



# Policy document for written exams

Established by the Vice-Chancellor 11/11/2014

Ref. no.: FS 1.1.2-784-14

This policy document replaces the following previous decisions by the Vice-Chancellor:

*Rules for written exams (on-campus exams) at Umeå University*, ref. no. 500-2818-11 and

*Insufficient examination halls*, ref. no. 500-1763-04

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| Type of document  | <i>Policy document</i>                     |
| Decision by:      | <i>Vice-Chancellor</i>                     |
| Validity period:  | <i>19/01/2015 and until further notice</i> |
| Area:             | <i>Education and research</i>              |
| Entity in charge: | <i>Student Services</i>                    |

*This policy document is a supplement to the Rules and guidelines for written exams. It defines the division of responsibilities between the relevant parts of the organisation.*

## 1. About written exams, examination halls and invigilation

A central Examination Service is available from University Services. The Examination Service coordinates all of the University's joint examination halls<sup>1</sup>. Written exams in these halls are monitored by special invigilators.

A department's need for examination halls and invigilators is reported to the Examination Service using a special form. When submitting an order, the department should specify the desired examination date and time, including an alternative date, the estimated number of students taking the exam, whether the exam shall be held in several locations at the same time and any other requests. The definite number of students taking the exam shall be reported at least one week before the scheduled exam<sup>2</sup>. Any supplementary requests or cancellation of booked exam halls shall be made in writing to the Examination Service. If a cancellation is made less than a week before the exam date, the department is charged the full cost of the booking.

During periods of great demand for exam halls, premises other than these specially equipped halls may be used. Information about current exam halls can be found on the Examination Service website.

The Vice-Chancellor's Grading and examination regulations for first and second-cycle studies<sup>3</sup> states that regular exams shall normally be scheduled between 8:00 and 17:00, Monday through Friday during the course period. Prior to written exams planned for later in the evening or during the weekend, the department should consult with the invigilators.

Regular exams and re-sits shall be scheduled for different weekdays<sup>4</sup>.

The Examination Service tries to minimise the use of premises other than those specifically equipped for exams. There are periods when the demand for exam halls is especially big. Therefore, the following applies to the booking of exams halls during the three days before the end of a period or the semester<sup>5</sup>:

- An alternative date must always be specified
- Regular exams are prioritised before re-sits
- In the case of scheduling conflicts, the earliest submitted request is prioritised
- Each exam hall is normally divided into two sessions, generally starting at 8:00 and 13:00, but the times may be moved in the event of exams longer than four hours.

For written exams arranged without the involvement of the Examination Service, the same general responsibility applies for invigilators, as described below.

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<sup>1</sup> Currently located in the Eastern pavilion

<sup>2</sup> For more on this, see Chapter 3 of this document.

<sup>3</sup> See Grading and examination regulations for first and second-cycle studies, ref. no. FS 1.1.2-553-14

<sup>4</sup> See Grading and examination regulations for first and second-cycle studies, ref. no. FS 1.1.2-553-14

<sup>5</sup> For dates, see Rules for scheduling the academic year, ref. no. 100-2853-12

## 2. Invigilators' tasks and responsibilities

### **2.1 To facilitate, prevent and report**

The invigilator's task is to facilitate the students' conditions for taking the written exam and ensure that rules are followed. The invigilator shall monitor and supervise the exam takers and the order in the exam hall during the examination. The invigilator shall prevent and report attempts to mislead or other infractions in accordance with Chapter 10, Section 1 of the Higher Education Ordinance during written exams.

Information regarding applicable exam rules shall be available in the exam hall.

### **2.2 Reporting to the exam hall**

The invigilator shall be ready to let students into the exam hall at least 20 minutes before the starting time of the exam. Students who arrive after the set starting time should be let into the exam hall in a way that does not delay the start of the exam. This means that those taking the exam may have to wait outside of the exam hall until the exam is underway, but no more than 30 minutes after the start time. Invigilators shall work to ensure that the students are able to utilise the full examination time and that disturbances caused by late arrivals are kept to a minimum.

Invigilators shall refuse entry for students who arrive more than 30 minutes after the set starting time and in these cases keep a record of their observations of the incident and report this to the responsible department.

If a student wants to leave the hall after less than 30 minutes of the exam period has elapsed (or the applicable time limit, should it have been extended for some reason), the invigilator shall inform them that this is not allowed. If an infraction entails a suspected breach of Chapter 10, Section 1 of the Higher Education Ordinance, a report can be made to the Vice-Chancellor after consulting with the responsible teacher.

### **2.3 Checking applications**

The invigilator shall check that the students have applied for the examination using the participant lists that are issued by the relevant department. The invigilator may allow students who have not applied to take the exam if there is room and exam forms are available.

### **2.4 Checking identity**

Invigilators shall check that students taking the exam have a valid form of photo ID. Valid forms of photo ID include driver's licenses, passports and ID cards with appropriate validity periods. The corresponding foreign forms of identification are also accepted. Police reports no more than three months old, stating that the student's ID documents are stolen or lost, are also accepted.

Students with protected personal information shall bring a certificate from Student Services proving their identity. Invigilators shall always be discrete when checking IDs, taking into consideration students with protected personal information.

Students who cannot provide a valid photo ID or corresponding documents cannot take the exam and shall be asked to leave by the invigilator. Invigilators shall in these cases report the incident to the responsible department.

### **2.5 Seating in the exam hall**

Invigilators are responsible for seating students in the exam hall. This applies to students whose functional impairment means that they have special needs which have been reported in advance by the responsible department.

## **2.6 Authorised teacher**

In the event that a teacher arrives in the exam hall, the invigilator is responsible for ensuring that the teacher is authorised by the responsible department. The invigilator may ask the visiting teacher to provide ID.

The same applies to staff collecting test answers.

## **2.7 Information for students taking the exam**

At the start of the exam, the invigilator shall orally inform (in English where needed) the students of the rules that apply in the exam hall, including

- what personal belongings are allowed by the students' seats
- that the students shall write their names, personal identification numbers and ID codes on the exams
- that students who do not wish to complete the exam cannot leave before 30 minutes of the exam time has elapsed and, where relevant, inform the students that the aforementioned time limit is extended, for example, when exams are given in several locations at the same time
- that the exam may only be written on paper distributed by the invigilator
- that smoking is not allowed in conjunction with taking exams
- that students cannot take exam forms outside of the exam hall and that you must personally hand your answers to the invigilator, even if the student is handing in a "blank submission"
- any procedures for bathroom visits
- how and when communication with the responsible teacher can take place during the exam

## **2.8 Checking external aids and personal belongings**

The invigilator shall ensure that no disallowed aids are available to students and make random inspections of aids during the exam. A lone invigilator shall be placed in front of the students taking the exam. If two or more invigilators are in the hall, one shall be placed in front of and one behind the students. The invigilator shall focus on the students and occasionally walk through the exam hall.

The invigilator decides where bags, garments and other personal belongings are placed. These shall be placed out of reach of the students' seats. The invigilator shall ensure that mobile phones and other electronic equipment are turned off during the exam. The invigilator also ensures that pencil boxes, spectacle cases, wallets and similar containers are kept out of reach of the workplaces and that only allowed personal belongings are found at the student's workplace.

The invigilator cannot force a student to hand over material and cannot conduct a body search of students. If the invigilator suspects that disallowed aids are being used by a student or that personal belongings are being kept in a prohibited manner, the student shall be asked to hand over or replace the disallowed aid with an allowed copy so that the invigilator can copy the suspected disallowed aid and make a note of their observations about the incident. The invigilator shall then make a written report to the Vice-Chancellor of Umeå University, see Section 2.13.

If a student breaches the regulations or is suspected of an infraction in accordance with Chapter 10, Section 1 of the Higher Education Ordinance, this does not stop them from completing the exam.

## **2.9 Ensuring there is no talk or disturbances**

The exam hall should be quiet and orderly. The invigilator is responsible for ensuring that there is no talk between students or between a student and third parties.

A student who, despite being warned, keeps disturbing the order and silence of the exam hall is asked to leave the hall. The invigilator should in this case note their observations about the incident and

without delay report this as an infraction under Chapter 10, Section 1 of the Higher Education Ordinance to the Vice-Chancellor of Umeå University, see Section 2.13.

When needed, the invigilator may summon a security guard.

### **2.10 Bathroom visits**

The invigilator is responsible for ensuring that bathroom visits are done in a way that minimises the risk of deception during the exam. There should be special procedures in place if the design of the hall entails that a student visiting the bathroom must pass through an area outside of the exam hall.

### **2.11 Submitting the exam**

When a student submits their exam, the following shall be checked by the invigilator

- that answers and, where relevant, the questions have been submitted by all students, including blank submissions
- the student's ID
- that the code is written on all pages of the answer

The invigilator shall then separate the first page of the exam with code, name and personal identification number from the answered questions or blank submission. If submitted answers are not retrieved by the responsible department at the end of the scheduled exam time, the invigilator shall lock them in a filing cabinet.

### **2.12 Procedures in case of a fire alarm or similar situation**

During each exam and in each exam hall there must be an invigilator with the main responsibility for deciding on immediate evacuation of the exam hall in the event of a fire alarm or similar situation. In such a situation, the invigilator becomes a temporary evacuation leader for the exam hall and shall ensure that the hall is evacuated and shut using the emergency exits. Everyone shall then head to the reassembly point specified on the closest evacuation plan and await instructions from the police, emergency services or coordinator.

When evacuating an exam hall, the invigilator is responsible for, if possible, collecting all exam answers. The invigilator shall otherwise notify the relevant department that exam answers could not be collected.

### **2.13 Disciplinary measures**

Students who are suspected of infractions in accordance with Chapter 10, Section 1 of the Higher Education Ordinance<sup>6</sup> by, for example, not adhering to the exam rules, refusing to follow the invigilator's instructions or disturbing the peace of the exam hall, shall immediately be reported in writing to the Vice-Chancellor by the invigilator. The report shall be submitted using a disciplinary matter report form<sup>7</sup>. The department responsible for the course shall be informed of the report.

The invigilator shall in these cases note the student's name and personal identification number, instruct the student to hand over or replace the disallowed aid with an allowed aid, copy any evidence and write down their observations about the incident in question.

### **2.14 Bias**

The invigilator may not serve during exams where their impartiality could be questioned for any reason. Contact the University Legal Affairs Officer for guidance regarding bias.

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<sup>6</sup> HEO Chapter 10 "Section 1 Disciplinary measures may be invoked against students who 1. use prohibited aids or other methods to attempt to deceive during examinations or other forms of assessment of study performance 2. disrupt or obstruct teaching, tests or other activities within the framework of courses and study programmes at the higher education institution..."

<sup>7</sup> Available at <https://www.aurora.umu.se/Stod-och-service/blanketter-och-mallar/blanketter/juridik/>

## 3. The department's duties and responsibilities

### 3.1 Information for students taking the exam

Each department is responsible for, at the start of a course and before exams, informing the students of the *Rules and guidelines for written exams*. The departments are also responsible for informing the students of what rules apply regarding deception and other matters that may arise in accordance with Chapter 10 of the Higher Education Ordinance.

Before a written exam, the department shall specify which rules apply to the exam date, especially regarding allowed and disallowed aids, and remind the students of the rules for written exams. Students shall be informed of how and when to register for the exam and be reminded that they shall be at the exam hall no later than 15 minutes before the start of the exam.

### 3.2 Handling of exam forms

The departments shall handle exam questions in such a way that no unauthorised parties can access them before the exam date. The teacher responsible for the exam must ensure that the transfer of questions between involved staff is done securely.

The exam questions and answers shall always be kept in a space with sufficient locking mechanisms in a way that ensures that no unauthorised parties have access to the forms.

### 3.3 Transport of exam forms and answers

Each department is responsible for delivering printed exam forms to the exam hall, and for retrieving the submitted answers. Exam forms, including covers, shall be available no later than 12:00 on the day before the exam. The Examination Service provides any other papers needed for the exam.

There are special submission points on campus for transports. Information about current submission points can be found on the Examination Service website. It also has information about deadlines for submissions.

After the exam is completed, the submitted answers can be retrieved from the same points (see above) on the first weekday after the exam. For exams done in the East pavilion, answers can be collected there on the exam date. The submitted answers shall be stored in a secure way. Transport from and to submission points is done in special, locked transport boxes and is handled by the Examination Service.

During office hours (see the Examination Service's website) the departments can submit exam forms as specified above and collect answers from the Examination Service's office. An authorised person from the relevant department who submits exam forms or collects answers, or who is in attendance in the exam hall during the exam, shall be able to identify themselves to the invigilator if requested.

### 3.4 Information and instructions for invigilators

Before exams, the departments shall provide clear work instructions to the invigilators.

If the departments are responsible for lending special aids (such as calculators), these shall be delivered to the exam administration at the same time as the exam forms.

The department shall, no later than one week before the written exam, send a digital list or two printouts of names in alphabetical order and personal identification numbers of students who have

registered for the exam<sup>8</sup>. At the same time, the department shall provide information about students who are to take the exam with special aids/on special terms due to functional impairments.

The responsible teacher shall be available for the first hour of the exam date to assist the invigilator or students if needed. The responsible teacher's telephone number shall be provided to the exam administration when delivering the exams, no later than 12:00 on the day before the exam.

The responsible teacher is recommended to be in attendance at the exam hall at the start of the exam to help assess which aids, technical or otherwise, may be used by students. This is especially important if there are students with functional impairments who have been allowed special aids. Such aids shall be approved beforehand by the department.

The cover of the exam shall specify:

- if the exam questions shall be returned to the invigilator along with the answers; otherwise the student may take the question with them;
- if aids are allowed and if so, as clearly as possible, which aids are allowed;
- if no aids are allowed;
- if aids, such as calculators, can be shared between students;
- contact information for the responsible teacher and any specific time when the teacher will visit the exam hall

### **3.5 Disciplinary measures**

The departments shall cooperate with the invigilators to submit a report to the Vice-Chancellor if a student has acted in contravention of these regulations or is suspected of an infraction under Chapter 10, Section 1 of the Higher Education Ordinance, see Section 2.13.

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<sup>8</sup> Portalen has a function for registering for exams and administering exam dates connected to Ladok. Contact Student Services/Ladok for more information.