

Rules on on-site examinations (AU's rules)

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Aarhus University's rules of 1 September 2017 on on-site examinations (written, oral or practical exams of a set duration held under supervision at a set location):

Pursuant to Consolidation Act no. 261 of 18 March 2015 on Universities and Consolidation Act no. 1147 of 23 October 2014 on Academy Profession Degree Programmes and Professional Bachelor's Degree Programmes with subsequent amendments as well as related ministerial orders, the following applies:

1.-(1) These rules apply to on-site examinations. On-site examinations are written, oral or practical exams of a set duration held under supervision at a set location.

(2) On-site examinations are governed by Aarhus University's rules on the placement of, registration for, participation in and withdrawal of registration for examinations.

2.-(1) Only permitted examination aids may be brought to on-site examinations. A list of permitted aids is included in the description of the individual course element in the academic regulations or the course catalogue. The examinee is responsible for bringing the required exam writing tools and other equipment as well as permitted examination aids.

(2) Music players, mobile phones and similar forms of digital and audio equipment must not be accessed during an on-site examination, unless the device in question is a permitted aid. Music players, mobile phones and similar forms of digital and audio equipment must be stored in the examinee's own closed bag during an on-site examination, unless the device in question is a permitted aid.

(3) Examinees are not permitted to borrow anything – including aids – from other examinees during an on-site examination.

(4) The examinee is liable for permitted aids and other objects brought to the on-site examination, and is responsible for the operational reliability of permitted aids.

3.-(1) The examinee must present valid photo identification (for example, a student ID card) when reporting for an on-site examination. Examinees who fail to do so may be excluded from participating in the examination. This will be registered as an examination attempt. The examinee must place his or her student card on the right-hand corner of the table during written on-site examinations. The card must be visible throughout the examination.

(2) The examinee must be present and seated in the examination room before an on-site examination commences. Students who report for an examination after the time set for the commencement of the examination may be excluded from participating in the examination. This will be registered as an examination attempt.

(3) Examinees are not allowed to communicate or attempt to communicate with other examinees in the examination room or with persons outside the examination room. All communication during on-site examinations must take place through examination monitors at the on-site examination, and students must raise their hands before speaking.

(4) No examinee may leave the examination room earlier than one hour after commencement of the on-site examination without the express permission of the examination monitor.

4.-(1) When the on-site examination is over, the examinee must be ready to hand in his or her papers. In case of digital examinations, the paper must be submitted at the end of the on-site examination.

(2) If an examinee submits his or her exam paper earlier than fifteen minutes prior to the end of a digital on-site examination, the examinee must contact the examination monitor, who then notes that the exam paper has been submitted.

(3) The university will store aids and other objects left behind in the examination room for one year.

Appeals and exemptions

5.-(1) Cases regarding violation of these rules are handled in accordance with Aarhus University's rules on disciplinary measures for students.

6.-(1) Applications for exemption from these rules and other rules laid down pursuant these rules must be submitted in writing and include an explanation of the reasons for the application. Applications must be submitted to the appropriate board of studies.

(2) Applications for exemptions must be submitted at the start of the semester. Students who submit applications later than this cannot expect them to be processed before the day of the examination.

(3) Under exceptional circumstances, the board of studies may grant an exemption from subsection 2.

Delegation:

7.-(1) As a supplement to these rules and within the framework they constitute, and within the framework constituted by Aarhus University's rules on the placement of, registration for, participation in and withdrawal of registration for courses and exams, the dean of a faculty may lay down rules regarding:

- the use of computers for on-site examinations, including requirements with regard to formats for submission and required templates.
- the use of upload and download in connection with distributing examination questions and submitting exam papers.

(2) If no rules have been laid down pursuant to subsection 1, Aarhus University's rules of 1 September 2017 on the use of computers for on-site examinations apply.

(3) Any supplementary rules pursuant to subsection 1 will be presented as a reference in the relevant academic regulations, and must be made available to students by the deadline for registering for the course element(s) leading up to the examination in question.

Entry into force:

17.-(1) These rules come into force on 1 September 2017.

Aarhus University, 1 September 2017.

Berit Eika
Pro-rector