

## Instructions for examination coordinators

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.

The examination coordinator is responsible for holding examinations for the faculties at USN. The examination coordinator must administer the provisions stipulated in the Act relating to Universities and University Colleges, the Regulations relating to Examinations and Studies at the University of South-Eastern Norway, and various provisions and responsibilities relating to examinations at USN.

### **The examination coordinator must:**

1. Coordinate and determine the final examination date, in dialogue with the faculties.
2. Receive an overview and distribution of examiners from the faculty well before examinations take place.
3. Receive examination question papers for all written examinations from the course coordinator, no later than one week (seven days) before the examination.
4. Check that the front page of the examination is filled in correctly.
5. Receive assessment guidelines from the course coordinator, pass these on to the examiner, archive them and make them available to the students.
6. Ensure secure storage of the examination question papers and assessment guidelines up to the examination date.
7. Create examinations in the digital examination tool.
8. Coordinate examination rooms and distribute examination candidates in accordance with needs and decisions regarding adaptation, cf. Section 7-16 of the Regulations.
9. Training and coordination of invigilators at each campus.
10. Provide information to affected parties at USN about the examinations.

11. Process applications for special examination arrangements, and facilitate during examinations for students who have had their application approved, cf. Section 7-16 of the Regulations.

12. Process applications from students who wish to postpone their home examination or other examination submissions, cf. Section 7-11, second paragraph of the Regulations.
13. Process applications regarding additional examination attempts in collaboration with the head of department/programme of study coordinator, cf. Section 7-9 of the Regulations.
14. Provide sufficient materials in the examination room.
15. Consult the lecturer and IT support engineer during the examination if necessary.
16. The course coordinator is only permitted to access the examination room after the examination has started when accompanied by one of the examination coordinators. Information that is provided, and which may have a bearing on the examination result, must be communicated to all examination candidates.
17. Ensure that submitted answers are secured and that these are sent/conveyed to internal and/or external examiners as soon as possible, together with necessary information, instructions, payroll forms, etc.
18. Make sure to follow up and announce examination results in USN's educational administration system.
19. Ensure the registration and processing of the following:
  - a. Medical certificates/valid documentation
  - b. Requests regarding explanation of grades
  - c. Appeals against grades/examination results
  - d. Appeals against procedural errors.
20. Archive examination question papers, assessment guidelines, candidate lists, paper assessment protocols and documentation of legitimate absence.