



Information for students about rules for examinations in examination rooms, including digital examinations

The student is responsible for reading, understanding, and complying with the following rules:

Seating

- Students shall sit in designated seats. Free seating is not allowed.

Instructions for students

- Before the examination begins, the invigilators shall inform the students of permitted equipment at a student's seat, the fact that they may not talk to each other, and the procedure for going to the bathroom and for checking identities. Students shall also be informed of exits and meeting points in case of an evacuation.
- The examination shall have a special cover page with information about the rules, which the students are asked to sign and hand in along with their examination answers. This is also true for digital examinations in an examination room, where the cover page can be approved digitally instead of being signed on paper.

Permitted equipment at a student's seat

- Only pens, erasers, pencil sharpeners, food and drink, and any specifically permitted aids, books, or other equipment as specified by the examiner may be brought along to a student's seat.
- Pencil cases, eyeglass cases, or food and drink wrappers may not be brought along to the seat.
- Outerwear and bags shall be left in the designated spot.
- Mobiles phones and other prohibited electronic equipment shall be turned off and left in the designated spot.
- Wrist watches and other clocks shall be left in the designated spot.
- Students may not borrow equipment and aids from other students during the examination.
- Only papers handed out by the invigilator may be used.

Times

To avoid disruptions and ensure that everyone gets the right information, the following rules apply:

- Students who are late have to wait outside the examination room and are let in once 30 minutes of the examination time has passed. Before being let in, students shall have received instructions outside the examination room.
- Students that are more than 30 minutes late are not admitted to the examination room.

- A student may not leave the room in the first 30 minutes of the examination.

Discussion

- Students may not discuss or communicate with each other after the examination has started.

Bathroom visits

- When going to the bathroom, students write their name and seat code on a “bathroom visit list” and also specify the time when they enter and leave the bathroom, as instructed by the invigilator.
- Talking is not allowed during bathroom visits.

Identity check

- Students shall prove their identity with a valid ID document.
- Students shall keep their ID visible by their seat.
- The invigilator cross-references the ID with the seating list and seat code during the examination.
- For examinations where answers are given on paper, the invigilator also checks the student’s ID as they hand in their answers.
- If a student is unable to present valid ID, the invigilator shall collect a signature and note down the name and seat code. The student shall, before a grading decision is made, provide valid ID, or otherwise prove their identity, to the person appointed by the examiner.

Submission

- When a student is done writing or when the examination time expires, the examination answers shall be submitted and an invigilator shall check the student’s identity, except in digital examinations where the check is performed only during the examination.
- This applies even if the students has not written anything, as a blank examination still counts as taking an examination session.
- Loose notepaper is be left by the seat and may not be brought back out from the examination room.

Suspected cheating

- If a student is suspected of cheating, they may still complete the examination.
- The invigilator reports the suspected cheating to the examiner or a person appointed by the examiner.
- The student’s examination answers are placed in a sealed envelope and in digital examinations the answers are flagged up in the system.
- The examination answers are not evaluated until a decision has been made in the disciplinary matter.

Disruptive behaviour

- If a student is clearly disruptive or prevents the examination from being carried out, or refuses to follow instructions, the invigilator shall ask them to leave the room.
- Disruptive behaviour is reported in the same way as suspected cheating.

In the event of an evacuation of the examination room

- If the examination room needs to be evacuated, all examination answers shall be left in the examination room.
- Once it is clear to return to the room, the examination answers and loose note papers shall be collected by the invigilator.
- If the examination has been interrupted and the students have left the room, the examination may not be resumed unless the examiner finds that any attempts at cheating have been prevented.