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Principles for the scheduling of exams on the full-time degree programmes at Aarhus BSS

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These principles form the basis of the scheduling of exams on the full-time degree programmes at Aarhus BSS. All parties involved in the scheduling of exams must contribute to an appropriate and efficient planning process while taking these principles into account. For this reason, the principles are supplemented by clarifications of managerial competences and responsibilities when necessary.

Neither the general principles nor the student considerations are ranked, but should be seen as establishing an overall framework for the considerations, assessments and procedures that form the basis of the scheduling of exams at Aarhus BSS. When scheduling exams, the overall aims are to develop reasonable exam schedules for the students - schedules that ideally allow for reasonable intervals between each exam giving the student time to prepare for the individual (ordinary) exams - and to ensure reasonable working conditions for the examiners in connection with the exam.

The principles have been developed on the basis of discussions among the directors of studies, heads of department, staff and student representatives as well as on the basis of input from relevant staff members in the studies administration.

General principles for the scheduling of exams

1. As a rule, ordinary exams are conducted in December-January and May-June respectively. As a rule, reexaminations are conducted in a specified period in the current annual exam cycle (either in February or in August). Naturally, the assessment deadlines established in the Ministerial Order must be met irrespective of when the exam was actually conducted.
2. During the exam period, written exams are as a rule conducted earlier than oral exams as written exams require a longer assessment period.
3. Written exams are conducted from Monday to Thursday between 9.00 - 19.00, Friday between 9.00 - 18.00 and Saturday between 9.00 - 15.00 (until 16.30 to

allow for the maximum of extra time in accordance with a dispensation). As far as possible, the aim is to conduct the exams from Monday to Friday. However, Saturday is included as an ordinary day in the scheduling phase. This means that students may expect one or more of their exams to be placed on a Saturday during the course of their studies. In extraordinary cases, written exams may also be conducted on Sundays. In these cases, the same framework that applies to Saturday will apply.

4. As a rule, oral exams may be conducted from Monday to Friday between 9.00 - 17.00. Oral exams may also be conducted on Saturdays between 9.00 - 15.00 if this is necessary in order to ensure a reasonable exam schedule.
5. The premises administered by Aarhus BSS are shared. This means that, as a rule, the departments and the degree programmes do not control or have a right to specific rooms in connection with teaching or exams. However, in connection with the scheduling of timetables and exams, it is a fundamental principle that teaching as well as (oral) exams take place in the vicinity of the degree programme, i.e. close to the academic environment, the department, the student associations, related academic environments, etc. in the University Park, on Fuglesangs Allé or in Herning.
6. In oral exams, the students are required to arrive one hour before their exam is scheduled to commence. However, students whose exams are scheduled in the first hour are allowed to arrive when their exams are scheduled to commence. This applies to ordinary exams as well as to reexaminations.
7. The academic staff member (or one of the academic staff members) responsible for the exam assignment must be reachable by phone during the first hour as a minimum in connection with a written exam or the publication of a take-home assignment. If the academic staff member responsible for the assignment is absent, his/her examination duty may be assumed by the approver of the exam assignment/another academically competent colleague.
8. Via the ordinary reporting channels between the departments and Aarhus BSS StudiePlan, the academic staff members are allowed to submit specific requests in connection with the exam schedules. These requests must be approved by the head of department. As a rule, academic staff members cannot block off dates for the written exams. "Blocking"-requests submitted after the department's ordinary submission of requests will be met if possible. However, this cannot be guaranteed.
9. In connection with oral exams, external examiners may have certain requests regarding their exam schedule. These requests will be accommodated if possible. In this connection, the relevant director of studies is responsible for ensuring a reconciliation of mutual expectations when making agreements with external teaching staff/examiners.

Who is responsible for assuring the quality of the exam schedule?

1. The individual lecturer/examiner is responsible for the quality assurance of his or her own exam schedule in relation to the preliminary exam schedule submitted by Aarhus BSS StudiePlan. That is, the individual lecturer/examiner must check that there is a correlation between the preliminary schedule and the requests that he or she has submitted to StudiePlan with permission from the head of department.
2. The director of studies is responsible for ensuring that the overall exam schedule looks reasonable from a student perspective.
3. The department is responsible for submitting a joint overview of any corrections to the preliminary exam schedule to StudiePlan. When the deadline for corrections has expired, the exam schedule (following the adjustments based on the submitted corrections) is considered to be final.

Considering the students when scheduling exams

1. The room is suitable for the exam activity in question giving the student ample space and reasonable working conditions.
2. The exam schedule is announced to the students well in advance of the exam period.
3. The aim is that the exam schedule for ordinary exams should, as far as possible, allow for reasonable intervals between each exam so that the student is able to prepare for the individual exams.
4. For the sake of the study environment, oral exams should be conducted in the vicinity of the academic environment, the department, the student associations, related academic environments, etc. in the University Park, on Fuglesangs Allé or in Herning respectively.