

## **RULES ON THE USE OF COMPUTERS FOR EXAMINATIONS**

Aarhus University's rules on the use of computers in examinations have been established under the authority of the ministerial orders on examinations issued by the Ministry of Higher Education and Science:'

The Ministerial Order on Examinations and External Examination in University Degree Programmes (the Examination Order)

Ministerial Order on Examinations on Professionally Oriented Higher Education Degree Programmes

### **Part 1**

#### **Scope**

1.-(1) These rules apply where it is stipulated in the academic regulations that computers are to be used in the examination.

2.-(1) Examinations in which computers are used are also subject to Aarhus University's rules on placement of, registration for, participation in and withdrawal of registration for courses and examinations, Aarhus University's rules regarding on-site examinations and Aarhus University's rules regarding disciplinary measures for students at Aarhus University.

### **Part 2**

#### **The university's obligations**

3.-(1) For examinations in which computers are used, the university is responsible for:

- Setting up tables and chairs.
- Providing access to electricity as well as access to the internet where relevant, however see section 5.

(2) In the event that a computer malfunctions before commencement of the examination, the university reserves the right to move examinees to another room in order to achieve optimum utilisation of the number of seats available for computer use.

### **Part 3**

#### **Students' obligations**

4.-(1) Students are responsible for seeking information in the academic regulations and the course catalogue on the use of computers for the examination in question.

5.-(1) Students must bring their own computer and associated equipment, including a low-noise printer as well as any necessary extension cables, power strips etc. as well paper for printing out the exam paper in case of examinations which are to be printed out.

(2) No connection of sound (even using headphones etc.) to computers is allowed, unless otherwise specified for the examination in question.

(3) The student is responsible for the operational reliability of the equipment brought to the examination. No technical 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 a re-examination.

#### **Part 4**

##### **Other provisions**

6.-(1) Students will have access to the examination room 30 minutes before commencement of the examination in order to set up their computer and printer. Computer and printer must be ready when the examination commences.

7.-(1) For examinations which are to be printed out, the exam paper must be printed and completed by the time the examination is over.

(2) Any possibility of handing in papers in digital form will be announced separately to the students before the examination is held.

(3) Requests for permission to hand in a paper in digital format as a result of a malfunction requires an application for an exemption. The exam paper must be handed in before the student leaves the examination room, if necessary using a USB flash drive which the student is responsible for bringing to the examination, unless otherwise stated.

8.-(1) In cases in which it is not possible for a student to continue participating in the examination on the computer, 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 paper submitted must be accompanied by a brief description of the reasons for which the paper was completed by hand.

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

#### **Part 5**

##### **Entry into force**

10.-(1) These rules come into force on 1 September 2016.

(2) The rules replace Aarhus University's rules regarding the use of computers for examinations of 1 September 2015.

Aarhus University, 1 September 2016.

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