



Reg. no: ORU 1.2.1-00430/2020

**Written on-campus and take-home examinations
at Örebro University**

Rules for students taking exams

**Approved by: Head of Student Services
Date: 2021-04-27**

1. Introduction

These rules have been drafted with written on-campus and take-home examinations in mind. The rules and procedures laid out in the first part refers to exams carried out in exam halls, while the second part refers to take-home exams.

The course syllabus lays down the examination method to be used on the course in question. The examination method cannot be changed without first revising and re-approving the course syllabus.

2. On-campus examinations

2.1 Introduction on-campus examinations

These rules have been drafted in regard to written on-campus examinations (below also referred to as exams), scheduled via the university's exam administration and carried out in designated exam halls at Örebro University. The rules cover both paper-based examinations and e-examinations.

The responsibility for providing written examinations lies with the schools. Student Services is, however, responsible for the practical exam arrangements. The schools are in charge of appointing a teacher responsible for the written examination in question. Each teacher charged with the responsibility for written examinations, as well as each invigilator, is obliged to familiarise themselves with these rules. It is important that both teachers and invigilators make sure to communicate these rules to the students prior to the examination.

Student Services and the schools shall do their part in informing students and staff of these rules. For students, they will be presented orally during the introduction. The teacher/school in charge shall inform the examinees of the rules in the Higher Education Ordinance well in advance of the written examination. In addition, invigilators will inform examinees of the rules in force in connection with the exam. Written information can be found in the document *Written examinations at Örebro University – Rules for students taking exams* and at www.oru.se. For the staff concerned, information on the rules in force shall be communicated in meetings at/between schools and departments, as well as in this document.

2.2 Examination slots and practicalities

Written examinations are organised between 08:15 and 20:15. Under special circumstances, the examination slot may be extended to 21:15. Examinations are scheduled back-to-back, depending on the duration of the examinations. Students should arrive 30 minutes before the start of the exam. Written examinations will be arranged from the first week in August until and including Thursday in the midsummer week in June. The courses that have deviating semester time have priority for written examinations the first week of August. No written examinations are scheduled to public holidays. In exceptional circumstances, examinations may be scheduled to a Sunday. On 30 April, examinations may be held until 12:00. Several different examinations may be held at the same time in the same exam hall. After the start of the exam, any late arriving examinees will be rounded up and admitted. This will be done 30 minutes after the examination has started. After that, no further admission to the exam hall is permitted. Examinees will not be allowed to leave the exam hall during the first 60 minutes. Should the exam time be 60 minutes or shorter, examinees must remain in the exam hall for the whole duration of the exam. The invigilators will notify examinees when there is 10 minutes left of the exam time. Once the exam time is up, students must put their pens down. The number of invigilators will be determined by the exam administration based on the number of examinees in each exam hall. There must however always be at least two invigilators in each exam hall.

2.3 Examination schedule

Examination schedules are available on Örebro University's webpage, www.oru.se, and contain information on upcoming examinations per school: sign-up window, date, location and time. In the student portal Studenttjänster, students are also able to view any examinations for courses on which they are registered but have not yet completed. In the event of changes being made to the date or time for an exam after such details have been announced, the responsibility to notify those concerned lies with Student Services or the school responsible for the change. If there is a change of location for the exam, it is however the responsibility of the exam administration to notify those concerned.

2.4 Signing up for exams

For regular written examinations as well as retakes, students must sign up no later than seven days prior to the day of the exam (not including the day of the exam).

Signing up is compulsory and must be done in the student portal Studenttjänster.

2.5 Signing up for exams for students with disabilities

Students with a documented disability that is not temporary or passing in nature, must contact a disability coordinator at the Funka unit to obtain a valid decision on adapted examinations.

Students who have had their request for adapted examinations approved must, in addition to completing the compulsory signup for the exam in the student portal Studenttjänster (as detailed above), also notify those concerned by using a designated web form, no later than seven days prior to the day of the exam (not including the day of the exam). The decision on adapted examinations must be valid when the sign-up window for the exam closes.

Together with the exam administration, the Funka unit is responsible for making sure that any special equipment/aids granted are available for students taking adapted exams.

2.6 Handing out exam papers in the exam hall

Students will be assigned their seats by the invigilators. The invigilators will hand out the exam papers and any aids. The exam paper must give details of the teacher/examiner in charge, their telephone number and any authorised aids.

Solutions/answers to the exam questions may not be given in the exam hall while the exam is still in progress, nor may they be made available in any other way before the exam time is up.

For e-examinations, the exam questions will open in the system at the start of the exam and close automatically when the exam time is up.

2.7 Identity checks

Identity checks must be performed before the examinees enter the exam hall. Examinees are required to show the invigilator an accepted and valid form of identification such as a driver's licence, passport or other ID document (from bank or similar). Students who are unable to produce an accepted and valid ID document may not take the exam. Examinees must keep their IDs visible on the desk during the exam to enable invigilators to make closer ID checks.

2.8 Coded examinations

Under the vice-chancellor's decision of 2009-12-22, reg. no. CF-10-606/2009, written examinations must be anonymous, unless special grounds exist. Such grounds must be specified in the course syllabus or in a separate decision made by the examiner.

2.9 Code list/attendance list

Examinees sign for their anonymous codes from a special code list prepared by the exam administration. The examinee must then transfer their code to all papers that are part of the exam and it must be done within the set exam time.

For on-campus e-examinations, anonymisation is performed by the system.

2.10 Writing paper

During written examinations, examinees are only permitted to write their answers and solutions on writing paper provided by Örebro University or in the examination booklet. Examinees may not use their own writing paper. Only writing paper handed out by the invigilator may be used.

2.11 Personal belongings

Examinees must leave any bags, coats and other personal belongings in a place shown to them by the invigilator, out of reach from where they are sitting. Personal belongings include for instance pencil cases, glasses cases, other containers, mobile phones and other electronic equipment. Electronic equipment must be turned off.

2.12 Authorised aids

Students are only allowed to bring such aids that have been authorised in advance by the teacher in charge. For e-exams, such aids are to be specified on the first page of the exam paper. For paper-based exams, they are to be listed on the form accompanying the exam package. Checks will be done by the invigilator.

2.13 Talking prohibited

Examinees are prohibited from talking to other examinees in the exam hall once the exam has begun. The same applies during visits to the toilet.

2.14 Toilet visits

Examinees visiting the toilet must write their names and the time for the visit on a designated list.

2.15 Spot checks

To prevent cheating, spot checks will be undertaken regularly by the invigilators. The invigilators must let students know before the start of the exam when these will be carried out.

2.16 Breaking the rules and suspicion of attempted deception during examinations

Examinees who despite being told by an invigilator, disrupt or obstruct the examination, or who do not respect the instructions given by the invigilator, may be urged by the invigilator to immediately terminate their exam. They are then obliged to leave the exam hall. Such incidents shall be reported to the vice-chancellor and may result in disciplinary action.

If the invigilator suspects that an examinee has access to unauthorised aids, or keeps personal belongings by their desk, the student must present such objects to the invigilator. An examinee may not be dismissed from or forced to terminate the examination due to suspicion of attempted deception during an examination. Access to unauthorised aids shall be reported to the vice-chancellor and may result in disciplinary action.

2.17 Submitting the exam to the invigilator

While the exam is in progress, examinees are not allowed to bring answer sheets, exam papers or scrap papers out of the exam hall. On completion of the exam, examinees must submit their answer sheets, exam papers and scrap papers to the invigilator in person. All submitted writing papers/pages in the examination booklet must have the anonymous code written on them. Examinees will be issued an exam receipt as confirmation of them submitting the exam. The anonymous code must also be written on the exam receipt that is enclosed with the exam. The invigilator is responsible for checking that the anonymous code has been written on each piece of writing paper as well as on the exam receipt.

On completion of an e-examination, the student shall confirm in the system that the exam is being submitted and the invigilator will enter a code that facilitates submission. The examinee is then able to send a receipt from the system to their email address, confirming that the exam has been submitted.

3. Take-home examinations

3.1 Introduction

Take-home exams at Örebro University are to be conducted electronically, for example by using WISEflow or Blackboard. These guidelines cover exams that are prescribed as take-home examinations in the course syllabus.

WISEflow is the recommended tool for take-home examinations as it is only the students who have signed up for the exam that can take the exam. The result from the exam is automatically transferred from WISEflow to Ladok. The plagiarism check is done directly in WISEflow via Urkund, to ensure plagiarism detection.

3.2 Examination slots

A take-home examination may be written during a part of a day, during one day or over several days. Take-home exams that start and finish on the same day should not be scheduled to a public holiday. By 'public holiday' we mean days defined as such in the Act on Public Holidays (1989:253).

Take-home exams will be arranged from the first week in August until and including Thursday in the midsummer week in June. The courses that have deviating semester time have priority for examinations the first week of August.

The start time and submission deadline for the exam should be between 08:00 and 16:30 on Mondays-Thursdays, and between 8:00 and 16:15 on Friday. This is to ensure that there is staff available for any technical support.

3.3 Signing up for exams

Students sign up for exams, including resit exams, in the student portal Studenttjänster, no later than seven days prior to the day of the exam (not including the day of the exam).

3.4 Signing up for take-home exams for students granted special educational support by Funka

Students with a documented disability that is not temporary or passing in nature, must contact a disability coordinator at the Funka unit to obtain a valid decision on adapted examinations.

A student who has been recommended additional time for a take-home exam must, in addition to completing the signup for the exam in the student portal Studenttjänster (as detailed above), also notify those concerned in accordance with the instructions given to the student, no later than seven days prior to the day of the exam (not including the day of the exam). The decision on adapted examinations must be valid when the sign-up window for the exam closes.

Based on the decision in question, the study administrator will make the requisite adjustments in the tool for the student in question. The school will provide the student with instructions on submission.

3.5 Teachers' availability during the examination

Teachers must be available to answer questions at some point during the exam. The exam papers should include information on how to contact the teachers and what time they are available to answer questions.

3.6 Technical support for students

For students writing a take-home exam in WISEflow and Blackboard, and where the exam starts and finishes on the same day, the start and submission time must be between 08:00 and 16:30 on Mondays-Thursdays, and between 08:00 and 16:15 on Fridays. For these students, technical support is available as follows:

- 30 minutes prior to the start of the exam,
- for the duration of the exam, and
- until those needing assistance in submitting the exam has received help by the support team.

For students writing a take-home exam in WISEflow and Blackboard, and where the exam is conducted over several days, technical support is available via email.

3.7 Coded examinations

Under the vice-chancellor's decision of 2009-12-22, reg. no. CF 10-606/2009, written take-home examinations must be anonymous, unless special grounds exist. Such grounds must be specified in the course syllabus or in a separate decision made by the examiner.

3.8 Talking/collaboration between students prohibited

It must be evident from the front page of the take-home exam paper if students are to work separately or whether collaboration is permitted. If collaboration is permitted, the form of collaboration permitted must be specified.

3.9 Supplementary assignment to failed take-home examinations

If students are to be offered a chance to submit a supplementary assignment to a submitted but failed take-home exam, this must be laid down in the course syllabus. Decisions on supplementary assignments are to be taken by the examiner or teacher.

3.10 Breaking the rules and suspicion of attempted deception during examinations

In cases where students break the rules for take-home exams and in the event of deception during examination, the rules for disciplinary action laid out in the Higher Education Ordinance will be applied.

Take-home exams will be checked for plagiarism using the plagiarism detection tool Urkund. In the event of plagiarism detection, the rules for disciplinary action will be applied.

4. Ownership of the governing document for examinations

As detailed in university delegations, the responsibility for approving the document *Written on-campus and take-home examinations at Örebro University – Staff procedures and information on rules for students taking exams* lies with the head of Student Services.