



Rules and guidelines for written exams

Established by the Vice-Chancellor 11/11/2014
Ref. no.: FS 1.1.2-784-14

This regulation replaces the following decision by the Vice-Chancellor:
Rules for written exams (on-campus exams) at Umeå University, ref. no. 500-2818-11 and
Coded exams, ref. no. 500-13-08

Type of document	<i>Regulation</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>

The purpose of this regulation is to promote the fair examination of students. The regulation applies for written exams, regardless of where the exam is held. It is also in effect during applicable parts of digital written exams. The regulation shall be applied during both regular exams and re-sits.

1. General information about exams

General examination and grading regulations can be found in Chapter 6 of the Higher Education Ordinance (1993:100). Umeå University's grading and examination rules are specified in *Grading and examination regulations for first and second-cycle studies*¹, which states the following: "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. 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."

The above document also includes rules regarding the disclosure of tests, adapted examination, measures in the event of cheating and other forms of deception (disciplinary measures) etc.

1.1 Coded written exams

All written exams shall be coded, unless the Faculty Board finds that there are special grounds for this not to be the case. Such reasons shall be specified in the course syllabus.

To conduct a coded written exam you need an extra cover page with a pre-printed number on which the student writes their name and personal identification number. The student should also write the specified number on each sheet of their exam. When the exam is done, the invigilator removes the cover page and puts it in a separate envelope. This means that the teacher receives the exams with only a number on them, and the administrator is the only one who know the identity of the students. Once the exams have been marked, the course administrator recombines the covers and exams and informs the examiner.

The procedure is different for digital written exams, but the intention is still to make the assessment procedure anonymous.

2. Rules for students

2.1 Registering for exams

Students must register for the exam to be guaranteed a spot in the exam hall. Registration for regular exam dates shall be submitted to the relevant department no less than ten working days before the exam date, or according to department instructions. Students who will be taking the exam with special aids/on special terms due to a functional impairment shall inform the relevant department of this when registering. Registering for re-sits shall be done according to the department's instructions. Students who have not registered for an exam may take it only if there are free spots in the exam hall and if there are enough exam forms.

¹ Grading and examination regulations for first and second-cycle studies, ref. no. FS 1.1.2-553-14

The rules for taking a test at a location other than the place of study can be found in the Vice-Chancellor's decision *Grading and examination regulations for first and second-cycle studies*².

2.2 Instructions from the invigilator and responsible teacher

Students shall follow the instructions of the invigilator and responsible teacher in conjunction with ongoing exams.

2.3 Identification

Students shall provide a valid photo ID. Students who cannot provide a valid photo ID or corresponding documents cannot take the exam.

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.

2.4 Attendance during exams

Students shall arrive at the exam hall no later than 15 minutes before the set start time of the exam. Students who arrive after the set start time may have to wait up to 30 minutes after the starting time to be allowed to enter the exam hall. No one may be admitted to the exam hall after 30 minutes of the exam time has passed.

No students may leave the exam hall during the first 30 minutes of the exam. The 30 minute time period may be extended if special grounds exist, such as an exam being given in several locations at once.

2.5 Seating in the exam hall

Students shall be seated in the exam hall according to the invigilator's instructions.

2.6 Aids

Aids may only be brought to the exam if they have been approved by the responsible teacher. Approved aids shall be specified in the exam.

If a student, upon request from the invigilator, refuses to present a paper or aid, the incident shall be reported to the Vice-Chancellor as a suspected infraction under Chapter 10, Section 1 of the Higher Education Ordinance, see Section 2.14.

2.7 Personal belongings

Bags, outdoor wear and other personal belongings shall be placed out of reach of the students' seats and in a place assigned by the invigilator. If mobile phones or other electric equipment are brought into the exam hall, these must be turned off and kept out of reach of the students' seats. Pencil cases, spectacle cases, wallets and similar containers must also be kept out of reach.

The following belongings may be kept near the students' seats:

- Valid photo ID or corresponding document
- Pencils, erasers, ruler and other similar office supplies
- Medication, ear plugs and spectacles without a case
- Food without bulky packaging
- Snus boxes
- Credit cards

² Grading and examination regulations for first and second-cycle studies, ref. no. FS 1.1.2-553-14

2.8 Exam sheets

Students shall only write the exam on paper distributed by the invigilator.

2.9 Discussion and disturbance prohibition

The exam hall should be quiet and orderly. Students may only talk to the invigilator or responsible teacher during an ongoing exam.

If a student, despite being instructed not to, keeps disturbing the exam or disregarding the invigilator's instructions, the student may be instructed by the invigilator or responsible teacher to immediately stop the exam and leave the exam hall.

This counts as the student using up one of their exam dates. The incident is then reported to the Vice-Chancellor as a suspected infraction under Chapter 10, Section 1 of the Higher Education Ordinance, see Section 2.14.

2.10 Bathroom visits

Bathrooms may be used in accordance with the invigilator's instructions.

2.11 Smoking

Smoking is not allowed in conjunction with taking exams.

2.12 Submitting the exam

Students shall write their name, personal identification number and code number as instructed by the invigilator. Students shall personally hand the exam to the invigilator and, in conjunction with this, present a valid photo ID or corresponding document. Students may not leave the hall permanently without submitting the exam, including answers, and may not bring these outside of the exam hall before the exam has ended. Students who have not answered the exam must submit a "blank submission", following the same procedures as above.

2.13 Procedures in case of a fire alarm or similar situation

In the event of a fire alarm or similar situation, students shall follow the invigilator's instructions. In these situations the invigilator acts as an evacuation leader for the exam hall.

2.14 Disciplinary measures in the event of cheating etc.

Students suspected of infractions according to Chapter 10, Section 1 of the Higher Education Ordinance³ shall swiftly be reported to the Vice-Chancellor of Umeå University.

Students suspected of an infraction have a right to finish their exam. An exam date is considered used up for students regardless of the outcome of the disciplinary matter.

According to Chapter 10 of the Higher Education Ordinance, the Vice-Chancellor may issue a warning or refer the matter to the University's Disciplinary Committee⁴. If the Disciplinary Committee finds that a student is guilty of deception or another infraction, it will decide on a disciplinary measure which can be either a warning or suspension for one or more periods, but for no more than a total of six months. Suspensions are generally scheduled during the spring or autumn semesters and mean that the student cannot participate in teaching, tests or other activities within the framework of the University's education.

³ 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..." see http://www.riksdagen.se/sv/Dokument-Lagar/Lagar/Svenskforfattningssamling/Hogskoleforordning-1993100_sfs-1993-100/#K10 . Also see Vice-Chancellor's decision *Grading and examination regulations for first and second-cycle studies, ref. no. 1.1.2-553-14*

⁴ For more on the University's Disciplinary Committee, see <http://www.umu.se/om-universitetet/organisation/kommitteer/disciplinamnd/>

3. Guidelines – to keep in mind

Keep in mind that strong smells can have negative effects on the performance of persons with allergies. Consumption of certain foods such as peanuts, citrus etc. may also affect others taking the exam.

Persons with allergies who can be affected by others' behaviour in the exam halls (such as airborne peanut allergy) are personally responsible for informing the relevant department and invigilator of this before the exam.