

Rules

Title:	Common rules for supervised examinations
Sent to:	All students, Faculties, and Student Services
Status:	Publicly

1. November 2023

Case no. 23/36457
JHV/BRJE
jhv@sdu.dk
T +4565504471
M +4524408616

Pursuant to sec 9, subsec 2 and sec 12, subsec 4 in "Executive Order on examinations and examinations for university education" (BEK no. 2271 01/12/2021) the following is established:

Chapter 1 – Purpose

- (1)** The common rules for supervised examinations apply to all types of programmes offered by SDU.
- (a) Each faculty may have established additional guidelines which also apply to the individual examination. Please refer to the curriculum, course description, course rooms in "itslearning" or the programme's page on www.mitsdu.dk for further information.
- (b) For rules such as sick leave for exams, please refer to section 9 of "Rules for registration of subject elements and exams" of 1 January 2023.
- (2)** A supervised exam is understood as an exam that is held for a fixed period of time, at a specified location and under the supervision of exam guards.
- (a) Supervised examinations may, by decision of the university, be conducted in an online format.

Chapter 2 – IT equipment and other equipment

- (3)** Students must use their own IT equipment, unless otherwise stated in the rules for the exam, cf. section 1(a).
- (a) The student's IT equipment shall:
1. Be able to access SDU's wireless network
 2. Launch and have installed required programs, including Exam Monitor
- (b) The use of other equipment such as a hand scanner or digital pen may be required for each exam.
- (c) The student must bring his or her own extension cord of at least 3 meters.
- (4)** It is only allowed to bring and use one computer and one monitor for the exam.
- (a) The total number of screens shall not exceed one, unless otherwise specified in the rules for examination, cf. section 1(a).
- (b) The size of the screen must not exceed 17" unless otherwise stated in the rules for the exam, cf. section 1(a), or the individual student has an exemption from special examination conditions.
- (5)** It is not allowed to use a virtual computer during the exam.
- (6)** Mobile phones, digital watches/smartwatches, and other non-required equipment (e.g. music players) may not be used during the exam and must be turned off. Mobile phones must be visible on the examinee's desk. Other non-required equipment should not be carried or placed in a bag.
- (a) Headphones and their equivalent may only be used if they are indicated as being part of the exam or if an exemption has been granted prior to the examination.

(7) Equipment such as iPads and tablets that cannot run Exam Monitor is not allowed to be used, unless otherwise stated in the rules for the exam, cf. section 1(a).

(8) The student is responsible for setting up his/her computer upon arrival at the exam room, as well as ensuring that it works as it should.

(a) If Exam Monitor, system Digital Exam, itslearning etc. are to be used, the student must start these up and make sure that they work.

(9) If Exam Monitor is to be used during the exam, the student must, before the exam begins, and no later than when the exam guard asks for it, start Exam Monitor on his/her computer.

(a) Before the exam begins, the student must show the exam guards that Exam Monitor has started.

(b) Exam Monitor must be running on the student's computer throughout the exam.

(10) The installation of IT equipment in the exam room must be completed no later than 15 minutes before the exam begins.

(a) It is not allowed to share IT equipment and other types of equipment with other students for exams.

Chapter 3 – Before the start of the exam

(11) Unless otherwise stated in the rules for the exam, cf. section 1(a), the student must appear in the exam room one hour before the exam begins.

(a) Attendance after the door is closed means that the student cannot be let in.

(b) The person responsible for the examination may authorise the student to be admitted to the examination.

(c) The student may not be allocated extra time for the exam if he or she is late.

(12) The student must bring his/her student card to the exam.

(a) Before the exam begins, the student must, for the purpose of registration of attendance, identify himself with his/her student card.

(b) During the exam, the student card must be visible on the table.

(13) In the case of an exam where aids are not permitted, outerwear and bags/folders are placed out of reach.

(14) The doors of the exam room are closed 15 or 30 minutes before the exam begins. The specific time can be found in the regulations for the individual exam, cf. section 1(a).

(a) Before the exam begins, the examiners shall give oral instruction.

(b) At the beginning of the exam, the assignment statement shall be handed out either digitally and/or on paper.

Chapter 4 – Conduct during exams

(15) During the examination, the examiner may be summoned by a show of hands.

(a) The examination room may leave only if accompanied by an examiner. When using the toilet, you must use the toilet specified by the exam attendant.

(b) Visits to the canteen shall not be permitted.

(c) Smoking and vaping are not permitted.

(16) The first half hour and the last half hour of the examination time, the room may not be vacated.

(17) It is permitted to use aids and the Internet to the extent specified in the specific provisions for the individual exam, cf. section 1(a).

(a) During the exam, it is not allowed to borrow/lend aids to fellow students.

(18) It is not allowed during the exam to exchange information, or otherwise to be in contact with other examinees or persons outside the examination room.

(19) The assignment must always be solved as it is asked, and the teacher/assignment provider can only be called if the wording of the assignment does not seem clear or if errors are found in the assignment.

(a) If errors or doubts are found, everyone who is at the exam in question will be informed in order to ensure the same test conditions for everyone.

(b) The teacher/assignment provider cannot be called upon in case of doubt about understanding the task or for help in solving the task.

(20) During the exam, the student is responsible for his/her IT equipment and for continuously saving his/her assignment, including the production of backup copies.

(a) If there is a loss of data, such as texts that disappear, as a result of failing to save and make backups, you are required to complete the exam in question regardless of data loss.

(b) If problems arise with the student's computer during the exam that cannot be solved by either the student or the IT support, the student may continue on the university's IT equipment to the extent practicable.

(b) If the exam is conducted in an online format, cf. section 2, subsection 2, subsection 3 does not apply.

(21) If during the exam there are power failures, network breakdowns or other external problems with the use of the IT equipment that cannot be remedied/repared, an exam supervisor will immediately contact the exam coordinator, who will decide on the further conduct of the exam.

Chapter 5 – Completion of the exam

(22) The exam wardens notify when there is half an hour left of the exam.

(23) The assignment including appendices must be completed at the end of the exam period.

(a) Any digitized handwritten notes, etc. included in the answer must be fully digitised at the end of the exam period.

(b) The paper must include the exam number. If anything, else is to be used, it will have been stated before the exam, cf. section 1(a).

(24) All material must be submitted digitally. Details of the submission will be stated in the specific provisions for the individual exam or in the curriculum.

(25) After submission, the student must present a receipt for submission on the screen to the exam guard. After this, Exam Monitor and the computer must be shut down.

(a) Seats may not be vacated until the receipt has been approved by the examiners.

(26) If the exam is left before it is over, the student must leave the computer, mobile phone, assignment formulation or other things in the room. These can only be picked up when the exam is over.

(27) The room must be vacated in good order so that students who have not yet finished the exam are disturbed as little as possible.

Chapter 6 – Commencement provisions

(28) The Danish rules will enter into force on 1 June 2023 and apply to supervised examinations that will take place from 1 June 2023.

(a) Previous common rules on written place tests at SDU will be repealed.