughout the written examination. Invigilators shall prevent and detect attempts at cheating and other infringements under Ch. 10 Section 1 of the Higher Education Ordinance during written examinations. Invigilators are obliged to report any such offences promptly to the Vice-Chancellor of Umeå University; see sections 1.4 and 3.15.

Invigilators must send out candidates who, despite reprimands, do not respect order and silence in the examination hall. In such cases invigilators must write down their observations of events and report them to the Vice-Chancellor of Umeå University; see section 3.15. Invigilators must also send out candidates who stay in the examination hall for more than 30 minutes after the set time limit, and in such cases report this to the department responsible.

If necessary, an invigilator may summon a security guard.

3.2 Invigilators’ presence in the examination hall

Invigilators must be present in the examination hall at least 15 minutes prior to the start of the examination.

3.3 Checking registrations

Invigilators must check that candidates are registered for the written examination, based on the lists of candidates from the departments concerned. Invigilators may allow unregistered students to participate in the written examination if there are enough places for them.

3.4 Checking identification documents and signatures

Invigilators must check that candidates have approved photo identification. Approved identification includes a valid driver’s licence, passport or ID card. Equivalent foreign identity documents are allowed. Approved photo identification includes police reports no more than three months old indicating that the candidate’s ID has been stolen or lost. Candidates with a protected identity should
also, where appropriate, present a certificate from the Student Services to substantiate their identity. Invigilators must always act with discretion as regards identity checks on candidates with protected identities.

Candidates who are not able to present valid photo identification or the equivalent may not take part in a written examination and must be sent out by the invigilator. In such cases the invigilator must report the event to the department responsible.

Invigilators must ensure that candidates write their names and civic registration numbers or other identification codes in accordance with the instructions of the department responsible.

3.5 Attendance during written examinations

Invigilators must send out candidates who stay in the examination hall for more than 30 minutes after the set time limit, and in such cases write down their observations of the event and report it to the department responsible. Invigilators must inform candidates at the start of the written examination that those who do not wish to take the examination may only leave the hall after 30 minutes of the examination time has elapsed. Invigilators must also notify candidates if the time limit above is extended for special reasons, such as when a written examination is given in several places at the same time.

3.6 Places in the examination hall

The places for candidates in the examination hall must be filled in accordance with the invigilator’s instructions. This also applies to candidates whose specific needs due to disabilities have been notified in advance by the department concerned.

3.7 Checking of written examinations

Invigilators must ensure that an authorised person from the department responsible leaves/fetches written examination papers or is in the examination hall during the examination, and therefore has the right to require visiting teachers to present their identification.

3.8 Aids and personal belongings in the examination hall

Invigilators must check that no unauthorised aids are available for candidates and will make random checks of aids during the written examination. A sole invigilator must be seated in front of the candidates. If there are two or more invigilators, one should be in front of and one behind the candidates. Invigilators must focus their attention on the candidates and occasionally walk around the examination hall.

Invigilators will decide where bags, outdoor clothes and other personal belongings should be placed out of reach from the candidates and check that mobile phones and other electronic devices are turned off during the written examination. Invigilators also check that pencil boxes, glasses cases and similar cases are kept out of reach of candidates and that only the following personal effects are on the desks:

- approved photo identification or equivalent
- pencils, eraser, ruler, and other similar items
- medicines, ear plugs and glasses without cases
- refreshments without bulky packaging
- snuff boxes
Invigilators may not force a candidate to give up materials and may not search candidates. If an
invigilator suspects that unauthorised aids are being used by a candidate, or personal effects are kept
in an unauthorised way, the candidate must be requested to hand in or replace the unauthorised aid
with an approved version, so that the invigilator can copy the suspected unauthorised aid and make a
note of his/her observations of the event in question. The invigilator must then make a written report
to the Vice-Chancellor of Umeå University; see section 3.15.

The invigilator does not have the right to prevent a candidate from completing a written examination,
even if a candidate infringes these rules or is suspected of an infringement under Ch. 10 Section 1 of
the Higher Education Ordinance, except if a candidate, despite reprimands, disrupts order and silence
in the examination hall.

3.9 **Paper**

Invigilators shall inform candidates at the start of the written examination that the examination may
only be written on paper distributed by the invigilators.

3.10 **No talking among candidates**

Order and silence must be observed in the examination hall. The invigilator is responsible for checking
that there are no conversations between the candidates or between candidates and third parties. If,
despite a reprimand, a candidate continues to talk in a way that is contrary to these rules, the
candidate shall be re-seated by the invigilator. If unauthorised talking continues, the invigilator must
immediately send the candidate out of the examination hall.

3.11 **Use of toilets**

Invigilators must make a note of the names of candidates who use the toilets and the times on a special
list. Invigilators must hand in the list to the department concerned after the written examination.

3.12 **No smoking**

Invigilators must inform candidates at the start of the written examination that smoking is not
permitted during written examinations.

3.13 **Handing in the written examination**

At the start of the written examination, invigilators must inform candidates that they may not take
examination papers out of the examination hall and that they must personally hand them in to an
invigilator, even if it is a blank paper. Invigilators are responsible for ensuring that examination
papers, including examination answers, are handed in by candidates. When the examination papers
are handed in, invigilators must check the candidates’ identification. Invigilators must check that the
required code is specified on each page of the examination answers. Invigilators must then separate
the first page of the examination with the code, name and civic registration number from the questions
answered. If the examination papers are not fetched by the department responsible at the time, the
invigilator must lock away the papers in a document cabinet.

3.14 **How to act during a fire alarm or similar situations**

For every written examination and in every examination hall there must be a chief invigilator, who will
decide on the immediate evacuation of the examination hall in the event of a fire alarm or similar
situation. In such a situation the invigilator will act as a temporary evacuation leader for the
examination hall and must ensure that the hall is evacuated and close the hall with the emergency
doors. Everybody must then go to the assembly point specified on the nearest evacuation plan and stay there until further information is given by the police, fire services or the coordinator. During the evacuation of the examination hall, invigilators are responsible for collecting examination papers, if possible. Invigilators must otherwise notify the department in question that the examination papers could not be collected. Invigilators must, in consultation with the relevant department, decide whether the examination can continue, provided that there are no other obstacles to this taking place.

3.15 Disciplinary measures

Candidates suspected of infringements under Ch. 10 Section 1 of the Higher Education Ordinance by breaking the rules of order in refusing to follow the instructions of invigilators or who disrupt order and silence in the examination hall shall be reported in writing immediately to the Vice-Chancellor of Umeå University by the invigilator. This report shall be made in liaison with the department responsible and should be made on the report form for disciplinary cases.

In such cases invigilators must note the name and civic registration number of the candidate, the candidate must be requested to hand in or replace the unauthorised aid with an approved version so that the invigilator can copy the suspected unauthorised aid and make a note of his/her observations of the event in question.

3.16 Conflicts of interest

Invigilators must not be on duty during any written examinations if their impartiality, for whatever reason, may be brought into question. Contact the university lawyer for guidance if there is any uncertainty regarding conflicts of interest.

4. Departments’ duties and responsibilities

4.1 Information to candidates

It is up to each department responsible for courses to inform candidates about these rules for written examinations at the start of the course and prior to written examinations. The department responsible must also ensure that candidates are aware of the rules in force concerning cheating and other infringements which may arise under Ch. 10 in the Higher Education Ordinance. Prior to a written examination, the department responsible must provide information on which rules apply to that particular examination, in particular with regard to authorised and non-authorised aids, and remind students of the rules for written examinations in halls. Information on the rules applicable to written examinations must be available in the examination hall.

4.2 Reservation of examination halls and invigilators

The university has special halls at its disposal for examination purposes. During periods of high demand for examination halls, other rooms may be used. Information about available examination halls can be found on the invigilators’ website. The university has special invigilators for monitoring written examinations. Departments’ needs for examination halls and invigilators are reported on a special form available from the invigilator unit, University Service, at the university administration. Note that it is compulsory to specify alternative examination dates. When ordering, departments must specify whether the same examination will be given at several places at the same time, and at what time this will take place. Any supplementary orders or cancellations of examination halls must be forwarded in writing to the invigilator unit. If cancellation takes place later than one week before a written examination, the department will be charged the full cost of a completed written examination. Ordinary examinations will normally be during daytime from Monday to Friday, immediately after the course. If
written examinations are in the evening, the department must consult with the invigilator unit before arranging such written examinations. With specific regard to students with children and students whose religious beliefs may prevent them from taking examinations at certain times, ordinary examinations and re-takes must be arranged during weekdays (ref 500-4-05).

During certain time periods the demand for examination halls is very large. For this reason the Vice-Chancellor of Umeå University has decided that:
- departments, whenever possible, should arrange examinations of theoretical modules a few days before the module is finished, with the possibility of memos, assignments and laboratory work, etc. being completed after the examination
- it is compulsory to specify alternative examination dates when booking examination halls
- examination days in mid-term (last Friday in period 1) and at the end of the term (the last Friday) will be divided into 4-hour sessions starting at 8 am. (If the Friday is a public holiday it will be replaced by the immediately preceding normal working day.) Possibly, 6-hour examinations may be arranged on other days or can be divided into two parts, a 4-hour part and a 2-hour part (Vice-Chancellor's decision of 18 January 2005, ref 500-1763-04).

4.3 Management of written examinations

The department responsible must handle examination issues in such a way that no unauthorised persons can access them before the written examination. The teacher in charge of a written examination is responsible for ensuring that communication between the officials involved takes place in a secure manner. Examination papers must always be kept in an adequately locked place so that no unauthorised person has access to the questions.

4.4 Transport of examination papers

The department in charge of the course is responsible for delivering printed examination forms to and fetching them from the examination hall. The examination forms must be in place no later than 15 minutes before the start of the examination. The invigilator unit will provide other papers necessary for carrying out the examination. There are special pick-up places on the campus for collecting papers for transport. Information about these places is available on the invigilator unit’s website. There is also information on times for submissions. After a written examination is completed, the examination papers submitted are collected from the same places. Storage of the submitted examination answers must take place in a secure manner. Transport from and to the pick-up places takes place in special, locked transport boxes and is arranged by the post and transportation service in University Service. During office hours, departments submit examination forms and fetch written papers from the invigilator unit’s office. Examination forms can also be submitted to the invigilator in the examination hall, but no later than 15 minutes before the start. Authorised persons from the department responsible who deliver examination forms and fetch examination papers, or who are in the examination hall during the written examination, shall, on request, show identification to the invigilator.

4.5 Information to invigilators

Prior to a written examination, the department responsible must give clear working instructions to the invigilator unit. The department must also send two attendance lists of candidates who have registered for the written examination and information about candidates who will take the examination with special means/on special terms due to disabilities.

4.6 Instructions and working materials

Teachers in charge must be available by phone during the whole written examination to assist the invigilator if necessary. It is recommended that teachers in charge are present at the beginning of the
written examination for the assessment of what technical or other aids may be used by candidates. The following must be stated on the written examination form:
- whether the examination questions should be returned to the invigilator along with the examination answers; otherwise, students may take the question papers;
- whether aids are permitted and, if so, which aids are permitted;
- if no aids are permitted;
- whether aids, such as calculators, may be lent and borrowed by candidates;
- telephone numbers of the examiner/course teacher, who may be contacted by the invigilator if necessary.

4.7 How to act during a fire alarm or similar situations

The relevant department must, in consultation with invigilators, decide whether the examination can continue after a fire alarm or similar, provided that there are no other obstacles to this taking place.

4.8 Disciplinary measures

The department responsible must cooperate with invigilators in the case of a report to the Vice-Chancellor of Umeå University if a candidate fails to comply with these rules or is suspected of infringement under Ch. 10 Section 1 of the Higher Education Ordinance; see items 1.4 and 3.15.