WRITTEN EXAMINATIONS AT ÖREBRO UNIVERSITY

RULES FOR STUDENTS SITTING EXAMS
**Introduction**
These rules have been drafted with written examinations, scheduled via the university’s exam administration and carried out in designated exam halls, in mind.

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 lecturer responsible for the written examination in question. Each lecturer charged with this responsibility, as well as each invigilator, is obliged to familiarise themselves with these rules. It is important that both lecturer and invigilators make sure that the rules have been communicated to the students prior to the examination.

Student Services and the schools have a joint responsibility for raising awareness of these rules among students and staff. Information shall for instance be given to the students during the introduction. The lecturer/school in charge shall well in advance of a written examination inform the students of the rules in the Higher Education Ordinance. In addition to being described in this document, invigilators shall inform examinees of the rules in connection with the examination. Information of the rules shall also be communicated to the staff concerned in meetings at/ between schools and departments. They are also available in the document Written examinations at Örebro University – Staff procedures and rules for students sitting exams.

**Examination slots/practical arrangements**
There are three time slots between 08:15 and 20:15 to which examinations may be scheduled. The first slot begins at 08:15 (09:15 in the case of the School of Hospitality, Culinary Arts and Meal Science in Grythyttan). The starting times of the following slots depend on the duration of the examination. No written examinations are scheduled to public holidays or to 30 April.

Several different examinations may be held at the same time in the same exam hall. Any late arriving examinees will be admitted after the start of the exam. This will be done 30 minutes after the exam 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. The invigilators will notify examinees when there is 10 minutes left of the exam. 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.

**Location for examination**
Location for the exam can be seen in the course schedule. If day or time for the examination occurs the student will be notified of this via course schedule and/or e-mail.

**Signing up for examinations**
For regular written examinations as well as for 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 Studenttjänster.

**Signing up for examinations for students with disabilities**
Students with a documented disability must contact a disability coordinator at the Funka unit to obtain a certificate confirming their need for adapted examinations. A student who has been granted an adapted examination must also sign up via designated web service, in connection with the examination sign up. For regular written examinations as well as for 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 Studenttjänster.

**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 give details of 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 exam is still in progress, nor may they be made available in any other way before the exam time is up.
Lecturer's responsibility and obligations
The lecturer/school in charge shall well in advance of the written examination inform the students of the rules in the Higher Education Ordinance. The lecturer/school in charge shall particularly point out that the disciplinary measures that may be invoked against a student, in accordance with the Higher Education Ordinance, are warnings and suspension. The lecturer/school in charge shall also advise students on any authorised aids during the examination. In connection with upcoming examinations, the school must make the rules in force known also to those students who are not taking part in on-campus teaching.

Identity checks
Identity checks must be performed before the examinees enter the exam hall. Students are required to show the invigilator a valid form of identification such as a driver's licence, passport or other ID document (from bank or similar). If an approved ID document has expired less than two months before the date of the examination, it will nevertheless be accepted. Students who are unable to produce an approved ID document may not take the examination.

Students must keep their IDs visible on the desk during the examination to enable invigilators to do closer ID checks.
**Coded examinations**
Under the vice-chancellor’s decision of 2009-12-22, reg. no. CF 10-606/2009, written examinations shall 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**
For coded examinations, students sign for their anonymous codes on a special code list. This code must then be transferred by the student to all sheets of papers that are part of the examination. The code list doubles as an attendance list.

**Writing paper**
At written examinations, students are only permitted to write their answers and solutions on writing paper provided by Örebro University or in the examination booklet.

**Personal belongings**
Students must leave any bags, coats and other personal belongings in a place shown to them by the invigilator, out of the student’s reach. Personal belongings include for instance mobile phones and other electronic equipment, pencil cases, glasses cases and other containers. 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 while the examination is in progress. The same applies during visits to the toilet.

**Toilet visits**
Examinees visiting the toilet must write their names and the time for the visit on a special list.

**Spot checks**
To prevent cheating, spot checks will be undertaken regularly by the invigilators. The invigilators will 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

Students 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 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. A student 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, however, be reported to the vice-chancellor and may result in disciplinary action.

Submitting the examination to the invigilator

While the exam is in progress, students are not allowed to bring the examination booklet or answer sheets out of the exam hall. On completion of the examination, students must submit their answer sheets 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 this exam receipt. 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.
Translation from
Beslut 2018-11-20
Ärendenr: 1.2.1-07087/2018
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