

Rules on on-site examinations at Aarhus University

Aarhus University's rules of 1 September 2018 on on-site examinations (written, oral or practical exams of a set duration held under supervision at a set location), including rules on digital on-site examinations in the Digital Exams system or WISEflow:

Pursuant to Consolidation Act no. 172 of 27 February 2018 on Universities with subsequent amendments and Consolidation Act no. 986 of 18 August 2017 on Academy Profession Degree Programmes and Professional Bachelor's Degree Programmes with subsequent amendments as well as related ministerial orders, the following applies:

Section 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. Written on-site examinations include both analogue and digital on-site examinations.

Subsection (2) On-site examinations are also subject to Aarhus University's rules on placement of, registration for, participation in and withdrawal of registration for courses and examinations and Aarhus University's rules regarding disciplinary measures for students.

Subsection (3) Supplementary guidelines regarding exams in the Digital Exams system and WISEflow will be published on the study portal.

Part 1

The students' obligations

Section 2.-(1) Students have a responsibility to consult the academic regulations and the course catalogue to inform themselves of relevant information regarding the examination in question.

Subsection (2) In connection with digital on-site exams in the Digital Exams system and WISEflow, students are also responsible for informing themselves of any additional guidelines regarding exams in the Digital Exams system and WISEflow by consulting the study portal.

Equipment for written digital on-site examinations

Section 3.-(1) In connection with on-site exams with a computer, each student may bring one computer to the exam along with necessary extension cords, junction boxes, etc., unless otherwise specified in the rules for the specific exam in the academic regulations or the course catalogue. Students are responsible for bringing a computer and associated equipment.

Subsection (2) Students are responsible for the operational reliability of the equipment brought to the examination. No assistance will be provided before, during or after the examination. Malfunctions caused by individual operational problems will not result in extended examination time or permission for extraordinary re-examination.

Section 4.-(1) Students are liable for damage to or theft of computer equipment while such equipment is in the examination room.

Part 2

Access to the examination room

Section 5.-(1) Students will be given access to the examination room 30 minutes before commencement of the examination. Students must be present and seated in the examination room before an on-site examination commences. In connection with on-site exams with computer, the computer must be set up before the examination commences.

Subsection (2) 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.

Section 6.-(1) Students must present valid photo identification (for example, a student ID card) when reporting for an on-site examination. Students who fail to do so may be excluded from participating in the examination. This will be registered as an examination attempt. Students must place their student ID card on the right-hand corner of the table during written on-site examinations. The card must be visible throughout the examination.

Part 3

Aids

Section 7.-(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. Students are responsible for bringing the required exam writing tools and other equipment as well as permitted examination aids.

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

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

Subsection (4) No connection of audio (even using headphones etc.) to computers or through other equipment is allowed, unless otherwise specified for the examination in question.

Subsection (5) Students are liable for permitted aids and other objects brought to the on-site examination, and is responsible for the operational reliability of permitted aids.

Part 4 **During the on-site examination**

Section 8.-(1) Students are not allowed to communicate or attempt to communicate with other students in the examination room or with persons outside the examination room. All communication during on-site examinations must take place through the exam supervisors, and students must raise their hands before speaking. Communication or attempts at communication with other students during on-site examinations may result in a sanction for exam cheating.

Section 9.-(1) The student may not leave the examination room earlier than one hour after commencement of the on-site examination without the express permission of the exam supervisor.

Part 5 **Submission**

Section 10.-(1) In case of digital on-site examinations, the exam paper must be submitted electronically at the end of the on-site examination. In case of other written on-site examinations, the exam paper must be placed at the corner of the table at the end of the on-site examination.

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

Subsection (3) In cases in which it is not possible for a student to submit through the Digital Exams system or WISEflow, the exam paper must be submitted before exiting the examination room – for example using a USB flash drive provided by the exam supervisor – unless otherwise specified. The student must notify the exam supervisor that submission through the Digital Exams system or WISEflow is not possible. The exam supervisor or the student must provide a description of the reasons for not submitting through the Digital Exams system or WISEflow, which must subsequently be confirmed with the exam supervisor's signature.

Subsection (4) In cases in which it is not possible for a student to continue participating in the examination in the Digital Exams system or WISEflow, the student may switch to writing by hand. The student must notify the exam supervisor of the switch to writing by hand, and the final exam paper submitted must be accompanied by a brief description of the reasons for which the exam paper was completed by hand. This description must be written by either the exam supervisor or the student and subsequently confirmed with the supervisor's signature.

Subsection (5) In cases in which a student does not submit his or her exam paper in the Digital Exams system or WISEflow, but instead as described in subsections 3 or 4, the student must apply for an exemption in order to have the exam paper assessed.

Part 6

The university's obligations

Section 11. In connection with written on-site examinations, the university is responsible for:

- setting up tables and chairs
- access to a power source and, if relevant, access to the internet, if the written on-site examination is a digital on-site examination

Section 12. The university will store aids and other objects left behind in the examination room for one year.

Part 7

Appeals and exemptions

Section 13. Cases regarding violation of these rules are handled in accordance with Aarhus University's rules on disciplinary measures for students.

Section 14. Applications for exemption from these rules and other rules laid down pursuant to 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.

Subsection (2) Applications for exemptions, with the exception of applications for exemption under section 10(5), 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.

Subsection (3) Under exceptional circumstances, the university may grant an exemption from subsection 2.

Part 8

Delegation

Section 15. As a supplement to these rules, 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 written 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

Subsection (2) 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.

Part 9

Entry into force

Section 16. These rules come into force on 1 September 2018.

Subsection (2) At the same time, Aarhus University's rules of 1 September 2017 on the use of computers for on-site examinations and Aarhus University's rules of 1 September 2017 on on-site examinations are repealed.

Aarhus University, 1 September 2018.

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