

Instructions for course coordinators related to examinations

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 grading/assessment.

The course coordinator in this context means the person who has formal academic responsibility for the examination in a course where students are required to take an examination.

The course coordinator must familiarise themselves with the Regulations relating to Examinations and Studies at the University of South-Eastern Norway, where these instructions are authorised.

The course coordinator must also familiarise themselves with the instructions for examination candidates and instructions for examination coordinators.

Course coordinator:

1. Must, in consultation with the head of department, enter into an agreement with an external examiner in the courses that the faculty has decided must have an external examiner, as well as examiners for reassessment of examination grades, cf. Sections 8-1 and 8-2 of the Regulations. Examiners are approved in accordance with applicable regulations. The course coordinator is responsible for quality assuring the examination question paper and the assessment guidelines, alone or in collaboration with other academic staff/examination committees. External examiners must be utilised in accordance with the guidelines stipulated in the University's regulations and the Quality System for Education.
2. Is responsible for ensuring that the examiner is informed about applicable programme descriptions and course plans, including the syllabus and the assessment guidelines for the course in question. The course coordinator must obtain the correct contact information (e-mail and mobile phone) and any delivery address (not a P.O. Box) for examination answer papers to be sent by post to the examiner, as well as arrange for accommodation/transport if required by the external examiner.
3. Must ensure approval of coursework, and that the results of this are digitally communicated to the faculty administration through Fagpersonweb, or by completing and submitting 'Approval list for compulsory coursework' (FS 555.001) for registration in the educational administrative system. The results must be available and communicated to students no later than two weeks before the examination date.
4. Is responsible for ensuring that examination question papers are prepared in the language of instruction. When the language of instruction is Norwegian, examination question papers must be prepared in the Norwegian language variant/s that corresponds with the Norwegian language variant/s of the

registered students (Norwegian bokmål/Norwegian nynorsk), cf. Section 7-14 of the Regulations.

5. Is responsible for completing the front page of the examination paper according to the correct template stated on the intranet pages or directly in the digital examination system. The front page must contain information about permitted examination support materials and any weighting of the tasks/questions. Permitted examination support materials must be in accordance with the programme description/course description.

6. Must securely store the examination question papers and assessment guidelines until their completion and submission to the Examinations Office. The examiner/course coordinator/examination committee are the only parties who are permitted access to the examination question papers and the assessment guidelines before they are submitted to the examination coordinator.
7. The examination question papers must be submitted to the examination coordinator *no later than one week* (seven days) before the examination date.
8. The course coordinator is responsible for ensuring that the assessment guidelines are prepared (may be prepared by others), and must submit these to the Examinations Office so that they can be archived together with the examination question paper. The assessment guidelines must be available at the same time as the preparation of the examination question paper, and must be sent to the Examinations Office no later than three days before the examination.
9. Must be available during the entire examination period. If the course coordinator is not available, they must organise a deputy/substitute who can perform the course coordinator's duties during the examination. The examination coordinator must be informed if a deputy/substitute is used.
10. Is only permitted to access the examination room after the examination has started when accompanied by one of the examination coordinators. The course coordinator must act with caution when providing additional information during the examination. Information that is provided, and which may have a bearing on the examination result, must be communicated to all examination candidates.
11. Is responsible for ensuring that the answers are graded/assessed within the deadline for submitting grades, cf. Section 3-9 of the Act relating to Universities and University Colleges and Section 8-3 of the Regulations. The deadline for submitting grades is not affected by public holidays. If announcement of examination results falls on a public holiday, it is to be moved to the next working day, cf. Section 41 of the Public Administration Act.
12. When using paper protocols, they must be signed and submitted to the Examinations Office before the deadline for submitting grades expires. The results of digital examinations must be registered digitally. The assessment protocol/examination results list must be sent/submitted to the examination coordinator when grading is completed.
13. If the examination results are delayed and announced after the deadline, the faculty will be subject to daily fines, cf. Section 8-4 of the Regulations. Financial sanctions enter into force when examination results are delayed by more than one week regarding ordinary assessment, or immediately in the event of a postponed deadline

for submitting grades, cf. Section 3-9, 4th paragraph of the Act relating to Universities and University Colleges.

14. Is responsible for storing the examination answer papers for one year, before they can be destroyed/shredded. With regard to any reassessment of examination grades, the course coordinator must not make notes or comments on the original examination answer papers.

15. In cases where the course coordinator is an internal examiner, they are responsible for providing an explanation of grades to students who have requested this, before the deadline expires. This is part of an examiner's job and does not receive additional payment. The explanation of grades must be given in agreement with any external examiner, and in accordance with the guidelines in Section 8-5 of the Regulations, and comments on the Regulations:

“The explanation must give an account of the general principles on which the assessment is based, and of the assessment of the student's performance.”

The faculty decides whether the explanation should be given orally or in writing.

16. In the event of suspected cheating, must ensure that the necessary documentation is in place and contact the examination coordinator as soon as possible for further follow-up, cf. Section 8-8 of the Regulations and the Quality System for Education's procedure in the event of suspected cheating.
17. Must refer students who request an extended submission deadline to the Examinations Office that processes the application.
18. Regarding oral and practical examinations, is responsible for informing students about the practical implementation of examinations; room, time/duration, announcement of grades, etc. Candidates must be notified of their grade no later than after the last examination of the day. This also applies when the examination lasts for several days. Regarding oral/practical examinations, students must request an explanation immediately after the grade has been announced.