

## Appendix 1 Education and Exam Regulations

Intended for Subject	All students and employees Exam regulations 2019-2020
Effective date	01/09/2019
Valid through	01/09/2020
Relation to previous announcements Confirmed	All references to previous general regulations are no longer valid August 31, 2019

### **Article 1: Exam preparation**

For the purposes of the construction of written exams, the examination committee appoints examiners. Unless otherwise determined by the board, this is/these are the teacher or teachers who are tasked with teaching the subjects in question.

For the purposes of administering exams, the management appoints (external) invigilators who are not tasked with teaching the subjects in question and will instruct them.

### **Article 2: Exam duration**

1. The final time and place of examination will be announced through the (resit) exam schedule on the intranet.
2. The duration of the exam may not be shortened on the grounds of organisational or logistic problems. In certain cases, additional time needs to be given at the end of the official exam time.
3. The time that it takes to distribute the questions at the start of the exam will not be compensated, unless this process takes exceptionally long (longer than 10 minutes).
4. Late students may only be allowed to enter up to half an hour after the start of the exam. Under no circumstances may students be allowed access after they have left the room. It is therefore not allowed for students to leave the examination room during the first half hour.
5. Students with extra time because they are dyslexic, have the right to continue working on the exam for up to 20 minutes after the standard exam time.

### **Article 3: Order during exam**

1. The responsibility for how the exam goes lies with the invigilator.
2. Invigilators are not allowed to answer questions related to the contents of the exam during the exam, (for instance) in the case of potential errors or clarity issues with the exam questions.
3. Instructions by the examination committee and/or examiner and/or invigilator that have been published before the start of the exam, as well as instructions issued during and right after completion of the exam, need to be followed by the student.
4. Coats, bags and books and phones etc. need to be out of reach of the student. This means that these items need to be placed in the front or outside of the examination room by the student.
5. The students have to sit at least one metre apart;
6. Only the exam questions and the answer and draft forms distributed by the invigilators are allowed on the table, as well as pens and pencils and related other materials. Other materials, including pencil cases and such, are not allowed to be on the table unless the examiner has given express permission for this.
7. Only officially provided paper may be used as draft paper; answers on draft papers will not be accepted (unless authorised by the examiner).
8. It is not allowed to go to the toilet during the exam.
9. The exam needs to be taken entirely by the student on his/her own.
10. Students will use their own equipment and are not allowed to share/exchange them with others.
11. When taking the exam, it is forbidden to use other materials than those that have been expressly permitted by the examiner and indicated on the exam.
12. During the exam, it is forbidden to have pre-programmed calculators, buzzers, mobile phones or devices with similar functionality within reach.

13. When taking the exam, the university of applied science may employ camera recordings.

#### **Article 4: Submitting of exam**

1. The invigilator lets every student sign a participants list when they submit their exam, and will make them hand over all their exam, answer and draft sheets. The exam must have a name on it (in the case of individual answer forms, this applies to each sheet). The invigilator checks if the name on the exam matches that on the participants list.
2. The invigilator and students will ensure that submitting the exams is done in a calm and orderly fashion. This means, among other things, that no more than two students simultaneously stand at the table where the exams are submitted.
3. In the case of ending the exam prematurely, the student is also obligated to sign the exam list and write their name on the answer sheet, even if nothing has been filled in.
4. All exam, answer and draft sheets have to be handed over to the invigilator after the exam has ended.

#### **Article 5: Fraud and sanctions**

1. If the invigilator suspects or has witnessed a student cheating/committing fraud (for instance, by using forbidden material, copying another student's work, discussing with other students), the invigilator will make a report about what has happened and will inform the management of the degree programme. They will present this to the examination committee within 5 working days.
2. The report is not bound to formal requirements, but should at least contain a description of the infraction as well as the time and place when it happened.
3. The invigilator will request that the student who got caught hands over any proof (cheat sheet and such); if they refuse, this is included in the report; if this causes too much of a disturbance, it may also be done at the end of the exam.
4. If there is no absolute certainty from the invigilator that fraud has been committed, or if this fact is disputed, the student should be allowed to continue the exam.
5. Irregularities will be reported to the secretary of the examination committee immediately after the exam has ended.
6. The examination committee will decide on a sanction, as mentioned in the Education and Exam Regulations (OER in Dutch), if possible at the next regular meeting after the fraud has been established and the student has been given a chance to respond.

#### **Article 6: Resits**

If the student has a passing mark but wants to take part in a resit, the Education and Exam Regulations apply. For submitting assignments, see the explanation in the appendix.

#### **Article 7: Unforeseen situations**

In cases where the articles in these regulations do not apply, the examination committee will decide.

#### **Article 8: Changes**

1. Changes to these regulations will be determined by the examination committee in consultation with the director.
2. These regulations will not be changed during the ongoing academic year, unless it turns out that the interests of students are reasonably being harmed.
3. The examination committee will ensure that the regulations are announced in an appropriate way within the degree programme and will be made available to all interested parties.

#### **Article 9: Effective date**

These regulations have been confirmed by the examination committee on August 31, 2015, will be effective as of September 1, 2015 and will be valid until September 1, 2016.

## Appendix assessment and resit opportunity for reports and presentations

For a number of modules, the results of assignments and academic defences make up part of the mark for the module.

The **module description** includes the different submission deadlines etc. Below, you will find the general explanation regarding examination and resitting of assignments and presentations/academic defences.

	<b>Assignments during lectures</b>	<p>Assignments during lectures are <b>presentation assignments</b>. These will be marked as either a pass or fail. The mark will be given by the next lecture at the latest. Because the assignments provide insight into how the subject matter from the lecture day is processed, there is no opportunity for a resit per assignment.</p> <p>For this reason, it has also been established that not all assignments have to be passed in order to pass the module.</p> <p>Which assignments these are has been included in the module description for each module.</p> <p><b>In the case of absence</b>, the student may demonstrate that he/she has an understanding of the subject matter by submitting the assignment to the teacher during the next class.</p> <p><b>Feedback on the assignment</b> (pass/fail) is an indication for the student about whether he/she needs to pay extra attention to this part. Based on the feedback, the student can make up for omissions in consultation with the teacher.</p>	
<b>Reports and papers</b>			
	1 <sup>st</sup> submission deadline	<p>See module description.</p> <p>If on this date, the assignment has not been (fully) submitted, the 1<sup>st</sup> version will be marked as insufficient.</p>	
		Submitted assignments are provided with feedback in accordance with the assessment matrix.	
	Resit	Every student can submit one revised version within 10 working days after receiving the assessment.	
		If on the date of the 1 <sup>st</sup> submission deadline the assignment has not been (fully) submitted, the 1 <sup>st</sup> version will be marked as insufficient.	
		For 10 working days after the first submission deadline, there still is the opportunity to submit the paper. This will count as a resit.	
	80% attendance	<p>In the case of less than 80% attendance, the student will not be allowed to use the resit opportunity.</p> <p>For group assignments, we want to prevent that the group suffers if a team member is absent. The group assignment can be offered as resit. Students with an attendance rate of less than 80%, get a proportional deduction in points, with a minimum of - 0.5 on the final mark.</p>	
	Presentations/defences	<p>With marks composed from multiple results (report + presentations), the principle is that the report has to have a sufficient mark in order to be allowed to give the presentation. The teacher may deviate from this in the case of an academic defence that can be used as a teachable moment. This only applies when the report was marked with a 4.5 or better. Based on critical questions/feedback, the report will have to be corrected and submitted within 10 days. If the report is still marked as insufficient, the defence and report (so the entire module) will have to be done again.</p>	
	Resit presentations/defences	Presentations that have been marked as insufficient, can be resat once during the academic year in consultation with the teacher and the assessor. The 80% attendance requirement does not apply to group assignments/presentations. For groups, the rule is always that the group has to do a resit. Exception is absence due to illness of a	

		team member with a sick note from a doctor.	
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