

**Guidelines for conducting examinations at Østfold University College
adopted by the Director of Academic Affairs 29th March 2017, revised
18th October 2019**

Guidelines for the responsible lecturer(s)

1. The responsible lecturer(s) means the person or people who are primarily responsible for each individual course.
2. The responsible lecturer is to prepare a proposal for the examination question paper and the guidance for external examiners, and obtain the examiner's opinion.
 - For paper-based examinations, the finished examination question paper and guidance for external examiners must be sent to the examination coordinator no later than two weeks before the examination date. If the deadline is not complied with, the responsible lecturer is responsible for making copies of the examination question paper for the candidates.
 - For digital examinations, the finished version of the examination question paper must be completed in the university college's digital examination system no later than two weeks before the examination date. The guidance for external examiners must be sent to the examination coordinator before the same deadline.
3. The responsible lecturer must ensure that information regarding the permitted examination support material can be found in the examination question paper.
4. The responsible lecturer must be available during the examination. During the first hour of the examination, the responsible lecturer must be available regarding inquiries from candidates. If it is not possible for the responsible lecturer to be present during the examination, she/he must provide a substitute. Information about this must be given to the examination coordinator.
5. The responsible lecturer must proceed with caution when providing additional information during the examination. Any information that may be relevant to all examination candidates must be communicated to all examination candidates.
6. The responsible lecturer, together with the examiner, are responsible for marking the examination answers and that signed assessment protocols are submitted to the examination coordinator within three weeks.
7. The examination answers are to be returned to the examination coordinator when the appeal deadline has passed - three weeks after the marking date.

Guidelines for examination candidates regarding invigilated written examinations

1. Candidates must be present in the examination room in ample time and no later than 15 minutes before the examination begins. For digital examinations, candidates must be present in the examination room 30 minutes before the examination begins. Late arrival may lead to the candidate not being permitted to take the examination. In special cases of late arrival, the candidate may access the examination room up to 30 minutes after the examination has begun.
2. The candidates must show a valid student identity card or other photo ID and sign the attendance list. Students who have not paid a semester fee are not permitted to take the examination.
3. After the candidates have signed the attendance list, they are not permitted to leave the examination room without permission from the examination invigilator.
4. Bags and outerwear must be placed at the designated place when entering the examination room. Mobile phones, smartwatches, electronic storage media or other communications equipment must be turned off and must not be accessible to the candidates during the examination.
5. The candidates are only permitted to leave the examination room accompanied by an examination invigilator. It is not permitted to leave the room during the first 30 minutes after the examination has begun.
6. The candidates must not use anything else other than the permitted examination support material during the examination. Access to prohibited examination support materials is considered cheating. It is the candidate's own responsibility to ensure that they possess the permitted examination support materials unless otherwise stated. It is not permitted to borrow examination support materials from other candidates.
7. No form of communication between candidates is permitted during the examination.
8. Examination invigilators must be contacted if candidates have questions.
9. A lecturer will be available during the first hour of the examination to clarify any uncertainties regarding the examination question paper.
10. For digital school examinations based on the use of personal laptop computers, the candidate must bring their own computer and power cable. The candidates are responsible for downloading the necessary software before arriving at the examination room.
11. The candidates are to use the allocated duration of the examination and up to 15 minutes extra in order to finalise their answer. Sorting, page numbering and addition of the candidate number must be completed so that the answer is ready for submission at the end of the total available time. If a candidate continues to work on their answer after the available time has ended, this is considered cheating.
12. The candidates must not leave the examination room before their answer is checked and approved by the chief invigilator.

13. As a general rule, candidates are not permitted to submit rough copies as part of their answer. The examiners determine whether rough copies can be accepted as an answer in exceptional cases.
14. Candidates who choose to leave the examination without submitting an answer must return the examination question paper and all materials provided. The candidates will be registered as withdrawing from an examination and will have used one examination attempt.
15. Candidates who are unable to attend or take an examination due to illness must provide a medical certificate one week after the examination date at the latest. Undocumented absence due to illness is considered one examination attempt.
16. Candidates who become ill during examinations must choose whether to withdraw or submit their answer to the examiner. A medical certificate must be provided within one week after the examination date.

Guidelines for examination invigilators

1. Examination invigilators are obligated to familiarise themselves with the applicable examination guidelines.
2. Examination invigilators are responsible for ensuring that the university college's provisions for conducting examinations are complied with.
3. Examination invigilators have a duty of confidentiality under the Public Administration Act regarding what takes place in relation to the examination.
4. The examination coordinator must be informed immediately of any irregularities, including suspected cheating on the examination.
5. There must be one chief examination invigilator in each examination room. As a general rule, there must be two examination invigilators present in the room.
6. The examination invigilators must meet in the examination room at least 30 minutes before the examination begins. Any change of examination room between the examination invigilators must be clarified with the examination coordinator.
7. The examination invigilators are responsible for informing the candidates about the "information to examination candidates".
8. The examination invigilators are responsible for peace and quiet in the examination room.
9. The examination invigilators must check that the candidates have valid student identity cards (or any other valid photo ID) when they sign the attendance list.
10. Candidates are not permitted to borrow examination support materials from each other. Bags and outerwear etc. must be placed at the designated place before the examination begins.
11. The examination invigilators are responsible for handing out sheets of rough paper and copy sheets. It is not permitted to use any paper other than that which is handed out.

12. Examination invigilators must contact the examination coordinator if candidates arrive after the examination has begun. The examination coordinator decides whether candidates should be admitted to the examination.
13. Reading and other activity that does not pertain to invigilator duties is not permitted. The examination invigilators must remain still in the examination room, avoid making noise and avoid unnecessary conversation with each other. The examination invigilators are not permitted to eat in the examination room.
14. The examination invigilators are not permitted to escort more than one candidate at a time out of the examination room. The examination invigilators are permitted to talk to the candidate if the candidate wishes to do so. The examination invigilators are to indicate which toilet should be used.
15. The examination invigilators state when there is one hour remaining and when there are 15 minutes remaining of the available examination time. It must be stated that answers have to be ready for submission when the available time has ended.
16. Candidates must not leave the examination room before their answer is checked during submission.

For paper-based examinations, the examination invigilator must check:

 - that the candidate number and ID match the attendance list
 - that the answer contains the same number of sheets that candidates have specified
 - that each sheet is numbered and given the correct candidate number.

For digital examinations, the examination invigilator must check:

 - that the answer has been submitted via the digital examination system.
17. Submitted answers must not be returned to the candidates.
18. The chief invigilator is responsible for the return of all answers and other materials to the examination coordinator upon completion of the exam. The answers must be sorted by candidate number.
19. If candidates become ill or withdraw from the examination, the chief invigilator must indicate this on the attendance list.