

Instructions regarding examination results

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.

1. USN uses both internal and external examiners. The internal examiner is normally the lecturer for the course in question. An external examiner must not have been employed at the university within the last academic year, or have been responsible for teaching during the same academic year as the assessment takes place, cf. Section 8-1, third paragraph of the Regulations.
2. Examiners must assess their own impartiality in relation to any family members, candidates, co-examiners, supervisors or other circumstances. In cases where an examiner invokes a conflict of interest, the examiner in question must immediately contact the Examinations Office.
3. External examiners enter into a contract/examiner agreement with the faculty. This is signed and returned within the stipulated deadline. It is expected that examiners are familiar with the Act relating to Universities and University Colleges, and the examination provisions laid down in the Regulations relating to Examinations and Studies at the University of South-Eastern Norway. Examiners must also familiarise themselves with the applicable programme descriptions and course plans, including the syllabus and assessment guidelines for the course in question.
4. The examiner assessing an ordinary examination will normally be the examiner on a re-sit examination.
5. If, during an examination, rough sheets of paper have been submitted as part of the answer, the examiner must assess whether these should form part of the basis for assessment and how much emphasis should be placed on them. 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.
6. With regard to any reassessment of examination grades, the

examiner must not make any notes or comments on the original examination answer papers. External examiners keep the examination answer papers until the deadline for appeals has expired.

7. As a general rule, assessment must be carried out digitally in the university's examination system. For examinations that are conducted on paper, the examination results must, as a general rule, be registered in the digital examination tool.

8. If suspicion of cheating or attempted cheating arises during grading, the examiners must immediately notify the Examinations Office and document this in the form of a report. The examination answer paper must still be assessed and graded as is. The Examinations Office will further process the case in accordance with the Quality System for Education's procedures regarding suspected cheating.
9. The external examiner makes the final decision when there is disagreement between the internal and external examiner regarding the grade to be given, cf. Section 8-2, 3rd paragraph of the Regulations. If two internal examiners disagree about a grade, the grading will be supplemented by a third, external examiner. The third examiner's assessment will be final.
10. The examiner(s) is/are responsible for ensuring that the basis for assessment is graded within the deadline for submitting grades. Regarding digital grading, examination results must be registered in the digital examination system. Paper protocols must be signed and submitted to the Examinations Office before the deadline for submitting grades expires. The assessment protocol/examination results list and examiner's fee (timesheet for the job) must be sent/delivered to the Examinations Office when grading has been completed.
11. 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.

Explanation of grades

12. Students are entitled to an explanation of grades when requested. This also applies to reassessment of examination grades. An explanation must normally be given within two weeks after a request has been submitted, cf. Section 5-3, second paragraph of the Act relating to Universities and University Colleges.

The examiners are jointly responsible for providing an explanation, in accordance with the faculties' guidelines regarding oral or written explanation. The explanation of grades must be given 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 exact time when an oral explanation is given must be reported to the Examinations Office for registration. If a student declines to receive an oral explanation, the explanation is considered given. The time the explanation was declined must be registered with the Examinations Office.

13. If a digital explanation is not provided through the university's digital examination system, written explanations must be submitted to the

Examinations Office for registration and forwarding to the student.