

Examination-regulations

(valid as from 2010-07-01)

Concerning written examinations at Blekinge Institute of Technology, BTH

Established according to the Vice Chancellor's decision R045/10 on the 2010-05-12

This document supersedes the examination-regulations decided by the Vice Chancellor R078/01, with amendments.

Examiners and hired lecturers should be informed of the examination-regulations of BTH. The head of each department or a person appointed by him/her is responsible for providing the information.

General matters

1. The dates of the examinations including re-examinations of all courses will be settled by the Students affairs office according to the suggestions of each department in the month of May.

Enforcement

- Information concerning the examination occasions will be published in the Student's Portal.
- Additional changes to the established examination-schedule should reach the examination coordinator within 30 days before the settled date of the examination. The examiner is responsible for informing the students about the changes. The examination coordinator is responsible for updating the Student's portal.
- The contact-person of each department is responsible for informing the examination coordinator of the expected number of examinees, at the latest 30 days before the examination.
- The student counsellor is responsible for providing the examination coordinator with information concerning students in need of special facilities during the examination.

3. The number of examination occasions is regulated in *Studieadministrativa regler*.

4. A student who intends to undergo examination should be registered on the actual course on the current term.

5. The examination should be performed in such a manner that any suspicion of bias is excluded (SFS 1986:233, Administrative law §11).

Enforcement

- The examination invigilator should be informed about and receipt the examination-regulations of BTH and furthermore be instructed by the examination-coordinator.

Before the examination

1. It is compulsory to make a prior notification before the examination. This applies both to regular examinations and re-examinations. A student should make a prior notification according to the instructions given at the BTH web site.

Enforcement

- Students who have not made a prior notification for the examination, may undergo examination only if there are seats available, which will be assessed by the examination invigilator. The student should also provide a proof of registration of the course on the current term.

Any student arriving later than twenty minutes before the start of the examination might forfeit his place.

2. In addition to the examination paper, there should be information about:

which aid facilities are permitted. These should be very clearly described in the examination paper as well as the information given to the examination invigilators. Aid facilities, for instance formula sheets, should be attached to the examination paper whenever possible.

the time when the examiner, or one person specially named by him/her, will be present - either in person or by telephone (state telephone number) during the examination period.

Enforcement

A flyleaf should be added to each copy of the examination paper. A form "Information rörande tentamen" should be attached in five copies. These forms can be found at BTH's website.

3. Notice that, when making a print-out of the examination paper, it should never be left in a printer, copier or fax machine, or visible on a computer screen in an unobserved room.

4. The examination paper should be submitted, personally, at the reception at the location where the examination will take place. The examination paper should by no means be sent by regular internal-post, but may be sent between the receptions of BTH as *valuable post*.

Enforcement

- The examiner should submit a sufficient number of copies of the examination paper, each copy stapled together with the flyleaf, together with five copies of the form "Information rörande tentamen" at the reception of the location where examination will take place, one day before examination-date, at the latest.

5. The examination paper should always be kept in a safe manner. At unwatched times, it should be kept under lock inside a fire- and theft-proof cabinet.

During the examination

1. A lecturer/examiner, or a person appointed by him/her, should be available, either in person or by telephone, according to the information that has been provided with the examination-paper.

Enforcement

If questions concerning the examination arise, they should be written down and if necessary, the examination invigilator would contact the lecturer/examiner responsible for the examination for clarification. Such a clarification should be made available to all examinees, even to examinees undergoing examination at other locations.

2. Students who appear at the examination later than 60 minutes after the commencing time are not allowed to undergo examination.
3. The examination invigilator has the right to indicate a specific seat to the examinee, in conjunction to the start of the examination.
4. The examination invigilator should check that all examinees possess a valid id-card with photography and a Student-union card which shows that the Student-union fee has been settled.

Enforcement

- Without showing an id-card with photography, or like, the student may not undergo examination.
 - A student who is unable to show a valid Student-union card will be recorded on a special list which will be forwarded to the examiner by the examination invigilator. It lies on the student to show a valid Student-union card, within a week's time, at the Student's helpdesk of the department. The result of the examination will not be reported before this has been done.
(This clause will cease as the compulsory membership of students unions will be abolished.)
 - At the beginning of the examination, the examination invigilator should check that no prohibited facilities are available. The examinees should show papers and facilities on request. No facilities, for example a calculator, may be borrowed between examinees. Reported cases of a refusal to show papers and facilities, are regarded as transgression of the examination-regulations and will be reported to the Vice Chancellor for inquiry. In this case, the examinee will be sent away from the examination-room. Prohibited facilities should be put in a certain place, indicated by the examination invigilator.
5. No examinee is allowed to leave the examination-room during the first sixty minutes of the examination.

Enforcement

There might be time allotted for a break after the first sixty minutes of the examination, if a special arrangement has been done. Requests for a break should be announced to the examination invigilator before the start of the examination. The examination invigilator will inform the time of the break at the beginning of the examination. Normally, only one break per examination will be allowed.

-The examinees are not allowed to visit the cafeteria or other establishments. Food and drink may be brought at the beginning of the examination.

One examinee at a time may leave the examination-room to visit the lavatories. An announcement should be made by writing the name on a pause-list provided by the examination invigilator. Only indicated lavatories may be used. After the examination, the list will be archived by the Examination Coordinator.

6. Order and silence are to be maintained during the entire examination period. No communication is allowed between examinees. Should this happen, the examinees concerned will be asked to leave.

Enforcement

Bags, outdoor clothing and cellular telephones should be left at a certain place, indicated by the examination invigilator. Cellular telephones should be switched off. Students who bring their cellular telephones and fail to leave them at an indicated place, risk having their results declared invalid.

- If an examinee refuses to follow the instructions of the examination invigilator, the examination invigilator should make a note of the incident. The examination invigilator does not have the authority to interrupt the examinee in case of suspicion of cheating. However, examinees that cause disturbance could be sent away. The examinee should be informed by the examination invigilator that suspicion of cheating exists.
- If a examination invigilator discovers, or has the suspicion of that cheating is going on, that is if someone of the examinees is using prohibited facilities or receives assistance from other examinees, the examination invigilator should:

Make a note of the observed ongoing incidents.

Report the incident, in writing, to the Vice Chancellor for further investigation.

7. In case of a fire alarm, the examination material should be left on the desks, except for the submitted examination papers which will be taken care of by the examination invigilator. All examinees and examination invigilators should leave the room and go to the indicated place in accordance to the ruling fire regulations. The examination period will be extended with the amount of time corresponding to the time of the interruption. In case of an interruption exceeding 30 minutes, the examiner should be consulted if the examination should continue or if another occasion will be offered.

Depending on the circumstances, the examiner could declare the examination occasion invalid. In this case, the students will be offered another examination occasion as soon as possible.

8. Papers submitted by examinees should be provided with name and personal civic number. Examinees should also sign the list of presence, confirming that the examination has been submitted. Even examinees who did not leave an answer to the questions, should leave a "blank paper".

After the examination

1. The lecturer/examiner should collect and sign for receipt of the examination in the examination room or at the reception.

Enforcement

- The examination invigilator should return the examination papers to a specific place, indicated by the examination coordinator. The examination invigilator may also return the papers in person to the lecturer/examiner.

2. The result of the examination will be reported by e-mail, fifteen working-days after the examination, at the latest. Exceptionally, there may be divergences. The examinees should be notified of such an alteration by the responsible lecturer/examiner by the time of the examination.
3. A student who wishes to collect his/her examination paper should show a valid id-card.
4. A student who signs for and collects his/her examination loses his/her right to oppose the corrections, points and grading.
5. A student who does not consider the evaluation of the examination to be correct/objective can make a remark to the examiner who is responsible for correcting the errors without delay. The student can not appeal against the decision of the examiner to a higher authority.
6. If a student has failed an examination twice, on a specific course or part of a course, the student has the right to turn to the Vice Chancellor and request another examiner.
7. The examiner is responsible for submitting one copy of the examination paper to the student administrator of the department, to be archived.

Examination at another location

In special cases, especially in the case of distance-learning, students could be allowed to undergo examination at another location. In such cases the following rules apply:

1. It is only permitted to undergo examination at other universities in Sweden, learning-centres that are connected to the network "Nitus", foreign partner-universities of BTH, and Swedish authorities abroad.
2. It is the responsibility of each student to contact the university/institute, learning-centre or the Swedish authority where he/she wishes to undergo examination. This should be done before signing up for examination under "Examination at another location" in the Student's Portal, see nr. 4
3. The student will personally assume the possible costs that could arise in relation to the examination. BTH will not act as a middleman in these circumstances
4. A request to undergo examination at another location should be made in the Student's Portal under "Examination at another location" two weeks before the date of the examination, at the latest.
5. A time-difference up to one hour, in comparison to the settled starting time of the examination at BTH, will be allowed. If the examination would start earlier at the other

location, the examinee is not allowed to leave the examination room earlier than sixty minutes after the original starting-time of the examination at BTH.

Exceptions from 1, 2, 4 & 5 could be approved by the examiner. In such cases, the examiner is responsible for the administrative work in relation to the examination.

Examination from another location

1. Blekinge Institute of Technology receives examinees from other universities/institutes if there is a scheduled examination at BTH at the requested time and day. Exceptionally, the examination could take place on a different occasion. The conditions for this case will be regulated in a separate agreement.

2. Requests for an examination from another location should reach the examination coordinator no later than two weeks before the day of the examination.