

Steering and guiding documents

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Rules for students at sit-in exams

Invigilator

The invigilator's instructions must be followed at all times. Students who fail to do so may be asked to leave the exam room by the invigilator, who will make a note of the incident on the submitted exam. The invigilator is not permitted to conduct a frisk search of a student.

Time limit

Students must be in the exam room at the designated time when the doors close.

30 minutes after the start of the exam, the exam room will reopen and the students who are registered for the exam but arrived late will be allowed entry. They will not be compensated for the lost time, however. Students who have not registered for the exam and students who arrive more than 30 minutes after the designated start of the exam will not be allowed entry. Students must remain in the exam room for at least 45 minutes after the exam has begun.

ID

Students must be able to present a valid photo ID at the time of the exam, in the form of a passport, Swedish driver's licence, Swedish ID card or an ID card issued from the Schengen area. Students who are unable to present a valid photo ID will not be permitted to take the exam. If a student's photo ID has been stolen or lost, the student may present a police report that states that the photo ID has been stolen or lost. The police report should be filed no later than 3 months before the exam date.

Exam registration

Registration via KronoX is mandatory for all sit-in exams, including re-exams. Students who do not register on time will not be permitted to take the exam.

Learning support

Students who require learning support must have received a decision on the matter and notify the staff at Learning Support no later than fifteen working days before the exam. Students must register their learning support in KronoX before every sit-in exam within the registration period.

Arrival

The entry to sit-in exams starts 30 minutes before the exam. Students should arrive in good time before the exam.

Seating

The invigilator decides where the students are to be seated.

Food and drink

Students can consume food and beverages during exams. Students cannot bring nuts that may cause allergic reactions among other students or staff. Students should avoid bringing food and beverages that emit strong odours.

Perfume

Students should avoid wearing perfume that may cause allergic reactions among other students or staff.

Personal belongings

Mobile phones and other transmitting/receiving equipment, including MP3 players, CD players, iPods, Smartwatches and multi-activity bracelets must be switched off and placed in a designated storage location away from where the students are seated. Coats, wristwatches, bags, etc. are to be placed in a designated location. During the exam, students are only permitted to open bags etc. in the presence of the invigilator.

Exam aids

Students are obliged to inform themselves which aids are permitted during the exam. Only aids that have been specifically approved by the examiner will be permitted during the exam. Information about permissible exam aids is to be clearly stated in the study guide/equivalent as well as on the actual exam. As for aids with the capability to store, provide or convey information, such as a calculator that can

store data, the approval requirement also applies to the information that can be retrieved through the aid. The invigilator, examiner or lecturer may examine the aids. In cases when language dictionaries or other printed aids are permitted, they must not contain notes of any kind and must be shown to the invigilator immediately before the start of the exam.

Papers

Students are only permitted to use the scrap paper and answer sheets provided by the invigilator. Exams written on any other paper will be considered invalid.

Toilet breaks

Students can be permitted to take quick toilet breaks by the invigilator. Students are responsible for signing their name and the duration of the toilet break in the bathroom log.

Breastfeeding

Students who are breastfeeding can be permitted to breastfeed during exams if they inform the exam administration in good time before the exam. Instructions on how to inform the exam administration is available at the student webpage:

<https://student.mau.se/mina-studier/tentamen/salstentamen/#accordion-14694>.

Children are not allowed to be present during exams as they may disturb other students. Another person should sit outside the exam room with the child and can, if necessary, contact the student via the student's phone that should be given to the invigilators before the exam. The student may then leave the examination and breastfeed the child in the presence of an invigilator. The student is only permitted to breastfeed the child directly outside the exam room and cannot breastfeed the child in a bathroom or another room.

Disruptive behaviour

Students who disturb or interrupt an exam will be forced to immediately discontinue writing their exam and leave the exam room.

Communication

In the exam room, everyone is responsible for keeping noise levels to a minimum and only communicate what is necessary to reduce the level of disturbance during the exam.

Students are prohibited from communicating with anyone other than the invigilator/examiner/lecturer at the exam.

Submission of the exam

Once a student has completed the exam, they are to personally hand it over to the invigilator and present their photo ID. It is the student's responsibility to fill in the exam sheet correctly with their name or anonymous code. It is the invigilator's responsibility to check that the exam sheet has been filled in correctly. If the exam sheet has not been filled in correctly, the invigilator should ask the student to correct the information before submitting the exam. The student's information or anonymous code should be written on all submitted answer sheets. The invigilator should note the time of submission, count the number of submitted answer sheets and sign the exam sheet.

A student who does not wish to submit an exam should inform the invigilator. The invigilator notes that the student has not submitted their exam on the list of students who are registered for the exam. Students are permitted to take home the exam questions after the exam unless the exam questions are part of the answer sheets. Students are permitted to take home their scrap paper from the exam.

Students are not allowed to retract a submitted exam.

Students must then immediately collect their personal belongings and leave the room.

Submission of digital exams

After a student has finished their exam, they should inform the invigilator that they want to submit their exam. It is the invigilator's responsibility to check that the student's ID correspond to the student's information on the finished exam and to approve the submission of the exam. However, it is the student's responsibility to check that the correct personal data is shown in the exam system before the exam starts, otherwise the submitted exam cannot be linked to the student.

A student who does not wish to submit an exam should inform the invigilator. The invigilator notes that the student has not submitted their exam on the list of students who are registered for the exam. Students are permitted to take home the exam questions after the exam unless the exam questions are a part of the answer sheets. Students are permitted to take home their scrap paper from the exam.

Students are not allowed to retract a submitted exam.

Students must then immediately collect their personal belongings and leave the room.

Report to the Student Disciplinary Board

Students who use prohibited aids or attempt to deceive the examiner by other means may be reported to the Student Disciplinary Board. The same applies to students who disrupt the activities in the exam room or communicate with another person. The Student Disciplinary Board will determine whether the student is to receive a warning or be suspended from the University for a certain period.