Erratum Rules and Guidelines of the Examinations Board 2019-2020

Change

The following articles will be changed:

Article 4.5:

Old article:

If an examination is taken digitally, provisions will be made such that in the case of technical failure, the examination in question can still be taken on the same day.

New article:

If an examination is taken digitally and a technical or other problem occurs that prevents the examination from continuing, the Examinations Board will decide if and when a new test will be scheduled.

4.7

Old article title:

Procedures during examinations

New article title:

Procedures during physical examinations

Addition

The following articles will be added to the Rules and Regulations:

Article 4.11 - Rules regarding digital examinations

- Students will be informed via Canvas at least two weeks in advance regarding the items required and the detailed procedure for the digital exam.
- Students are responsible for ensuring that they have a working internet connection and the necessary hardware and software. If a student is unable meet this requirement, they will not be able to take or complete the test and the student will not be entitled to a replacement exam.
- If a student is unable to complete the exam in its entirety due to technical issues, the student must take the resit exam. If a student fails the resit, the Examinations Board will review the student’s individual case to determine whether he or she might be eligible for an additional resit opportunity.
- If a student encounters technical issues during the exam, these must be reported immediately in accordance with the relevant procedure.
Examiners may decide to impose a time restriction on each question and disallow students from going back to previous questions. Students must be informed of these restrictions in a timely manner.

By taking part in the exam, students give permission for their submitted work to be recorded in Turnitin.

Students must complete the exam on their own. No one else may be present in the room. Aids that are permitted will be explicitly listed in the detailed procedure. Any other aids are expressly forbidden.

The student’s actions or failures to act that make it wholly or partially impossible to accurately judge his/her knowledge, understanding and skills, will be regarded as fraud. Actions such as sharing or attempting to share information during the exam, seeking or attempting to seek help and gaining access to the questions beforehand will also be regarded as fraud.

All other programs, browsers and tabs must be closed during the exam.

Article 4.12 - Rules regarding examinations with online proctoring

In addition to Article 4.11, the following rules apply to online exams that include online proctoring:

Students will be informed via Canvas at least two weeks in advance regarding the items required and the detailed procedure for online proctoring.

By taking part in the exam, students agree to the recording and collection of data by the proctoring system used.

If the examiner is unable to confirm that all conditions from this article have been met, the examiner cannot determine whether the test has been taken correctly. The test will be declared invalid in that case.

Exams with online proctoring have a maximum duration of two hours, unless the Examinations Board grants permission for a longer duration.

During the exam, students must remain seated and visible to the invigilator at all times. Students are not permitted to use the toilet.

The room in which the test will be taken must have adequate lighting. No other people or sources of sound may be present. The test must be taken at a table or desk that is completely empty, with the exception of aids that are explicitly listed in the procedure.

Scrap paper is not permitted during the test, unless stated otherwise on the cover page. In that case, students must show both sides of the scrap paper at the beginning of the exam.

Calculators are not permitted, unless stated otherwise on the cover page or in the online instructions. Calculators need to meet the pre-defined conditions and must be shown at the beginning of the exam.

At the start of the exam, students must identify themselves by showing a student ID card only.

Students may not wear sunglasses during the exam. Students may wear a hat, but the brim must be turned to the back.

Students may not make any technical adjustments that intentionally or unintentionally undermine the online proctoring system. In addition, the instructions given in the detailed procedure must be followed at all times.
• A desk scan must be performed at the start of the exam. If there is a disturbance during the exam, another desk scan must be performed when the exam is resumed. If an unauthorised aid is detected, this will be considered fraud. If it cannot be determined whether an unauthorised aid has been used, the exam may be declared invalid.

• Students must remain in view of the working webcam throughout the duration of the exam and the microphone must be turned on for the entire exam as well.

• Latecomers will be admitted up to 10 minutes after the exam has started.

• If the internet disconnects, it must be reconnected as soon as possible. The time that a student is disconnected from the internet will be checked by the invigilator afterwards. If the connection has been interrupted too often or for too long, the exam may be declared invalid.

Adopted on 08-05-2020 by the Examinations Board for the degree programmes stated in Article 1.1 of the Rules and Guidelines.