

Instructions for examination candidates

The regulations for conducting examinations and grading are laid down in the Regulations relating to Examinations and Studies at USN, in particular Chapters 6, 7 and 8. These instructions contain specifications of relevant provisions issued pursuant to the regulations, as well as practical arrangements for conducting examinations and grading.

WRITTEN EXAMINATIONS

1. Students must register by showing valid photo ID before entering the examination room. A driver's license, passport or national ID card are valid forms of identification. Bank cards without a photo are not classed as valid identification. A valid bank card with a photo can still be used as an approved form of identification. Digital student ID and a digital driver's license are not valid forms of identification.
2. Students who are unable to identify themselves or are late for the examination are normally not permitted to enter the examination room. In such cases, the main invigilator notifies the examination coordinator/Examinations Office, who make a decision on the case. Students who arrive late are not granted additional time on the examination.
3. Students must be present in the examination room no later than 30 minutes before written examinations start. For digital examinations, students must also be logged in to the digital examination tool up until the countdown timer is displayed on the screen. The countdown timer should remain on the screen until the examination starts. For some courses, earlier attendance may be required.
4. Students are only permitted to have stationery/writing materials, permitted examination support materials, valid identification and food at their examination desk. If a digital examination is taking place, students must bring their own PC and charger. Bags, outerwear, switched off mobile phones, clocks/wristwatches and other electronic equipment brought to the examination premises must be placed in the designated area.
5. Borrowing from other students or the library is not permitted. After the examination has started, it is not permitted to buy examination support materials, food or drinks (vending machines can be used). If prohibited examination support materials are discovered during the examination, this will be reported as suspected cheating, cf. Sections 4-7 and 4-8 of the Act relating to Universities and University Colleges and cf. Section 8-8 of the Regulations.
6. Students can be assigned a specific place to sit in the examination room. Upon entering the examination room, students must follow instructions given by the invigilators. Once a student has found their desk, and logged in to the countdown

timer on digital examinations, they may leave the examination room if they so wish. Students must be back at their desk in the examination room no later than 10 minutes before the start of the examination. After the examination has started and the examination question paper has been handed out, students are not permitted leave without permission from the invigilator.

7. Communication of any kind between students or with other people during the examination

is not permitted. If prohibited communication is discovered during the examination, this will be reported as suspected cheating, cf. Sections 4-7 and 4-8 of the Act relating to Universities and University Colleges, cf. Section 8-8 of the Regulations.

If a student has questions, the inquiry must be directed to one of the invigilators.

8. For examinations that are conducted with pen and paper (not digitally), students are only permitted to use paper that is handed out. Answers must be written using a blue or black ballpoint pen, and students are not permitted to write on the paper before the examination has started. The introductory/cover sheets should not be placed under sheets of paper that are written on because pen imprints may be transferred. Students must write page numbers, their student number, course code and course name on all examination papers before they hand their examination answer paper in.
9. Students normally conduct digital examinations on their own computers. Students' computers must be compatible with the digital examination system used by the university, cf. Section 7-10 of the Regulations. Students are responsible for ensuring that their computer is configured for use well before the start of the examination.
10. Students are not permitted to leave the examination room for the first 30 minutes of the examination. After 30 minutes have passed, students are permitted to leave the examination room accompanied by an invigilator.
11. Students who do not complete the examination and do not wish to submit an answer for assessment must hand in used and unused examination sheets of paper. Students who attend the examination but choose not to submit an answer will have the examination registered as a examination attempt, cf. Section 7-9 of the Regulations.
12. Students who do not complete the examination due to illness must submit valid documentation no later than one week after the examination date to the Examinations Office in order to register legitimate absence. If an examination answer is submitted for assessment, students may not later claim illness, cf. Section 7-12 of the Regulations.
13. Students may submit rough copies and notes written during the examination, but the examiners decide to what extent the rough copies/notes will count and be assessed as part of the examination answer. The same applies on digital examinations if students take webcam images of handwritten notes/answers which should have been written in the digital examination tool.
14. Students must complete their answers within the stipulated duration of examination. After the examination is over, students are not permitted to continue writing their answers.

15. When examinations are conducted using pen and paper, an additional 15 minutes are given to prepare the answers/sheets of paper. Students must submit two sets of examination answer papers; one set consisting of the white original and one set consisting of yellow copies.

16. If an examination is conducted digitally, the *entire* examination answer will be submitted electronically.
17. Students are responsible for what they submit. Submitted examination answer papers cannot be returned to the student, supplemented or withheld from assessment.
18. When handing in an examination answer paper, students must notify the invigilator, remain seated until the examination answer paper has been submitted and checked, and leave the examination room immediately. Used and unused sheets of paper must be submitted.

HOME EXAMINATIONS / SUBMISSION

19. Students are responsible for what they submit. Examination answers that are submitted before the deadline can normally be changed up until the submission deadline. After the submission deadline, examination answer papers cannot be returned to the student, supplemented or withheld from assessment.
20. Bachelor's and master's theses must be submitted digitally in the digital examination system.

Master's theses will be published in the University Library in accordance with stipulated guidelines. Any costs associated with printing must be covered by the student.

ORAL EXAMINATIONS

21. Students must meet up no later than 10 minutes before the specified examination time and are responsible for paying attention when the examiner summons them to the examination room.
22. Students who are not present when summoned will be registered with unauthorised absence and making an examination attempt, cf. Section 7-9 of the Regulations.
23. Students must have their grades announced no later than after the last examination of the day, including when the examination is conducted over several days.
24. If they so wish, students may request an explanation of grades immediately after their grade has been announced, cf. Section 8-5 of the Regulations.
25. In the event of digital implementation of oral examinations, stipulated

requirements for implementation and equipment apply, cf. Section 7-10 of the Regulations.

More information about examinations is available on USN's website and in the Regulations relating to Studies and Examinations at USN.