



UMEÅ UNIVERSITY

# RULES FOR ON-CAMPUS WRITTEN EXAMS

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<sup>1</sup> This document has been translated from Swedish into English. If the English version differs from the original, the Swedish version takes precedence.



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# 1. Description

This rule is intended to promote fair exams. The rules are to be applied in both regularly scheduled exams and retakes of exams and they consist of two parts:

- Rules for on-campus written exams (Section 2) is intended for students.
- Procedures for on-campus written exams (Section 3) is intended for organisations that hold exams.

## 1.1 Definitions of concepts

On-campus written exam	The student takes the exam in a specific exam hall and at a specific time. On-campus exams can either be printed or be e-exams.
Arrival time	The time the student needs to be in place before the start of the exam.
Start time	The time the doors are closed and the exam session begins.
Code sheet	The first sheet of paper on each printed exam with the student's personalised code.
Personalised code	The code that the student uses instead of name and personal identity number on their printed exam.
Instructions for students	Information about the exam that the teacher wants the students to have and that is provided to students when the exam begins.
Instructions for the exam supervisor	Information about the exam that the department wants the exam supervisor to have. Given to the Exam Services together with the exam.
Disciplinary measures	The student is reported to the Vice-Chancellor if there is suspicion of cheating or if the student violates the code of conduct. The Disciplinary Board can decide either to not act on the case, to issue a warning or to suspend the student from studies.
Exam Services	The Exam Services at the Campus Services Office is the central organisation that administers university exam halls. The Exam Services also books exam supervisors to monitor exams.

## 2. Rules for on-campus written exams

These rules describe student rights, obligations and responsibilities during an on-campus written exam. Overall regulations for exams and grades are specified in the Higher Education Ordinance (1993:100) and Umeå University's Rules for grades and examination, FS 1.1-574-22.

### 2.1 Prior to an on-campus written exam

#### 2.1.1 Sign-up

Students must sign up with the department holding the course no later than ten working days prior to the exam date. Students sign up through the university-wide sign-up system.

#### 2.1.2 Notify of any necessary accommodations

If the Student Services Office has granted the student the right to support and recommended special accommodations for exams, the student is to give notice of this to the department holding the course when signing up for the exam, no later than ten working days prior to the exam date (Procedure for support for students with disabilities).

#### 2.1.3 E-exams

An on-campus e-exam is taken on the student's personal computer or on a university computer booked in advance. Students that bring their personal computer are responsible for ensuring all necessary software on the computer is updated and is in working order prior to the exam session. Any software specified in the instructions on the student web and in the instructions from the department holding the course is to be installed on the computer. Also remember to bring a power cable or external battery.

If the student needs to borrow a computer, the student is responsible for booking the computer through the student web. The Exam Services has a limited number of computers that can be checked out.

#### 2.1.4 Moderated off-campus exams

Exams are usually taken in the same town/city as the course is held. In special circumstances, a student has the option of taking a moderated off-campus exam. A student wishing to take a moderated off-campus exam applies to do so with the relevant department at least one month prior to the date of the exam (Rules for grades and examination). For simultaneous exams in multiple locations, the same rules normally apply for all locations.

#### 2.1.5 Information on exam halls

Students are to be informed of the exam hall at least two working days prior to the exam session.

## 2.2 During an on-campus written exam

The exam may only be taken in the exam hall that the student was given notice about. An exam supervisor in the exam hall is responsible for ensuring procedures are followed during the exam, and students must always follow the exam supervisor's instructions.

### 2.2.1 Start of the exam

Arrival time and start time for on-campus written exams are determined by the Exam Services, and students are informed of these times by the department holding the course. The total time for the exam includes time for the exam supervisor to provide information prior to the start of the exam.

The exam begins at the specified start time. Students registered for the exam who arrive after the start time may not enter until 30 minutes after the scheduled start time.

### 2.2.2 Identification

To be allowed to take an on-campus written exam, students must provide proof of identification with a valid form of photo ID. Information on valid forms of photo ID is available on the student web. In case identification has been stolen or lost, a student may also provide a printed police report about the stolen identification that is at most three months old. Students with protected identity are to present a certificate from the Student Services Office that confirms their identity.

### 2.2.3 Personal belongings and aids

Student may bring personal belongings to the exam, but these must be left in the specified location and out of reach. Unless otherwise notified ahead of time, students may only have the following at their seat:

- Valid photo ID. The ID is to be visible on the desk throughout the exam.
- Pens, pencils, rubbers/erasers and ruler.
- Medicine, ear plugs, glasses without case.
- Food, coffee and snack but without bulky packaging.
- Snus boxes.
- Credit cards.
- The aids approved by the responsible teacher for the exam.
- Laptop computer and power cable or external battery (only for e-exams).

### 2.2.4 Coded on-campus written exams

Student exams are coded, which means that when being corrected, the teacher does not know who the respondent is. For printed exams, students write their personal code (from the code sheet) on each exam page. Students write their identifying information on the code sheet. The code sheet is removed from the answer sheets before the exam is corrected. All e-exams are pseudonymised automatically. All on-campus written exams are to be coded unless the Faculty Board decides there are special reasons not to do so.

### 2.2.5 The exam supervisor's responsibilities

The exam supervisor is responsible for:

- instructing students where to sit;
- showing students where to leave personal belongings;
- explaining how an on-campus written exam is given;
- handing out any necessary writing paper;
- reporting suspected cheating; and
- leading any necessary evacuations in case of fire alarms or similar situations.

Students are required to always follow the exam supervisor's instructions and to only use the writing paper handed out by the exam supervisor.

### 2.2.6 Disturbances

Students may only speak with the exam supervisor and responsible teachers and then only in a low voice to avoid disturbing other students. If a student causes disturbances, breaks rules or does not follow the exam supervisor's instructions, the exam supervisor may stop the exam and tell the student to leave the exam hall. If the student makes threats or becomes violent, campus security officers or, in serious cases, the police may be called. Disruptive behaviour can result in disciplinary measures in accordance with Chapter 10, Section 1 of the Higher Education Ordinance.

### 2.2.7 Suspected cheating

Suspected cheating or attempts at cheating are noted by the exam supervisor and are reported to the Vice-Chancellor to determine whether disciplinary measures are necessary, in accordance with Chapter 10, Section 1 of the Higher Education Ordinance. See also Section 3.3.7.

### 2.2.8 Concluding exams

When students have completed their exam, the exam is turned in as instructed by the exam supervisor. Students are to present a valid ID when turning in their exam. The earliest students may submit their exam is 30 minutes after the start time. Under special circumstances, for instance when an exam occasion has more than one starting time, that time limit can be extended. No student is allowed to leave the exam hall without handing in their exam paper including answer sheet.

## 3. Procedures for on-campus written exams

This section is intended for those organisations that organise exams and defines their areas of responsibility and obligations.

### 3.1 Procedures for moderated off-campus exams

The right of students to take moderated off-campus exams is regulated in the Rules for grades and examination.

## 3.2 The Exam Services' responsibilities

### 3.2.1 Scheduling

The department holding the course submits a request for the desired date of the exam in accordance with Section 3.4.1. The Exam Services determines the date and time based on this request.

Exam halls are assigned once the Exam Services is informed of the confirmed number of students signed up for the exam. The criteria used to determine exam hall assignments are: regularly scheduled exams have priority over additional exam occasions (such as retakes); other factors are group size and type of exam. Information on exam hall assignments is sent no later than two working days prior to the exam date. On-campus written exams are assigned first and foremost to university exam halls specified for on-campus written exams. Other facilities can be used during periods of high demand.

### 3.2.2 Transporting exams

Exams are transported between the site of submission and the exam hall in special locked transport boxes, and transport is handled by the Campus Services Office. Special routines may apply for moderated off-campus exams.

### 3.2.3 Technical support for on-campus e-exams

The Exam Services provides technical support for on-campus e-exams. This support can include solving basic technical problems with student computers and replacing the student's computer with a university computer if needed (or replacing a malfunctioning university computer with another computer).

## 3.3 The exam supervisor's responsibilities

The exam supervisor's responsibilities are to:

- provide students with the best possible conditions for taking an on-campus written exam;
- ensure that the rules are adhered to;
- monitor and check the students and maintain order in the exam hall throughout the exam session;
- prevent and report suspected attempts at cheating; and
- lead any necessary evacuations.

### 3.3.1 Welcome students and check for valid ID

The exam supervisor is to allow students to enter the exam hall well ahead of the specified start time. The exam supervisor closes the doors to the exam hall at the start time. Students who arrive after the start time must wait outside the exam hall and will be permitted to enter 30 minutes after the scheduled start time.

- When entering the exam hall, students are checked to ensure they are on the sign-up sheet.



- When entering or at the student's seat, photo IDs are checked to ensure they are an approved and valid form of ID.
- The exam supervisor determines student seat assignments in the exam hall.

### 3.3.2 Informing about the rules

Prior to start of the exam, students are informed of the rules that apply in the exam hall. Information is to be provided orally, in writing or through a pre-recorded information video. If needed, the information should also be given in English. The information is to include such things as:

- what personal belongings are allowed at desks;
- routines to follow when going to the toilet;
- when and how communication with responsible teaching staff can occur during the exam;
- that only writing paper provided by the exam supervisor may be used;
- that students are to personally turn in their answers to the exam supervisor;
- that students are to write their name and personal identity number on the code sheet;
- that students are to write their personal code (from the code sheet) on each exam page during the exam period;
- that the exam supervisor will lead any necessary evacuations; and
- what applies for on-campus e-exams.

### 3.3.3 Check aids and prevent disturbances

The exam supervisor is to make sure there are no visible unapproved aids available to students and that no communication occurs between students or between students and third-parties. If, despite instructions, a student does not respect procedures or silence or if unapproved aids are discovered, the student is to be escorted out of the exam hall. If required, the exam supervisor can call campus security officers or the police.

### 3.3.4 Check the IDs of visitors

If teachers or other individuals visit the exam hall, the exam supervisor is to ensure that they are authorised to do so by the department holding the course by asking for the individual's ID. The visitor must be able to present an UMU card that confirms their affiliation with their department and their role. The names of visiting teaching staff are to be included in the information on the instruction sheet for the exam. The same applies to staff who pick up the exams.

### 3.3.5 Concluding exams

When a student turns in a written exam, the exam supervisor checks:

- That the exam answers and, when relevant, the exam questions are turned in by the student.
- The student has filled in the code sheet.
- The student has presented a valid photo ID.
- The student has written their code on each page of the exam.

The exam supervisor is then to remove the code sheet (with code, name and personal identity number) from the exam. If the exam is not picked up by the department holding the course at the end of the exam, the exam supervisor is to secure the exams in a document cabinet that is then locked.

When concluding on-campus e-exams, the exam supervisor checks that the students have concluded the exam session correctly.

### 3.3.6 Leading evacuations

Each exam occasion and each written exam hall has an exam supervisor responsible for determining if an evacuation is necessary. If evacuation is required, the exam supervisor leads the evacuation for the students and is responsible for ensuring the exam hall is emptied.

If this occurs, the exam is terminated and the exam supervisor collects the exam copies if possible. If this is not possible, the exam supervisor is to inform the department holding the course of this. After the exam hall has been emptied, everyone who was in the exam hall is to go to the designated meeting point and wait there until they have been given more information by the police or fire officials. The exam hall's meeting point is specified in its evacuation plan.

### 3.3.7 Handling disciplinary cases

If a student is considered the object of disciplinary measures as defined in the Higher Education Ordinance, the exam supervisor is to immediately report the student to the Vice-Chancellor. Reasons for disciplinary measures can include the student breaking the code of conduct or doing something that is seen as cheating or attempted cheating (refer to Administrative procedures – disciplinary matters).

In cases of suspected cheating, the exam supervisor is to:

- note the student's name and personal identity number;
- tell the student to surrender or replace the unapproved aid with one that is approved. If the student complies, they may continue and complete the exam. A disciplinary case report may still be submitted;
- make copies of any evidence;
- ask the student to show what they have in any discovered wallets, bags or similar; and
- carefully note any observations related to the event, including when unauthorised aids have been identified (prior to start of the exam, during the exam or in connection with turning in the exam).

The report is submitted using a form for disciplinary cases available on the staff website. The Exam Services will inform the relevant department that a report has been submitted.

### 3.3.8 Conflicts of interest

If an exam supervisor can be suspected of not being able to act impartially during an exam session, the exam supervisor may not work on that occasion. Contact the University's legal officers for guidance if a conflict of interest is suspected.

## 3.4 The responsibilities of the department holding the course

### 3.4.1 Booking seats in exam halls

The department holding the course submits a request for the desired date of the exam. At least three alternative dates must be provided. Scheduled exams are normally booked on Mondays through Fridays from between 8:00 and 17:00 during course period. The Exam Services may reallocate exam sessions from morning to afternoon to optimise use of exam halls. The department and the Exam Services are to consult with each other prior to planning exams for evenings or weekends. All requests for seats in the exam hall are made through the Exam Services' booking system.

If the request for the spring semester is received no later than 15 October, the department will be informed of the approved date and time by 16 November. If the request for the autumn semester is received no later than 15 May, the department will be informed of the approved date and time by 16 June. If requests for the retake period in August are received no later than on 15 February, the department will be informed of approved dates on 1 March. Requests for bookings can be submitted after these dates, but no later than 20 working days prior to the requested exam session, and if so, it is mandatory to provide at least five alternative dates. Requests for targeted student support must be made at least seven days before the exam occasion.

The final number of students taking an exam is to be submitted to the Exam Services no later than seven working days before the exam session.

If cancellation occurs less than seven working days before the written exam, the department is billed the full cost.

### 3.4.2 Information for students

Each department holding a course is to inform their students about the applicable rules and procedures prior to and during the exam. This information is to be given at the start of the course and prior to each exam, orally or in writing (for example, posted in the learning platform).

The department holding the course is responsible for ensuring that students receive clear information on:

- Procedures for signing up for exams – it is particularly important for students to understand that they must sign up in advance through the University sign-up system.
- Where students can find information on relevant exam halls, arrival times and start times.
- Rules and procedures during an exam – it is particularly important that students understand that the door to the exam hall will be closed at the specified start time and late arrival means the student must wait to be let in 30 minutes after the exam's start time.
- The requirement that students must be able to provide a valid form of photo ID before being allowed to take an on-campus written exam.
- Rules for approved and non-approved aids.

- Disciplinary measures may be taken against students who use non-approved aids or disrupt the exam, in accordance with Chapter 10, Section 1 of the Higher Education Ordinance.

Responsible teachers are to be available by phone during the first hour of the exam to provide the exam supervisor and students support as needed.

For on-campus e-exams, the department holding the course is responsible for clearly informing students of the following:

- That they must do their own booking of any necessary university computers.
- That they are responsible for ensuring that any necessary software and wireless connection are configured on the computer prior to the exam session if using their own computer.
- That they are expected to take a demo exam prior to the exam session to test their set up.
- Where they can find support material describing necessary preparations.
- Options for technical support.

### 3.4.3 Coded on-campus written exams

All on-campus written exams are to be coded unless the Faculty Board decides there are special reasons not to do so. Any such reasons are to be listed in the course syllabus.

Each exam is to have a code sheet that follows the template on the staff website. After the exam is completed, the code sheet is removed from the exam. The code sheet is given to the responsible administrator and the exam to the responsible teaching staff. Once the exam has been graded, the administrator pairs the code sheet with the correct exam and submits these to the examiner.

The university-wide service is used for on-campus e-exams. All e-exams are pseudonymised automatically using Ladok.

### 3.4.4 Delivery and handling of exams

The department drops off and picks up printed exams at predefined locations on campus. Exams can also be dropped off and picked up at the Exam Services during office hours. With printed exams, the department is responsible for delivering the following and in sufficient numbers to the Exam Services:

- The exams with code sheet.
- Instructions sheet with information for students.
- Instructions sheet with information for the exam supervisor. The template on the staff website is to be used.
- A list of registered students is to include names in alphabetical order (sorted by surname) and personal identity numbers.
- Any special aids to be provided by the department.

For e-exams, provide the exam supervisor with the instruction sheet and any special aids. The e-exam instruction sheet for the exam supervisor can be sent by email or in printed form.

The above items are to be submitted to the Exam Services no later than 12:00 noon two working days prior to the exam. At the same time, the e-exam must be fully completed in the University's e-exam system. The Exam Services provides writing paper in the exam hall.

The department holding the course is to ensure that transfer of exams between involved parties takes place in a secure manner. Always store exam questions and answers in secure locations where no unauthorised individuals have access.