

## Regulations for written seated examination

<b>Type of document</b>	Regulations
<b>Approved by</b>	The President
<b>Date of approval</b>	2020-08-27
<b>Ref. no.</b>	SU FV-1.1.2-2346-20
<b>Period of validity</b>	2020-08-31 - Until further notice
<b>Replaces document</b>	Regulations for Written Exams at Stockholm University, (ref. no. SU FV-1.1.2-4021-15), which was approved in 2015.
<b>Responsible administrative unit</b>	The Legal Secretariat
<b>Responsible administrator</b>	Beatrice Clasaesus

**Description:**

This document regulates responsibilities and roles pertaining to time-limited written exams, in order to ensure that examination is conducted in a uniform and legally certain way. The university has a central examination administration (Examination Services) which provides a centrally administered booking system for written and digital time-limited exams. Departments or equivalent bodies within the university may also organise time-limited written exams. The regulations cover the rules for both students and invigilators as well as for Examination Services and departments.



## Introduction

This document regulates responsibilities and roles pertaining to time-limited written exams at Stockholm University, in order to ensure that examination is conducted in a uniform and legally certain way. The regulations cover both students and invigilators as well as Examination Services and departments. Departments or equivalent bodies within the university may also organise their own time-limited written exams. The university has a central examination administration (Examination Services) which provides a centrally administered booking system for written and digital time-limited exams.

## Other regulations relevant to exams

In accordance with the 'Regulations for Education and Examination at First- and Second-Cycle Level', the student should receive information at the start of the course about the current regulations and how the examination will be conducted, as well as whether the use of aids is permitted during the examination, and if so to what extent.

In accordance with the 'Regulations for Education and Examination at First- and Second-Cycle Level', it is of the utmost importance that the examination be conducted in a legally certain manner and that it is possible to identify the student in connection with examination. If the examination cannot be conducted due to technical difficulties, the student should be promptly given the opportunity to sit for a new examination, ideally within one week (Governing Documents – *The Rulebook*).

The 'Guidelines for Disciplinary Matters at Stockholm University' are also relevant (Governing Documents – *The Rulebook*).

## Content

Regulations for written seated examination .....	1
Introduction .....	2
Other regulations relevant to exams .....	2
1. Regulations for students .....	5
1.1 The student's responsibility to comply with the regulations .....	5
1.2 Registering to sit for a time-limited written exam .....	5
1.3 Identity verification (ID check) and attendance list .....	5
1.4 Placement in the exam room .....	5
1.5 Personal effects .....	5
1.6 Aids .....	5
1.7 Exam paper for written exams .....	6
1.8 Prohibition against leaving the exam room after less than 30 minutes .....	6
1.9 Prohibition against communication between students .....	6
1.10 Breaks and toilet visits .....	6
1.11 Submission .....	6
1.12. Obligation of a student who has behaved disruptively to leave the exam room .....	7
1.13 Cheating .....	7
2. Regulations for invigilators .....	7
2.1 The invigilator's responsibility to ensure compliance with the regulations .....	7
2.2 Registration .....	7
2.3 ID check and signature .....	7
2.4 Placement in the exam room .....	8
2.5 Personal effects .....	8
2.6 Aids .....	8
2.7 Exam paper for written exams .....	8
2.8 Prohibition against leaving the exam room after less than 30 minutes .....	8
2.9 Prohibition against communication between students .....	8
2.10 Breaks and toilet visits .....	8
2.11 Submission .....	9
2.12 Disruptive behaviour .....	9

2.13 Cheating .....	9
2.14 In case of fire alarms, bomb threats or similar events.....	9
3. Regulations for Examination Services and for departments .....	10
3.1 Ordering procedure within the central examination administration.....	10
3.2 Anonymous exams .....	10
3.3 Invigilators .....	10
3.4 Information about cheating and disruptive behaviour.....	10
3.5 Placement lists.....	10
3.6 The availability of the examiner.....	10
3.7 Identity verification.....	11
3.8 Exam storage.....	11

## **1. Regulations for students**

### **1.1 The student's responsibility to comply with the regulations**

The student should follow the instructions and orders of the invigilator. Failure to follow the instructions and orders of the invigilator may result in the exam not being graded and/or disciplinary action (for further information, see the 'Guidelines for Disciplinary Matters'; Governing Documents – The Rulebook).

### **1.2 Registering to sit for a time-limited written exam**

To participate in an exam, pre-registration is required. This means that students who are not registered are not allowed to participate in the exam. If a student claims that she/he has registered to sit for the exam, the invigilator should contact Examination Services or the responsible department to sort out any ambiguities.

### **1.3 Identity verification (ID check) and attendance list**

The student must present an approved ID document and sign the attendance list at the written exam. Without an approved ID document, the student may not participate in the exam. Approved ID documents include a driver's license, a passport and currently valid ID cards. Approved ID documents also include a police report issued within the last three months stating that the student's ID has been stolen or lost. Foreign ID documents (preferably passports and ID cards) are also approved, provided that the student can be identified by the ID document.

### **1.4 Placement in the exam room**

Placement lists should normally be posted in the proximity of the exam room before the exam begins. These lists should include everyone who has registered to sit for the exam, and it should be easy for students to be able to deduce where they should place themselves. Students who are not registered are not permitted to take part in the exam.

### **1.5 Personal effects**

The student should follow the exam invigilator's instructions about where bags and other personal effects should be placed. Mobile phones, smartwatches and other unauthorised technical equipment must be switched off during the exam and stored together with other personal effects in the designated location.

### **1.6 Aids**

In accordance with the 'Regulations for Education and Examination at First- and Second-Cycle Level', the student should receive information at the start of the course about whether the use of aids is permitted during the examination, and if so to what extent (Governing Documents – The Rulebook).



In particular, it should be noted that mobile phones and so-called ‘smartwatches’ can never be permitted as aids, and these must be stored in the location designated by the invigilator.

### 1.7 Exam paper for written exams

The exam must be written on paper handed out by the invigilator. The student must write her/his anonymisation code on all her/his exam documents.

### 1.8 Prohibition against leaving the exam room after less than 30 minutes

Students may leave the exam room no sooner than 30 minutes after the writing time has commenced. Students who arrive after 30 minutes of writing time have passed are not permitted to take part in the exam.

### 1.9 Prohibition against communication between students

During the exam, silence should be maintained. Exceptions are made when the examiner or invigilator provides information. Communication between students or between the student and an outsider may not occur until everyone who has participated in the exam has submitted their exams to the invigilator. This prohibition applies both in the exam room and during any toilet visits.

### 1.10 Breaks and toilet visits

For exams lasting more than five hours, the exam should be divided into periods and there should be a break of at least 30 minutes. The invigilator must inform students about which toilets may be used, and students must follow the instructions of the invigilator. For toilet visits, a list (per course) should be used, on which the student writes the time (before and after the visit) and her/his name.

In accordance with the ‘Regulations for Education and Examination at First- and Second-Cycle Level’, students who need to breastfeed a child during an exam exceeding three hours should report this need to Examination Services or the department at the start of the course, or when registering for the exam (Governing Documents – *The Rulebook*).

### 1.11 Submission

The student may not take her/his exam answers and scratch papers out of the exam room. Rather, they must be personally submitted to the invigilator. Please note that even a ‘blank’ written exam should be submitted to the invigilator before the student leaves the exam room. The student is permitted to take the exam questions with her/him when the student leaves the exam room. When submitting her/his papers, the student must present an approved ID and sign the attendance list before the student leaves the exam room.

### 1.12. Obligation of a student who has behaved disruptively to leave the exam room

Any student who behaves disruptively must leave the exam room at the request of the invigilator. Disruptive behaviour can lead to disciplinary action. If a student has behaved disruptively, a report will be written by the invigilator and then forwarded to the Head of Department/Director of Studies for possible reporting to the President as a disciplinary matter. The student should be informed by the invigilator that a report will be written (for further information, see the 'Guidelines for Disciplinary Matters'; Governing Documents – *The Rulebook*).

### 1.13 Cheating

If cheating is suspected, a report is written by the invigilator and then forwarded to the Head of Department/Director of Studies for possible reporting to the President as a disciplinary matter. The student should be informed by the invigilator that a report will be written (for further information, see the 'Guidelines for Disciplinary Matters'; Governing Documents – *The Rulebook*). Students suspected of cheating may continue writing if the student presents and hands over the unauthorised aid. If possible, the invigilator shall offer the student the possibility to replace the unauthorized means with an approved copy.

## 2. Regulations for invigilators

### 2.1 The invigilator's responsibility to ensure compliance with the regulations

It is the responsibility of the invigilator to ensure compliance with the regulations, and the invigilator should devote her/himself to monitoring and controlling the students throughout the examination period.

### 2.2 Registration

To participate in an exam, pre-registration is required. This means that students who are not registered are not allowed to participate in the exam. If a student claims that she/he has registered to sit for the exam, the invigilator should contact Examination Services or the department. If the ambiguities cannot be clarified immediately, the student should be permitted to sit for the exam, provided that this is practically feasible.

### 2.3 ID check and signature

The invigilator is responsible for ensuring that the student identifies her/himself. Approved ID documents include a driver's license, a passport and currently valid ID cards. Approved ID documents also include a police report issued within the last three months stating that the student's ID has been stolen or lost. Foreign ID documents (preferably passports and ID cards) are also approved, provided that the student can be identified by the ID document. Without an approved ID document, the student may not participate in the exam.



## 2.4 Placement in the exam room

The invigilator must be in the exam room well in advance of the start of the exam. Placement lists should normally be posted prior to the time-limited written exam. Everyone who has registered to sit for the exam should be included on these lists, and students should be easily able to determine where they should place themselves.

## 2.5 Personal effects

The invigilator should inform students of where personal effects should be placed. Mobile phones, smartwatches and other unauthorised technical equipment must be switched off during the exam and stored in the designated location.

## 2.6 Aids

During the examination, the invigilator must check any aids the students have brought with them by means of random selection.

## 2.7 Exam paper for written exams

At the beginning of the exam, the invigilator should inform the students that the exam must be written on paper handed out by the invigilator. The student is not permitted to bring writing paper out of the room at the end of the exam.

## 2.8 Prohibition against leaving the exam room after less than 30 minutes

At the beginning of the exam, the invigilator must inform the students that students who do not wish to complete the exam may leave the exam room no sooner than after 30 minutes of writing time has passed. Students who arrive after 30 minutes of writing time have passed are not permitted to take part in the exam.

## 2.9 Prohibition against communication between students

During the exam, silence should be maintained. The invigilator should ensure that no communication takes place between students or between students and outsiders. If the student does not stop talking after being ordered to do so, the invigilator has the right to immediately demand that the student leave.

## 2.10 Breaks and toilet visits

For exams lasting more than five hours, the exam should be divided into periods and there should be a break of at least 30 minutes. At the start of the exam, the invigilator must inform students about which toilets may be used, and students must follow the instructions of the invigilator.





### 2.11 Submission

At the beginning of the exam, the invigilator must inform the student that the student may not bring her/his exam answers or scratch papers out of the exam room and that she/he must instead personally submit these to the invigilator. However, students are permitted to take the exam questions with them. When submitting her/his exam documents, the student must present an ID document and sign that the student has submitted her/his exam documents. The invigilator must ensure that the student writes her/his anonymization code on all the exam documents. The time of submission and number of submitted sheets are recorded by the invigilator. Please note that even a 'blank' written exam should be submitted to the invigilator before the student leaves the exam room. The invigilator confirms that the ID check has been completed and that the exam documents have been submitted by signing the participant list.

### 2.12 Disruptive behaviour

The invigilator should expel students who behave disruptively from the exam room and write a report about what has occurred. The report is sent to the relevant Head of Department, who then decides whether to report the incident to the President (for further information, see the 'Guidelines for Disciplinary Matters'; Governing Documents – *The Rulebook*). The student's name and social security number should be recorded. The invigilator must inform the student that a report will be written. In the event of highly disruptive behaviour, the invigilator should summon security guards.

### 2.13 Cheating

If an invigilator discovers or suspects cheating, the invigilator must write a report. The invigilator must submit the report to the relevant Head of Department/Director of Studies or to Examination Services, which forwards the report to the Head of Department/Director of Studies for possible reporting to the President as a disciplinary matter. The student should be informed by the invigilator that a report will be written (for further information, see the 'Guidelines for Disciplinary Matters'; Governing Documents – *The Rulebook*). There is a template for reports that should be used. Students who bring unauthorized aids with them must be offered the opportunity to hand over the aid in question or, if possible, to replace the unauthorised aid with an approved version so that the invigilator can copy any evidence (for example, a cheat sheet). The invigilator may not force the student to give up material, nor may she/he search the student. Likewise, if the student refuses to present or hand over the unauthorised aid, it is not within the invigilator's powers to interrupt the student during an ongoing exam due to a suspicion of cheating. If the student refuses to follow the invigilator's instructions, this should also be recorded in the report.

### 2.14 In case of fire alarms, bomb threats or similar events

In case of a fire alarm, bomb threat or a similar event, the exam should be cancelled. The department is responsible for ensuring that a new exam date is arranged (preferably within one week) and that the students are informed. At each exam and in each exam room, there must be

an invigilator who has primary responsibility for making decisions about the immediate evacuation of the exam room in the event of a fire alarm, bomb threat or similar event. In case of a fire alarm, bomb threat or similar event, all invigilators automatically switch roles and become temporary evacuation leaders for the exam room, and must ensure that the room is evacuated and closed via the evacuation door(s). In case of evacuation of the exam room, the invigilators should, if possible, collect submitted materials and the participant list. Thereafter, everyone must go to the assembly area indicated on the nearest evacuation plan and remain there until information is provided by the police, fire department or an evacuation leader. An attendance check is carried out at the assembly area.

### **3. Regulations for Examination Services and for departments**

#### **3.1 Ordering procedure within the central examination administration**

The central examination administration must provide information on the ordering procedure that applies when the departments order exam dates.

#### **3.2 Anonymous exams**

In accordance with the 'Regulations for Education and Examination at First- and Second-Cycle Level', time-limited written exams must be conducted anonymously (Governing Documents –*The Rulebook*).

#### **3.3 Invigilators**

The invigilators must have been informed of the regulations set forth in this document. In order for the exam to be conducted in a legally certain manner, it is recommended that:

Two invigilators should be on duty when there are a maximum of 50 students in an exam room. Three invigilators should be on duty when there are a maximum of 50–100 students in an exam room. Four invigilators should be on duty when there are more than 100 students in an exam room.

#### **3.4 Information about cheating and disruptive behaviour**

Invigilators must be informed of the procedures to be followed in case of suspected cheating or disruptive behaviour.

#### **3.5 Placement lists**

The placement list must be made available before the exam.

#### **3.6 The availability of the examiner**

The examiner, or any other person appointed by the Head of Department, must be reachable during the writing period, so that she/he can answer any questions that require the examiner.



### 3.7 Identity verification

The student must present an approved ID document. Without an approved ID document, the student may not participate in the exam.

### 3.8 Exam storage

Exam documents must be stored under lock and key or in another secure manner.