Grading and examination regulations for first and second cycle studies

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Grading and examination regulations for first and second cycle studies

The examination is both a form of exercise of authority and a step in the student’s learning process. For the examination to be perceived as being conducted in due process, regulations and procedures must be clear to students, teachers and administrators alike. This is the foundation for the provisions in this document. However, the pedagogical aspects of the examination shall not be the subject of centralised regulation.

General examination and grading regulations can be found in Chapter 6 of the Higher Education Ordinance.

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1. **Examiner**
   1.1. The examiner is a teacher who is given grading responsibility by the university. To be appointed as examiner for a course at Umeå University, the person must be employed as a teacher at a Swedish higher education institution.

   1.2. The Vice-Chancellor's delegation procedure and each respective faculty's delegation procedure specify who appoints the examiner.

   1.3. In examination matters, the examiner may ask for assistance from another person, such as a teacher or internship supervisor, for assessment of the students’ performance.

   1.4. An examiner or other person participating in the processing of an examination matter must act objectively and impartially. If there is a risk of bias, the affected parties should personally inform the head of the department.

   1.5. For independent work (degree projects) on a first or second cycle level, the supervisor and examiner may not be the same person.

2. **Change of examiner**
   2.1. A student who has taken the regular examination as well as a re-sit for a course or a part of a course, without passing either examination, has the right to have another examiner appointed, if there are no specific reasons for not doing so.

   2.2. In cases where internship, placement (VFU) or similar education periods are limited to two, the student is entitled to change examiner before the second examination date.

   2.3. If cooperation problems or similar special grounds exist, the student's request for a new supervisor or examiner for a thesis or degree project shall be processed swiftly.

   2.4. The course syllabus specifies who the student should contact to request a new examiner or supervisor.

3. **Grades**
   3.1. Grading is done for completed courses unless the University states otherwise.

   3.2. The grades that are used are Fail, Pass and Pass with distinction. Dispensation from this three-grade scale can be given by the Vice-Chancellor. The grades that are used shall be specified in the course syllabus.

   3.3. However, for courses that fully or partially consist of placement and which result in a Degree of Bachelor of Arts in Pre-School Education or Primary Education, a Degree of Master of Arts/Sciences in Secondary Education or a Higher Education Diploma in Vocational Education, more than one grade shall be used for passing results. This only applies if the placement part of the course covers more than three credits.

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1 Chapter 6, Section 18 of the Higher Education Ordinance
2 See the appointment procedure for the higher education institution where the teacher is employed
3 Chapter 6, Section 18 of the Higher Education Ordinance
4 Section 11 of the Administrative Procedure Act
5 Chapter 6, Section 22 of the Higher Education Ordinance
6 Chapter 6, Section 18 of the Higher Education Ordinance
7 Vice-Chancellor's decision, Ref. no. 540-1133-07
8 Vice-Chancellor's decision, Ref. no. 100-1190-11
9 Chapter 6, Section 18 of the Higher Education Ordinance
3.4. For completed courses, the grading is done by a teacher specially appointed by the university (examiner), see Chapter 1.

3.5. A grade decision shall be kept in paper form and in LADOK. The decision shall specify the participants of the final processing of the grading matter, such as reporters or other teachers who have participated in reviewing tests/assignments.

4. Grade review
4.1. Grades cannot be appealed, i.e. be tried by a higher instance, but a student can always submit remarks regarding the assessment or request that an examiner reviews their decision.

4.2. If an examiner finds that a grade is manifestly incorrect due to new circumstances or some other reason, the examiner shall change the decision, if this can be done quickly and does not result in the grade being lowered.

4.3. To eliminate any suspected cheating, students who want to remark on the assessment or request a grade review should not retrieve the original copy of their test. Note that the student does not lose their right to a grade review even if they have retrieved the original test. C.f. 17.4

5. Grade correction
5.1. A grade decision which is manifestly incorrect due to typing errors, calculation errors or similar oversights may be corrected, both to the benefit and detriment of the student. Such a correction decision must be made by an examiner. Corrections to the detriment of a student must be done with great care. Before such a correction is done, the student must be offered an opportunity to submit a statement.

6. Examination
6.1. An examination means that an examiner sets a grade based on the form(s) of assessment of the student's performance specified in the course syllabus.

6.2. The assessment of the examination is done based on different forms of tests, also known as examination forms, including on-campus exams, take-home exams, oral exams, participation in compulsory course elements, academic papers, group assignments, memos, lab work, internships/placements and seminars.

6.3. The examination forms included in the course should be clearly stated in the course syllabus.

6.4. The examination shall be designed so that an individual assessment of the student's performance is possible.

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10 Chapter 6, Section 18 of the Higher Education Ordinance
11 An "archive list"
12 Chapter 12, Section 4 and Section 2 of the Higher Education Ordinance
13 Chapter 6, Section 24 of the Higher Education Ordinance
15 Section 26 of the Administrative Procedure Act
16 Chapter 6, Section 23 of the Higher Education Ordinance
17 Chapter 6, Section 15 and Section 18 of the Higher Education Ordinance
18 Chapter 6, Section 15 of the Higher Education Ordinance and HSV decision no. 31-5952-09
7. **Compulsory course elements**

7.1. To require compulsory participation from a student, examination must be possible in the individual course element. For safety reasons, demonstrations or similar activities as well as preparations for clinical teaching may be considered eligible for compulsory participation despite not having any testing component. Compulsory course elements shall be specified in the course syllabus.

7.2. A student may request to be excused from compulsory elements. Such a request shall be submitted ahead of time to the examiner. A decision not to grant a student leave from a compulsory course element can be appealed to the Higher Education Appeals Board.¹⁹

7.3. The same rules apply to missing a compulsory element as to re-taking an exam. See Section 15 "Re-taking a test".

7.4. In case a compulsory course element cannot be repeated, it should be substituted with another, equivalent course element. The scope of and contents of such an element should be in proportion to the missed compulsory course element.

8. **Failing a student during ongoing internship**

8.1. The responsible examiner may, in consultation with the relevant supervisor, decide to fail a student during ongoing internship if they show such shortcomings in knowledge, skills or approach that these, individually or when combined, entail a significant risk that the student may hurt another person physically or mentally during the internship. The student then ends their internship prematurely and is given a grade of Fail for the course in question. The right to fail a student during ongoing internship only applies if it is prescribed in the course syllabus.

8.2. In connection with such a decision referred to in 8.1, an individual development plan shall be drawn up by the examiner in consultation with the student. The development plan shall state what knowledge, skills or approaches the student needs to acquire to resume the internship and a date when this will be checked. The student is entitled to two such dates per year. However, the total number of checks should not exceed four, unless special grounds for this exist.

9. **Tests**

9.1. Regular tests shall normally be given on a date, Monday through Friday between 08:00 and 17:00 during the course period.

9.2. In the event of a teacher being ill or another circumstance which can cause delays, the department shall find another solution so that the test can be conducted.

9.3. If a student cannot take the test due to a mistake on the University’s behalf, the student is entitled to a new test date as soon as possible, but no sooner than 5 working days after the regular test date.²⁰

9.4. A student is entitled to know afterwards how the assessment has been made. Oral or written review of a test shall be offered after the regular test date, no later than two weeks before the re-sit.

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¹⁹ Chapter 12, Section 2 of the Higher Education Ordinance
9.5. Tests cannot be recalled by a student regardless of whether a grading decision has been made or not.21

10. **Test results**

10.1. Students shall be informed of test results within 15 working days of the test date, regardless of the examination form22. For written assignments, lab reports or similar, the submission deadline is considered the test date. Teacher illness or similar circumstances may not entail delays, with the departments being responsible for finding alternative solutions in these situations.

11. **Tests taken at another location**

11.1. Tests are normally given in the same location as the course is held. If there are special reasons for it, a student may take a test at another location. A student who wishes to take a test at another location must request this from the relevant department at least one month before the test date. The prerequisites for taking a test at another location are that approved premises and invigilation can be arranged for a reasonable cost and that the test can be taken at the same time as it is taken at the regular location. Students participating in elite-level sports and who have an agreement with Umeå University are considered to have special grounds for taking tests at another location23.

12. **Adapted examination form**

12.1. For students in need of pedagogical support due to functional impairments, individual adaptation of examination forms should always be considered based on the student’s needs.24 The examination form is adapted within the framework of the course syllabus’ intended learning outcomes.

12.2. The course coordinating teacher shall, upon request from the student, consult with the examiner to quickly decide on adapted examination form. The decision shall then be conveyed to the student.

13. **Test participation**

13.1. Assuming that a student adheres to the University’s rules for on-campus examination25 and does not exceed the applicable maximum number of test dates (see re-taking tests, Chapter 15) a student may not be denied taking a test. This also applies if there are compulsory course elements which must be completed before the element/course is passed. However, in order to pass the student must afterwards complete the compulsory element or apply for exemption from it. For examination forms involving a third party (such as patients) or where other safety reasons require it, it may be required for relevant course elements to be completed before the student is allowed to take a test.

13.2. A test date is considered used up if the student participated in the test. A student’s absence from a test they have signed up for means that the test date is not considered used up. Participating in a test without presenting a result, a “blank submission”, is considered a used up test date.

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21 JO (Parliamentary Ombudsman), Ref. no. 977-2010, 30/11/2011.
22 JO Ref. no. 3980-1990
23 Vice-Chancellor’s decision “Policy för kombinationen mellan elitidrott och studier” Ref. no. 102-329-07 and Vice-Chancellor’s decision “inrättande av idrottshögskolan” Ref. no. 103-2905-12
24 Decisions regarding the right to pedagogical support are made by the pedagogical support coordinator at Student Services
25 Rules and guidelines for written exams Ref. no. FS 1.1.2-784-14
14. **Limitation of test dates**

14.1. Limitation of the number of test dates shall be done conservatively and must be motivated by the fact that an unlimited number of test dates would lead to a waste of resources. If the University limits the number of dates on which a student may take a test to pass a course or part of a course, the number of dates shall be set at no less than five. If a grade of Pass for a course or part of a course requires the student to have completed their internship/placement or corresponding training with a grade of Pass, the number of periods for internship/placement or corresponding training shall be set to at least two.

14.2. Any limitation of the number of test dates shall be specified in the course syllabus and, if the regulations apply to a whole educational programme, also in the programme syllabus.

14.3. At those departments that have introduced limitations to the number of test dates, there must be procedures for support measures for students who risk losing their right to take tests for a specific course. The procedures shall be designed in line with the University Management’s decision on goals and local provisions for study guidance.

15. **Re-taking tests**

15.1. Student who have not passed a test may re-take the test (re-sit) on courses where they have been registered at some point, assuming that the maximum number of examination dates has not been exceeded.

15.2. Students who have been given a grade of Pass may not re-take a test.

15.3. /ceases to apply 30/06/2015/ Students who have not passed during a regular test date are entitled to re-take the test, known as a **re-sit**. A re-sit shall be offered no later than three months after the regular test, but no earlier than ten working days after the results of the regular test have been announced and a copy of the student’s test is available. At least one more re-sit shall also be offered within a year, known as a **catch-up**. For education programmes and courses with set test periods, special rules apply. These are specified in the programme and course syllabuses.

15.4. /Applies from 01/07/2015/ The first re-sit shall be offered no later than two months after the regular test, but not less than ten working days after the results of the regular test have been announced. For tests given during May and June, the first resit may be offered within three months of the regular test date.

15.5. The dates of re-sits shall be announced no later than in conjunction with the regular test.

15.6. At least one second re-sit (known as a catch-up) shall be offered within a year of the regular test date.

15.7. If a course is no longer offered or a course syllabus has been changed in a significant way, the guidelines for how re-sits are given shall be specified in the transitional regulations for the course syllabus. In these cases the students shall be guaranteed at least three test dates (including the regular test date) according to the previous course syllabus for a maximum of two years from when the previous course syllabus has ceased to apply. Regarding internship/placement, the corresponding rules apply with a limitation of one re-take.

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26 UKÄ inspection report 2014/5
27 Chapter 6, Section 21 of the Higher Education Ordinance
28 Goals and local provisions for study guidance Ref. no. 102-437-07
29 Grading and examination ref. no. 500-4-05
15.8. Taking into consideration that some students have children, and that students have different faiths, the regular test and re-sit shall be given on different weekdays.

15.9. In case tests or internships/placements cannot be repeated according to existing regulations for re-takes, they shall instead be replaced with another assignment. The scope and content of such an assignment should be in reasonable proportion to the missed test/internship.

16. Supplementary assignments

16.1. If the course syllabus includes provisions regarding this, the examiner may decide that a student is not given a grade of Pass until they have completed a supplementary assignment. The course syllabus shall specify the time frame of the supplementary assignment and in what way it can be done. 30

16.2. If the examiner decides that a supplementary assignment is possible, the student may choose to do an assignment or instead take a re-sit at a later date.

17. Disclosing tests

17.1. Test questions/information are public documents when the test has been given out and the time for beginning the test has expired. 31

17.2. Test answers are public documents once the examiner has decided on grades for all test takers. 32

17.3. Test results are public documents. 33

17.4. A student may collecting their original test answers or a copy once they are made public documents. (Cf. 4.3). Test answers and questions shall be archived or expunged in accordance with Umeå University’s document management plan for student administration documents. 34

17.5. Umeå University must, upon request, disclose public documents or provide copies of such documents assuming that the document is still kept by the University. A fee in accordance with the Fees Ordinance will be charged if the order is for ten pages or more. 35

18. Disciplinary measures

18.1. Disciplinary measures regarding tests can be taken against students who

1. use disallowed aids or in some other way try to mislead during a test or when a study performance is otherwise assessed,

2. disturb or obstruct teaching, testing or other activities within the framework of the University's education.

A substantiated suspicion of such an infraction shall immediately be reported to the Vice-Chancellor, who will investigate the matter.

31 Chapter 2, Section 7 of the Freedom of the Press Act
32 Test answers here refers to the student’s submission that forms the basis for assessing their performance
33 § 10’s decision of 18 July 1991, ref. no. 3980-1990
34 Test results here refers to the assessment of individual students' performances in tests.
35 See “Rules and guidelines for study administration” Ref. no. 500-5-05 regarding rules for notification of test results.
36 http://www.umu.se/regelverk/arkiv-och-diarium
37 Section 14 of the Fees Ordinance
38 Chapter 10, Section 1 of the Higher Education Ordinance
39 Chapter 10, Section 9 of the Higher Education Ordinance
18.2. The Vice-Chancellor decides if the circumstances are such that the disciplinary matter shall be dismissed, result in a warning from the Vice-Chancellor, or be referred to the Disciplinary Committee\(^{40}\) for assessment.\(^{41}\)

18.3. If the Disciplinary Committee finds that a student is guilty of an infraction, the Committee will decide on a disciplinary sanction, which can either be a warning or suspension.\(^{42}\)

18.4. A suspension decision means that the student cannot participate in teaching, tests or other activities within the framework of the University education. The decision shall be for one or more periods, but no more than six months. A suspension decision may also be limited to curtailing access to certain University premises. Suspensions are generally applied during semesters. The Vice-Chancellor informs Centrala studiestödsnämnden (CSN) of suspension decisions. A suspension is considered a break in studies when assessing the right to student aid.

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\(^{40}\) [http://www.umu.se/om-universitetet/organisation/kommitteer/disciplinnamnd/](http://www.umu.se/om-universitetet/organisation/kommitteer/disciplinnamnd/)

\(^{41}\) Chapter 10, Section 9 of the Higher Education Ordinance

\(^{42}\) Chapter 10, Section 2 of the Higher Education Ordinance