Rules and guidelines for written exams

Period of validity: 19/01/2015 until further notice
Decided by Vice-Chancellor
Dnr: FS 1.1.2-784-14

The document on which this presentation is based can be found on http://www.umu.se/regelverk/english/education-and-research
About the rules

• This is just a short summary!
• Both students and teachers are expected to have read the entire document *Rules and guidelines for written exams*.
• The document can be found on all course web pages and on http://www.umu.se/regelverk/english/education-and-research
Registration for written examinations

- **Students must register** for written examinations in order to be guaranteed a place.
  - Registration shall be made through the “Portalen” **no later than ten working days before** the examination date.
    - The department sends a list of registered students to the invigilators 9 days before the examination date
    - No use to try to register “too late”.

- Students who have not registered may only write the exam if there are vacant examination places, as instructed by the invigilators and if there are extra copies of the exam.

- Candidates intending to take a written examination with special aids/on special terms due to disabilities must notify the department concerned when they register.
Don’t forget that...

- the rules for examination at another location can be found in the Vice-Chancellor’s decisions “Policy för kombinationen mellan elitidrott och studier” Ref. no. 102-329-07 och “Inrättande av idrottshögskolan” Ref. no. 103-2905-12.
- Students shall provide a valid photo ID.
  - Valid forms of photo ID include driver's licenses, passports and ID cards with appropriate validity periods. BUT NOT the UMU-Card!
- You must be present in the examination hall no later than 15 mins before the start of the exam.
  - If you are late, you will have to wait up to 30 mins before being seated.
  - If you are more than 30 mins late you are not allowed to take the exam.
- You may not leave the examination hall during the first 30 minutes of the examination.
  - For specific reasons, for example when a written examination is given at several places at the same time, the above time period may be extended.
- Please, avoid strong smells, peanuts and citrus as it may affect allergic students and personnel.
About cheating and other disciplinary actions

• Only such aids agreed in advance by the teacher in charge may be taken to the written examination.
• Students may only do the written examination on paper which is distributed by the invigilator. (Don't bring your own!).
• Disciplinary action can be taken against students that: (according to 10 kap. 1 § högskoleförordningen)
  – 1. by prohibited aids or otherwise attempt to deceive during examinations or when academic performance is judged,
  – 2. disrupt or obstruct teaching, tests or other activities of the academy,
  – 3. disrupt activities in the university library or other institution of higher education, or
  – 4. subjecting another student or an employee of the University for such harassment or sexual harassment referred to in Chapter 1. 4 § Discrimination Act (2008:567).
  – Founded suspicion of such an offense, according to Chapter 10. 9 § Higher promptly reported to the Vice-Chancellor, who will bring up the matter.
For teachers:

• All written exams shall be coded.
  – For more information see http://www.cs.umu.se/anstalld/grundutbildning/examination/coded-exams/

• Students who have not registered for an exam may take it only if there are free spots in the exam hall and if there are enough exam forms.
  – If you suspect that there are students that have forgotten to register for the exam, please send some extra copies to the invigilation unit.

• If you attend the halls during the examination and/or when you collect your exam, you might have to show a valid identification to prove that you are authorized.

• Before a written exam, the department shall specify which rules apply to the exam date, especially regarding allowed and disallowed aids, and remind the students of the rules for written exams.

• Students shall be informed of how and when to register for the exam and be reminded that they shall be at the exam hall no later than 15 minutes before the start of the exam.
For teachers:

• Exam forms, including covers, shall be available no later than 12:00 on the day before the exam. The Examination Service provides any other papers needed for the exam.
  – You can hand in your exams at Husservice. There are transports to exam halls 9.30 daily.

• If the departments are responsible for lending special aids (such as calculators), these shall be delivered to the exam administration at the same time as the exam forms.

• The exams must have a cover sheet. A template for that can be found on https://www.aurora.umu.se/Stod-och-service/fordjupningar/fordjupningsomrade/fordjupning-utbildningsadministration/tentamensskrivningar/

• The responsible teacher shall be available for the first hour of the exam date to assist the invigilator or students if needed.
  – The responsible teacher's telephone number shall be provided to the exam administration when delivering the exams, no later than 12:00 on the day before the exam.
  – The responsible teacher is recommended to be in attendance at the exam hall at the start of the exam to help assess which aids, technical or otherwise, may be used by students.