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# Guidelines for hall-based and take-home examinations at Örebro University

**Policy document Örebro University**

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## Contents

1. Introduction .....	3
2. Hall-based examinations.....	3
2.1 Introduction hall-based examinations .....	3
2.2 Exam slots and practicalities .....	3
2.3 Signing up for exams.....	3
2.4 Signing up for exams for students with disabilities .....	4
2.5 Handling exams .....	4
2.6 Teachers' responsibilities and obligations .....	4
2.7 Identity checks .....	5
2.8 Anonymous exams.....	5
2.9 Writing paper.....	5
2.10 Personal belongings.....	5
2.11 Authorised aids .....	5
2.12 Talking among students prohibited.....	5
2.13 Toilet visits .....	6
2.14 Breaking the rules and suspicion of attempted deception during examinations.....	6
2.15 Submitting the exam to the invigilator.....	6
3. Take-home exams .....	7
3.1 Introduction take-home exams .....	7
3.2 Exam slots and practicalities .....	7
3.3 Signing up for exams.....	7
3.4 Signing up for take-home exams for students with disabilities.....	7
3.5 Handling take-home exams.....	8
3.6 Teachers' availability during the exam .....	8
3.7 Anonymous exams.....	8
3.8 Talking/collaboration among students prohibited .....	8
3.9 Breaking the rules and suspicion of attempted deception during examinations.....	8

## 1. Introduction

These rules have been drafted with written hall-based and take-home examinations in mind. The first part refers to examinations carried out in exam halls, while the second part refers to take-home examinations. In this document, the terms 'examination' and 'exam' are synonymous.

## 2. Hall-based examinations

### 2.1 Introduction hall-based examinations

These rules cover both paper-based exams and on-campus e-exams.

Student Services is responsible for the practical arrangements for hall-based exams at Örebro University. The schools must ensure that a teacher responsible for the written exam in question is appointed. Each teacher charged with the responsibility for written exams, as well as each invigilator, is obliged to familiarise themselves with these rules. It is essential that teaching staff communicate these rules to the students prior to the exam.

Students are obliged to familiarise themselves with the rules and procedures for hall-based exams available at [oru.se/english/study/student-services/examinations/](http://oru.se/english/study/student-services/examinations/) and read the information provided at each desk in the exam hall.

### 2.2 Exam slots and practicalities

Exams take place between 08:15 and 20:15. Under special circumstances, the exam slot may be extended to 21:15.

No written exams are scheduled to public holidays. The term 'public holiday' refers to days defined as such in the Act on Public Holidays (1989:253). In exceptional circumstances, exams may be scheduled to a Sunday. On 30 April, exams may be held until 12:00.

Exams may be scheduled as of the first week of August up until and including the Thursday before Midsummer in June. Courses that deviate from the standard semester dates have priority to hall-based exams in the first week of August. Several different exams may be held at the same time in the same exam hall.

Students should arrive 30 minutes before the start of the exam.

After the start of the exam, entry to the exam hall for any examinees arriving late will only be allowed once, 30 minutes after the exam has started. After that, no further admission of students to the exam hall is permitted. Examinees will not be allowed to leave the exam hall during the first 60 minutes. Should the exam time be 60 minutes or shorter, examinees must remain in the exam hall for the duration of the exam.

### 2.3 Signing up for exams

For the written exam as well as resits, students must sign up no later than seven days prior to the day of the exam (not including the day of the exam).

Signing up is compulsory and must be done in the student portal Studenttjänster.

## 2.4 Signing up for exams for students with disabilities

Students with a documented disability that is not temporary or passing in nature, must contact a disability coordinator at the Funka unit to obtain a decision on adapted examinations.

Students who have had their request for adapted examinations/assessment approved must notify those concerned by using a designated web form as well as complete the compulsory signup for the exam in the student portal Studenttjänster no later than seven days prior to the day of the exam (not including the day of the exam). The decision on adapted examinations must be valid when the sign-up window for the exam closes.

Together with the exam administration, the Funka unit is responsible for ensuring that any special equipment/aids granted are available for students taking adapted exams.

## 2.5 Handling exams

Both paper-based and e-exams must be submitted to the central exam administration no later than at 09:00 three working days prior to the exam date (not including the day of the exam). The study administrator must also notify the exam administration of the teacher in charge during the exam as well as their telephone number.

If the exam is not available by the time and date specified above, the school is responsible for cancelling the exam and informing the students.

### Paper-based exams

Paper-based exams must be submitted in the designated package, including the form provided. The exam papers must give details of the teacher/examiner in charge, their telephone number and any authorised aids. The exam administration is responsible for the form.

### E-exams

For e-exams, the study administrator must create a location for submission of the exam in the system for e-examinations no later than in connection with the opening of the exam sign-up window. Details to be included are the exam start and end time as well as of the marking period's start and end time. The teacher must link the exam to the submission location in question in the system for e-examinations.

## 2.6 Teachers' responsibilities and obligations

The teacher in charge must advise students on any authorised aids for the exam.

The teacher must be available during the second hour of the exam to answer any questions from students and the exam administration. Should the exam slot be 2 hours or shorter, the teacher must be available during the first hour of the exam. For exams with modified essay questions (MEQ), the teacher must be available during the entire exam.

Solutions/answers to the exam questions may not be given in the exam hall while the exam is still in progress, nor may they be made available in any other way before the exam time is up.

## 2.7 Identity checks

Identity checks must be performed before the examinees enter the exam hall. The invigilator must check examinees' physical proof of identity, that it is valid and accepted – such as a driver's licence or passport or other accepted ID document in accordance with studera.nu.

Any electronic proof of identity will not be accepted. Examinees must keep their IDs visible on the desk during the exam to enable invigilators to make closer ID checks.

Students who cannot provide accepted and valid physical proof of identity (original) will not be allowed to sit the exam.

## 2.8 Anonymous exams

Under the university's guidelines on examination and assessment on first- and second-cycle courses (ORU 2023/07568), hall-based exams must, unless special grounds exist, be anonymous. Such grounds must be stipulated in the course syllabus or in a decision made specifically by the examiner.

## 2.9 Writing paper

During written exams, examinees are only permitted to write their answers and solutions on writing paper provided by Örebro University or in the examination booklet.

Examinees may not bring their own writing paper. Only writing paper handed out by the invigilator for that particular exam may be used. An exam where answers and solutions are written on any other paper will be regarded invalid.

## 2.10 Personal belongings

Examinees must leave any bags, coats and other personal belongings in a place shown to them by the invigilator. Personal belongings include watches, pencil cases, glasses cases, other containers, mobile phones and other electronic equipment. Electronic equipment must be turned off.

## 2.11 Authorised aids

For e-exams, only the aids that have been authorised by the teacher in charge must be specified on the first page of the exam paper. For paper-based exams they are to be listed on the form accompanying the exam package.

Students are obliged to familiarise themselves with which aids are authorised. Checks of authorised aids will be done by the invigilator.

## 2.12 Talking among students prohibited

Examinees are prohibited from talking to other examinees in the exam hall once the exam has begun. The same applies during visits to the toilet. 15 minutes before the start of the exam, all examinees must be seated in their designated seat and silence must be maintained in the exam hall.

### **2.13 Toilet visits**

Examinees visiting the toilet must sign their names and the time for the visit on a designated list.

### **2.14 Breaking the rules and suspicion of attempted deception during examinations**

Examinees who despite being told by an invigilator, disrupt or obstruct the examination, or who do not respect the instructions given by the invigilator, may be urged by the invigilator to immediately terminate their exam. They are then obliged to leave the exam hall. Such incidents must be reported to the vice-chancellor and may result in disciplinary action.

If the invigilator suspects that an examinee has access to unauthorised aids, or keeps personal belongings by their desk, the student must present such objects to the invigilator. An examinee may not be dismissed from or forced to terminate the examination due to suspicion of attempted deception during an examination. Access to unauthorised aids shall be reported to the vice-chancellor and may result in disciplinary action.

### **2.15 Submitting the exam to the invigilator**

While the exam is in progress, examinees are not allowed to bring answer sheets, exam papers or scrap papers out of the exam hall. On completion of the exam, examinees must submit their answer sheets, exam papers and scrap papers to the invigilator in person. All submitted writing papers/pages in the examination booklet must have the anonymous code written on them.

Examinees will be issued an exam receipt as confirmation of them submitting the exam. The anonymous code must also be written on the exam receipt that is enclosed with the exam. The invigilator is responsible for checking that the anonymous code has been written on each piece of writing paper as well as on the exam receipt.

On completion of an e-exam, the examinee must confirm in the system that the exam is being submitted and the invigilator will enter a code that facilitates submission. The examinee is then able to send a receipt from the system to their email address, confirming that the exam has been submitted.

If the student has submitted a blank paper-based exam or if they have opened the e-exam without providing any answers, they will receive the grade Fail (U).

### 3. Take-home exams

#### 3.1 Introduction take-home exams

Take-home exams at Örebro University are to be conducted electronically. E-exams can be conducted using Örebro University's digital systems.

#### 3.2 Exam slots and practicalities

A take-home exam may be conducted during a part of a day, during one day or over several days. Take-home exams that start and finish on the same day should not be scheduled to a public holiday. The term 'public holiday' refers to days defined as such in the Act on Public Holidays (1989:253).

Take-home exams may be scheduled as of the first week of August up until and including the Thursday before Midsummer in June. Courses that deviate from the standard semester dates have priority to take-home exams in the first week of August.

The start time and submission deadline for the take-home exam must be between 08:15 and 15:00 on Mondays-Fridays. This is to ensure that there is staff available for any technical support.

For students doing a take-home exam starting and finishing on the same day, technical support is available as follows:

- 30 minutes prior to the start of the exam
- For the duration of the exam
- Until those needing assistance submitting the exam has received help by the support team, however no later than until 15:00.

For students doing a take-home exam over several days, technical support is available via email between 08:15 and 15:00.

#### 3.3 Signing up for exams

For the exam as well as resits, students must sign up in the student portal Studenttjänster no later than seven days prior to the day of the start of the exam (not including the day of the start of the exam).

#### 3.4 Signing up for take-home exams for students with disabilities

Students with a documented disability that is not temporary or passing in nature, must contact a disability coordinator at the Funka unit to obtain a decision on adapted examinations.

Students who have been recommended additional time for a take-home exam must notify those concerned in accordance with the instructions given to them as well as complete the compulsory sign-up for the exam in the student portal Studenttjänster no later than seven days prior to the day of the start of the exam (not including the day of the exam). The decision on adapted examinations must be valid when the sign-up window for the exam closes.

Based on the decision, the study administrator will register the adaptation in the tool for the student in question. The school will provide the student with instructions on submission.

### **3.5 Handling take-home exams**

The school is responsible for creating a location for submission of the take-home exam no later than on the day before the sign-up window for the exam opens. Details to be included are the exam start and end time as well as the marking period's start and end time.

The teacher must no later than three working days prior to the exam (not including the day of the exam) link the exam to the submission location in question.

When the university finds that the student has opened the exam, the student is considered to have participated in the exam and must consequently be awarded a grade. If the student has submitted a blank or no answer at all, they will receive the grade Fail (U).

### **3.6 Teachers' availability during the exam**

Teachers must be available to answer questions at some point during the exam. The exam papers must include information on how to contact the teachers and what time they are available to answer questions.

### **3.7 Anonymous exams**

Under the university's guidelines on examination and assessment on first- and second-cycle courses (ORU 2023/07568), take-home exams must, unless special grounds exist, be anonymous. Such grounds must be stipulated in the course syllabus or in a decision made specifically by the examiner.

### **3.8 Talking/collaboration among students prohibited**

It must be evident from the front page of the take-home exam paper if students are to work separately or whether collaboration is permitted. If collaboration is permitted, the form of collaboration permitted must be specified.

### **3.9 Breaking the rules and suspicion of attempted deception during examinations**

In cases where students break the rules for take-home exams and in the event of deception during examination, the rules for disciplinary action laid out in the Higher Education Ordinance will be applied.

Take-home exams will be checked for plagiarism using the plagiarism detection tool Ouriginal. In the event of plagiarism detection, the rules for disciplinary action will be applied.