



Procedural Rules for On-site Examinations¹

These procedural rules were finalised by the Vice-Chancellor on 25-09-2014 and take effect on 01-10-2014

Registration number HS 2021/128

¹ This is a translation of the Swedish version (Ordningsregler för studenter vid salstentamen, registration number HS 2014/589). In the event of any discrepancy, the Swedish version of this document shall prevail.

Table of Contents

1	General.....	3
2	Time Limitations.....	3
3	Identification.....	4
4	Placement in the Examination Hall.....	4
5	Personal Belongings	4
6	Mobile Telephones and Other Electronic Equipment	4
7	Aids	5
8	Writing Paper.....	5
9	Conversation Prohibition	5
10	Contact with Teachers.....	6
11	Suspected Cheating	6
12	Removal from the Examination Hall.....	6
13	Handing in the Examination.....	6
14	Toilet Visits.....	6
15	Smoking.....	7
16	Fire Alarm	7
17	Disruptions Noted by Students	7
18	Taking Effect	7

1 General

Students at the University of Skövde (the University) shall, in different ways, be informed of there being specific procedural rules for on-site examinations – and of students being obliged to read these rules. Information about there being procedural rules shall be provided by the Course Coordinator Teacher, in the course study instructions, at the course introduction, and/or in other appropriate ways. The information shall also be given when students register for the on-site examination. The procedural rules shall be available on the University's website. A presentation of the rules shall also be made by the invigilator before the on-site examination begins.

When an on-site examination is in progress, the invigilator's instructions must be followed. All students are obliged to follow instructions and to accept the various control measures the invigilator may take pursuant to these procedural rules.

If the procedural rules are broken, if there are attempts at misleading behaviour or behaviour that is disruptive at the on-site examination, the invigilator must report this in writing to the Examination Administration. The name and personal identity number of the student, and details of events, must be stated. The case is investigated by the Academic Affairs and Student Support Office (of which the Examinations Office is part). The investigation normally takes place in consultation with the relevant teachers, mainly the Examiner and the Course Coordinator Teacher. If it is deemed justified, a report is made to the Vice-Chancellor. The case is then processed in accordance with what is stated in the Higher Education Ordinance about disciplinary measures. The University's actions in cases of cheating or suspected cheating are outlined in Guidelines for Dealing with Suspected Cheating at Summative Assessments [Riktlinjer för hantering av misstänkt fusk vid examination].

2 Time Limitations

Students must be at the examination hall well in time, no later than the starting time stated for the examination in the course schedule. The door to the examination hall is closed at this time, and is then opened again 45 minutes after the stated starting time, for signed up students who are late. Students who arrive 45 minutes after the stated starting time are not admitted to the examination hall.

Students may not leave the examination hall until 60 minutes after the stated starting time. Breaks are not allowed, and no toilet visits may take place during the first or final hour of the examination (see point 14). Students may only leave the hall when their examination (the written response) has been handed in.

In rare cases, there may be a reason for the starting time being delayed for all students. One example may be that the invigilators need to make more photocopies of the material. In such cases, the examination time is extended by the same amount of time taken up by the delay.

3 Identification

Students must be able to identify themselves with a valid and approved identity document (ID). Approved IDs are

- passport
- Swedish driving license
- national ID card (only for citizens of an EU or EES country) or
- Swedish SIS-stamped ID card

Students who cannot show a valid ID may not take the examination. Students can fetch an ID before the start of the examination. The requirement for being able to take the examination, however, is that the student returns to the examination hall with their ID no later than 45 minutes after the stated starting time of the examination (see point 2).

Students can also be given the opportunity to show an ID afterwards, through visiting the Student Services Office. In these cases, special routines, including photography-taking and form-filling, shall be followed. The examination is not assessed by the Examiner until the ID has been shown.

If students wear headwear and/or face coverings, identification takes place through them showing their face to an invigilator in a special room in connection to the examination hall.

The ID must be left on the desk throughout the examination.

4 Placement in the Examination Hall

The invigilator will show the students where in the examination hall they are to sit. Free placement is not allowed. The invigilator's placement instructions must be followed.

5 Personal Belongings

Personal belongings such as bags, outerwear, etc. may not be kept at the desk. Belongings are left in a designated space shown by the invigilator. During the examination, students may, in exceptional cases, and with the invigilator present, fetch items from their bags or outerwear.

Wallets may, if the student wishes, be kept at the desk. They should then be placed on the desk, where clearly visible.

Any drinks and/or snacks (sandwich, fruit, sweets, etc.) are to be placed on the desk, where clearly visible.

6 Mobile Telephones and Other Electronic Equipment

Mobile telephones and other electronic devices may not be taken to the desk – neither in clothes nor otherwise. Such equipment must be completely turned off, and kept in a bag brought by the student, or with the invigilator. Exemptions apply to electronic equipment that constitutes aids in case of functional impairment, such as hearing aids.

If this rule is broken, a suspicion of attempted cheating is raised, and a report will be made to the Vice-Chancellor.

7 Aids

Only normal writing materials (pens, pencils, erasers, rulers and similar), as well as permitted aids, may be on the desk. The Course Coordinator must inform the students in writing, in advance, of what aids are permitted.

Information concerning which aids are permitted is also provided on the cover of the examination. If no aids are permitted, this must also be stated on the cover. There may not be any notes on the aids. Text in the aids may, however, be underlined.

Special aids, such as laptops, are available to students with functional impairments who have been granted special support measures at the on-site examination.

Students with a mother tongue other than Swedish are entitled to use a bilingual dictionary (from Swedish or English to a foreign language and vice versa). If the course is provided in English, students are allowed to use a bilingual dictionary, from English to their mother tongue and vice versa. Exemptions are made for language studies. Such exemptions must be stated on the examination form.

Special rules for the use of calculators:

- Calculators may only be used if this is stated on the examination form, or if the invigilator has verbally stated that calculators may be used.
- It will say on the examination form whether the students are to use the University's calculators or their own.
- Only calculators that run on batteries or solar power may be used (internet connectivity can't be achieved).
- Using a calculator is not allowed where calculations and results are printed on strips.

If there are any uncertainties concerning what aids are permitted, the invigilator should be asked. The invigilator has the right to check that students don't bring prohibited aids. Students may not borrow aids from other students. This also applies to calculators.

8 Writing Paper

Paper for examination answers (answer sheets) and scrap paper are provided by the invigilator. Other paper must not be used.

Papers may not be folded. This prohibition is to prevent cheating, as notes can be kept inside folded papers.

9 Conversation Prohibition

The examination hall must be quiet from the time when the invigilator starts handing out the examination forms. No conversations or other communication between the students is allowed in the examination hall, or during toilet visits. If students don't follow instructions to stop a conversation or other communication, the invigilator has the right to immediately move the person or persons breaking the procedural rules, or remove them from the hall (see point 12).

10 Contact with Teachers

Any contact with the Examiner or other responsible teachers – to clarify any part of the examination – takes place via the invigilator. Contact may only take place during the time initially stated by the invigilator.

11 Suspected Cheating

If cheating is suspected, i.e. if students use unpermitted aids or otherwise try to mislead at the examination, the invigilator shall report this to the Examinations Office. Students must give up any proof material. Should students refuse to follow the invigilator's instructions, this shall also be noted. Body searches are not allowed. Nor is it part of the invigilator's remit to interrupt students' examination due to cheating or suspicions of cheating. The invigilator may, however, take the student to a different place in the examination hall, or remove persons who are disruptive.

12 Removal from the Examination Hall

Students can be removed from the examination hall due to disruptive behaviour or refusal to follow instructions. The invigilator decides whether there are grounds for removal.

13 Handing in the Examination

Students must write their name and personal identity number on all answer papers they hand in. The answer papers shall be numbered continually. The examination cover shall be filled out with personal details, information about the course, etc., which tasks have been answered, and the number of papers handed in. All papers, including the examination form, scrap papers and blank papers, shall be handed in. Scrap papers and blank papers shall not be numbered or placed inside the cover, but are given directly to the invigilator.

The invigilator shall inform the students when 15 minutes of the examination time remain. The filling out of details as outlined above shall be done within the stated examination time. Examinations that are not handed in within the stated time are not graded, but are declared invalid.

No students may leave the examination hall without handing in their examination, if appropriate as a so-called blank examination. Blank examinations don't include any responses, but the examination handed in consists of an empty, blank piece of paper. A blank examination is graded 'failed'.

14 Toilet Visits

Only toilets located in the examination hall – or toilets indicated by the invigilator – may be used. All toilet visits are noted with a name and time on a designated list. No toilet visits are allowed during the first and final hour of the examination (see point 2).

Mobile telephones, other electronic equipment, wallets and aids may not be taken to the toilet.

15 Smoking

Smoking is not allowed in the examination hall. A smoking ban applies inside the University's premises and outside them within a 15-metre radius from the front doors (see Vice-Chancellor decision, registration number HS 2009/154-16).

16 Fire Alarm

In case of a fire alarm, all examination material shall be left at the desk, except for examinations already handed in, which, if possible, are taken by the invigilator. All students and invigilators must leave the premises and go to the allocated location according to the applicable evacuation rules. Conversations between students may not take place during the interruption.

The examination time is extended by the amount of time equivalent to the time the interruption lasts. If the interruption lasts longer than 30 minutes, the examination is discontinued.

A final decision regarding whether the examination results are valid – following an interruption or discontinuation – is made later by the Examiner. If a new examination is required, the Examiner is responsible for offering this as soon as possible.

17 Disruptions Noted by Students

Students have the right to bring the invigilator's attention to other students who are breaking the procedural rules. The same applies to other circumstances that may have a negative effect on the performance of the on-site examination, such as the examination hall having too low a temperature. Should a student have a complaint concerning the work or behaviour of the invigilator, this can be reported to the Examinations Office later.

18 Taking Effect

These procedural rules apply from 01-10-2014. They replace appendix 3 of General Advice for Summative Assessments at the University of Skövde (registration number HS 2009/202-53).