Written examinations at Örebro University - Rules for students sitting exams
INTRODUCTION
These rules have been drafted with written examinations (below also referred to as examinations), scheduled via the university’s exam administration and carried out in designated exam halls, in mind. The rules cover paper-based as well as digital exams in exam halls.

EXAMINATION SLOTS/PRACTICALITIES
Written examinations are organised between 08:15 and 20:15. Examinations are scheduled back-to-back, depending on the duration of the examinations. Students should arrive 30 minutes before the start of the examination. No written examinations are scheduled to public holidays or on 30 April. 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 duration of the examination. 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.

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. Students are also able to view any examinations for courses on which they are registered but have not yet completed in the student portal Studenttjänster.

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

Signing up is compulsory and must be done in the student portal Studenttjänster.
SIGNING UP FOR EXAMINATION 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 report this using a designated web form as well as complete the compulsory signup for the examination in the student portal Studenttjänster, no later than seven days prior to the day of the examination (not including the day of the examination).

HANDING OUT EXAMINATIONS IN THE EXAM HALL
Students will be assigned their seats by the invigilators. The invigilators will hand out the examinations and any aids. The examination paper must specify the lecturer in charge/examiner and any authorised aids.

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

For digital examinations, the exam questions will open in the system at the start of the examination and close automatically at the end of the examination slot.

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 examination.

Examinees must keep their IDs visible on the desk during the examination to enable invigilators to make closer ID checks.
**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.

**CODE LIST/ATTENDANCE LIST**
Examinees sign for their anonymous codes on a special code list, drawn up by the exam administration. This code must then be transferred by the examinee to all papers that are part of the examination and it must be done within the set exam time. For take-home examinations, the school will supply the code list.

For digital examinations, the anonymisation is performed by the system.
**WRITING PAPER**
At 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.

**PERSONAL BELONGINGS**
Examinees must leave any bags, coats and other personal belongings in a place shown to them by the invigilator, out of the student’s 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.

**AUTHORISED AIDS**
Students will only be allowed to bring such aids to their desks that have been authorised in advance by the lecturer in charge. Checks will be done by the invigilator.

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

**TOILET VISITS**
Examinees visiting the toilet must write their names and the time for this on a special list.

**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 examination when these will be carried out.

**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 on where to leave their personal belongings, may be urged by the invigilator to immediately terminate their examination. 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
object or 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.

**SUBMITTING THE EXAMINATION TO THE INVIGILATOR**

While the examination is in progress, examinees are not allowed to bring answer sheets, examination papers or scrap papers out of the exam hall. On completion of the examination, examinees must submit their answer sheets, examination 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 examination. The anonymous code must also be written on the exam receipt that is enclosed with the examination. 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 a digital examination, the student shall confirm in the system that the examination 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 examination has been submitted.