

# Rules and instructions for examinations at first and second cycle

Ref. no. 1-372/2020

Applies from 31/08/2020



**Karolinska  
Institutet**



<b>Reference number:</b>  1-372/2020	<b>Ref. no. of previous version:</b>	<b>Decision date:</b>  05/05/2020 and 17/06/2020	<b>Period of validity:</b>  From 31/08/2020 and until further notice
<b>Decision:</b> The Committee for Higher Education		<b>Document type:</b> Rules and instructions	
<b>Processed by Department/Unit:</b> Education Support Office		<b>Prepared with:</b> Programme and education boards, student unions, Faculty Office and External Relations, and the Legal Office	
<b>Revised with regard to:</b> Replaces ref 5331/10-300 and ref 1-227/2019			

## CONTENTS

1.	Purpose .....	4
2.	Before the examination .....	4
2.1.	The course syllabus .....	4
2.2.	Examiner .....	4
2.3.	Evaluating teacher.....	4
2.4.	Grading criteria.....	4
2.5.	Examination session .....	5
2.6.	Limitation of examination sessions .....	5
2.7.	Avoiding conflict of interest.....	5
2.8.	Anonymous examinations .....	5
2.9.	Examination of courses which are no longer offered or which have undergone major changes.....	5
2.10.	Time aspects for examinations and reexaminations .....	6
2.11.	Adaptation of examination .....	6
3.	Examination .....	6
3.1.	Student identification at examination .....	6
3.2.	Examination in examination room, including digital examination.....	7
3.3.	Examination of degree projects .....	9
3.4.	Continuous examination .....	9
3.5.	Examination of on-site training .....	9
3.6.	Discontinuation of on-site training.....	10
3.7.	Compulsory attendance as an examination format.....	10
3.8.	Take-home examination .....	11
3.9.	Group examination .....	11
3.10.	Remote examination .....	11
3.11.	Deadlines for take-home examinations, written assignments, or written degree projects .....	11
3.12.	Examination in other languages than Swedish .....	12
4.	Actions after the examination session .....	12
4.1.	If a student is prevented from participating in the examination.....	12
4.2.	Recalling submitted examination documents.....	12
4.3.	Plagiarism check .....	12
4.4.	Assessment of suspected attempts to mislead (cheating) .....	12
4.5.	Time for assessment and announcement of results.....	13
4.6.	Feedback of examination results .....	13
4.7.	Supplementation .....	13
4.8.	Grading decisions.....	13
5.	Actions after the grading decision .....	14
5.1.	Grade notification .....	14
5.2.	Grounds for grading decision.....	14
5.3.	Review of grading decision.....	14
5.4.	Correction of grading decision.....	14
5.5.	Change of examiner .....	14
5.6.	“Grade improvement” – renewed examination for higher grade.....	15
	Instructions for invigilators.....	16
	Cover page for examination in examination room .....	20
	Information for students about rules for examinations in examination rooms, including digital examinations.....	21

## **1. Purpose**

The purpose of these rules and instructions is to create good conditions during examinations etc. for examiners, and thus also for the students. The purpose is also to allow for a legally secure handling of examinations.

Chapter 6, Section 18 of the Higher Education Ordinance states that a completed course shall be graded unless the higher education institution prescribes otherwise. The higher education institution may prescribe the grading system to be used. The grade shall be set by a teacher (examiner) specially appointed by the higher education institution.

The rules and instructions apply to activities at KI and can therefore differ from the rules at other higher education institutions.

## **2. Before the examination**

### **2.1. The course syllabus**

The examination shall be based on the intended learning outcomes, which shall be described in the course syllabus. The course syllabus also describes the course's examination format, any limit to the number of examination sessions in the event of a failing grade, and the examiner's ability to deviate from the course syllabus's provisions, see Guidelines for handling course syllabuses at first and second cycle at Karolinska Institutet (KI).

### **2.2. Examiner**

The examiner is the teacher who sets the grades on a course. This includes deciding whether a student passes the course, as a whole or in part.

For rules on how examiners are appointed, qualification requirements, and the examiner's duties, see Course and programme responsibilities at first and second cycle and Decision-making procedures and delegation rules for Karolinska Institutet.

### **2.3. Evaluating teacher**

The examiner may appoint one or more evaluating teachers to formulate examination questions or evaluate the answers, or examine the students, orally or in writing, on a course component or the course as a whole. The evaluating teacher shall, after the examination, provide documentation for grading to the examiner, who sets the grade.

The evaluating teacher(s) shall be specified in the grading decision. For more information about the responsibilities of evaluating teachers, see Course and programme responsibilities at first and second cycle.

### **2.4. Grading criteria**

The criteria for various grades shall be specified to the students no later than at the start of the course.

## **2.5. Examination session**

An examination session is the time period when student carry out the work to be evaluated and which forms the basis of the grading decision. For examinations in examination rooms, this is the time of the examination. For continuous examination, it is the time period for the course component, and for written assignments/take-home examinations or written degree projects, it is the period between when the examination assignment is given out and when it is to be handed in.

## **2.6. Limitation of examination sessions**

If limiting the number of examination sessions is justified, the limitation shall be specified in the course syllabus.

Students shall be entitled to at least six examination sessions for each individual examination necessary for a passing grade in a course. This does not apply if a course is no longer offered or if it has undergone major changes, see Section 2.9.

For examination of on-site training and other practical course components examined through continuous examination, students shall be entitled to at least two examination sessions.

A student who risks failing within the maximum number of examination sessions as specified in the course syllabus should be offered support measures in order to avoid students being unable to complete their education.

## **2.7. Avoiding conflict of interest**

The examiner and any evaluating teachers shall, in connection with the start of the course, ensure that there is no conflict of interest with regards to any of the students registered on the course.

For more on handling conflicts of interest, see Guidelines regarding conflicts of interest.

## **2.8. Anonymous examinations**

Written examinations shall be coded and be anonymous during evaluation so that the evaluating teacher/examiner does not know who the student is. This applies to all forms of written examinations, including examinations in examination rooms, digital examinations in examination rooms, take-home examinations, and written examination assignments. Exceptions include degree projects and other project works where anonymisation is impossible.

## **2.9. Examination of courses which are no longer offered or which have undergone major changes**

After a course is no longer offered or has undergone major changes, e.g. major changes to the reading list, students should be offered at least three examination sessions, in addition to the regular examination session, according to the previous model of the course, over a period of at least one year of the change taking place.

Students who have been registered on a course but have not attained a passing grade shall be notified when the change to the course is decided on.

## **2.10. Time aspects for examinations and reexaminations**

Regular examination session shall be scheduled within the respective course period.

It is recommended that date for regular examination session be announced at least four weeks before the start of a course, and must be announced at least two weeks before the start of a course.

Date for reexamination session shall be announced at least two weeks before the start of a course or, if this is not possible, no later than the regular examination session.

Examination sessions shall be planned so that students who fail during the regular course instance may qualify for courses in the programme syllabus which require a passing grade.

The time between the examination results being announced and the first reexamination session should be between two and six weeks, during a semester.

The following reexamination session may be the regular examination session for the next course instance.

## **2.11. Adaptation of examination**

Adaptations of examinations may be approved by the examiner if special grounds exist, such as disability or other grounds for discrimination. The examiner's ability to make such decisions shall be specified in the course syllabus.

When adapting examinations, the contents and intended learning outcomes as well as the level of expected skills, knowledge, and competencies for the course shall not be changed, removed, or lowered.

To be granted adaptation of an examination, the student shall normally inform the examiner of this request and the grounds for it no later than at the start of the course.

# **3. Examination**

## **3.1. Student identification at examination**

A student shall be able to prove their identity with a valid ID at the examination.

If the student is unable to provide valid ID at the examination, they shall instead provide a signature. As soon as possible after the examination, the student shall provide a valid ID document or otherwise prove their identity. The student's performance may be assessed before their identity has been proven, but the student shall not be informed of the result.

### **3.2. Examination in examination room, including digital examination**

#### **Invigilators**

- An invigilator shall monitor and keep track of students to ensure that the examination is carried out in a legally secured way and that KI's examination rules are complied with.
- The number of invigilators shall be based on the number of students and the design of the examination room. At least two invigilators shall be present. Exceptions may be made if there are only a few students and circumstances are such that one invigilator may fulfil their duties by themselves.
- Invigilators shall be familiar with KI's rules for examinations in examination rooms, including digital examinations and instructions for invigilators, and shall have completed invigilator training. For digital examinations, at least one invigilator shall have completed training for invigilators in digital examinations in an examination room.
- See Appendix 1 for instructions for invigilators.

#### **Examiner's attendance during examination**

- The examiner or a person appointed by the examiner shall be available to the invigilators by telephone during the examination.

#### **Seating**

- Students shall sit in designated seats. Free seating is not allowed.
- Seating lists with students' names and seat numbers shall be posted.

#### **Instructions for students**

- Before the examination begins, the invigilators shall inform the students of permitted equipment at a student's seat, the fact that they may not talk to each other, and the procedure for going to the bathroom and for checking identities. Students shall also be informed of exits and meeting points in case of an evacuation.
- The examination assignment shall have a special cover page with information about the rules, which the students are asked to sign and hand in along with their examination answers. This is also true for digital examinations in an examination room, where the cover page can be approved digitally instead of being signed on paper. See Appendix 2 for a cover page template.

#### **Permitted equipment at a student's seat**

- Only pens, erasers, pencil sharpeners, food and drink, and any specifically permitted aids, books, or other equipment as specified by the examiner may be brought along to a student's seat.
- Pencil cases, eyeglass cases, or food and drink wrappers may not be brought along to the seat.
- Outerwear and bags shall be left in the designated spot.
- Mobiles phones and other prohibited electronic equipment shall be turned off and left in the designated spot.
- Wrist watches and other clocks shall be left in the designated spot.
- Students may not borrow equipment and aids from other students during the examination.
- Only papers handed out by the invigilator may be used.

#### **Times**

- To avoid disruptions and ensure that everyone gets the right information, the following rules apply:

- Students who are late have to wait outside the examination room and are let in once 30 minutes of the examination time has passed. Before being let in, students shall have received instructions outside the examination room.
- Students that are more than 30 minutes late are not admitted to the examination room.
- A student may not leave the room in the first 30 minutes of the examination.

**Discussion**

- Students may not discuss or communicate with each other after the examination has started.

**Bathroom visits**

- When going to the bathroom, students write their name and seat code on a "bathroom visit list" and also specify the time when they enter and leave the bathroom, as instructed by the invigilator.
- Talking is not allowed during bathroom visits.

**Identity check**

- Students shall prove their identity with a valid ID document.
- Students shall keep their ID visible by their seat.
- The invigilator cross-references the ID with the seating list and seat code during the examination.
- The student shall present valid ID no later than when handing in the examination documents.
- If a student is unable to present valid ID, the invigilator shall collect a signature and note down the name and seat code. The student shall, before a grading decision is made, provide valid ID, or otherwise prove their identity, to the person appointed by the examiner.

**Submission**

- When a student is done writing or when the examination time expires, the examination documents shall be submitted and an invigilator shall check the student's identity, except in digital examinations where the check is performed continually during the examination.
- This applies even if the student has not written anything, as a blank examination still counts as an examination session.
- Loose notepaper should be left by the seat and may not be brought back out from the examination room.

**Suspected cheating**

- If a student is suspected of cheating, they may still complete the examination.
- The invigilator reports the suspected cheating to the examiner or a person appointed by the examiner.
- The student's examination documents are placed in a sealed envelope and in digital examinations the answers are flagged up in the system.
- The examination answers are not evaluated until a decision has been made in the disciplinary matter.

**Disruptive behaviour**

- If a student is clearly disruptive or prevents the examination from being carried out, or refuses to follow instructions, the invigilator shall ask them to leave the room.
- Disruptive behaviour is reported in the same way as suspected cheating.



**In the event of an evacuation of the examination room**

- If the examination room needs to be evacuated, all examination documents shall be left in the examination room.
- Once it is clear to return to the room, the examination documents and loose note papers shall be collected by the invigilator.
- If the examination has been interrupted and the students have left the room, the examination may not be resumed unless the examiner finds that any attempts at cheating have been prevented.

See Appendix 3 for information for students taking examinations in an examination room.

**3.3. Examination of degree projects**

Grades shall not be announced for degree projects until the project has been submitted for final assessment and this assessment has been completed, see Section 5.1.

If the degree project does not get a passing grade, this shall be registered in Ladok in the same way as a failing grade in a normal examination.

**3.4. Continuous examination**

Continuous examination means that a student's performance is continuously assessed during the course or course component.

In continuous examination, what is being assessed and how this is done shall be described in, for example, a set assessment form, which shall be available to the students before the examination begins.

For an examiner to give a student a grade of fail before the end of the continuous examination period, this must be permitted by the course syllabus. See Section 3.6. Discontinuation of in-site training.

**3.5. Examination of on-site training**

An on-site training period which is graded shall be considered to be part of a course and shall be specified as a course component in the course syllabus.

Continuous examination shall be used for on-site training.

On-site training shall be assessed based on a set assessment form.

If part of the on-site training is not assessed, this must be specified in the course syllabus.

A student that risks failing their on-site training shall normally be informed of this both verbally and in writing. The information shall present the reasons for the student risking a failing grade.

If it is noted during an on-site training that the student will not reach the intended learning outcomes, the student is still entitled to continue the on-site training for learning purposes. This does not apply if the examiner finds that the student's on-site training shall be discontinued. For more information on this, see Section 3.6. Discontinuation of on-site training.

A student who starts but does not complete their on-site training, without special grounds, shall be given a grade of fail. This means that the student has also used up an on-site training period.

If a student is unable to complete their on-site training, in part or in full, and have special grounds for this, they shall be given opportunity to complete the on-site training at a later date.

Students who are given a failing grade on their on-site training should be given an action plan with measures that are deemed to allow the student to pass their next on-site training period.

The rules under 3.5. can also be applied to other forms of education that are continuously examined.

### **3.6. Discontinuation of on-site training**

Should a student demonstrate such serious shortcomings in terms of knowledge, skills or approach during their on-site training that patient safety or patients' confidence in healthcare services is jeopardised, the on-site training may be discontinued immediately.

The examiner decides on discontinuation of on-site training.

For the examiner to decide on discontinuing an on-site training, this must be prescribed in the course syllabus.

A decision to discontinue on-site training means that the student is given a failing grade on the course/course component, and that one examination session has been used up.

Following a decision to discontinue an on-site training, an action plan with knowledge checks shall be drawn up.

The student shall not be given another on-site training at any education at KI until the action plan has been completed.

If it is justified, the number of knowledge checks in the action plan may be limited to two. Any limitation to the number of knowledge checks shall be specified in the course syllabus.

If the student has failed what the course syllabus specifies as the last possible examination session, no action plan shall be drawn up.

The provisions under 3.6. can also be applied to other types of educational elements which are continuously examined, as long as the student displays such serious shortcomings in terms of knowledge, skills, or approach that it poses a risk to other persons' safety or there is a risk of significant economic damage.

### **3.7. Compulsory attendance as an examination format**

Educational elements that require personal attendance, i.e. compulsory attendance, are a format of examination. This applies even if there is no assessment of the student's performance during the compulsory educational element.

Compulsory attendance shall be specified in the course syllabus. The course syllabus shall also state if the compulsory element must be completed for the student to participate in other parts of the course or a final examination.

Furthermore, the course syllabus shall state that the examiner decides if and how a student can retake missed compulsory educational elements. The course syllabus shall also state if absence from a compulsory educational element can mean that the student cannot retake the element until the next time that the course is offered.

Compulsory attendance without assessment of performance shall be used very restrictively and must be justified from an educational standpoint in the course syllabus's intended learning outcomes. If it is used, the examiner is responsible for ensuring that legally secure procedures are in place for checking attendance.

Attendance shall be checked in a way that prevents cheating.

Attendance checks only by an attendance list that is passed around and signed by the students shall not be used. Suitable attendance checks can include roll calls, ticking off students as they enter the classroom, ticking off by teachers who know the students, and signed attendance lists combined with counting the number of students.

The examiner is responsible for attendance being taken in an appropriate way.

### **3.8. Take-home examination**

In order for take-home examinations to be graded, it must be ensured that a student has begun the examination and what constitutes the deadline for handing in the examination for assessment.

### **3.9. Group examination**

For examinations where two or more students carry out the examination assignment together (group examination), it must be possible to assess the students' individual performances.

### **3.10. Remote examination**

Remote examination shall take place at the same time and with equivalent conditions to examinations carried out at KI.

The examiner decides whether or not to allow remote examination.

### **3.11. Deadlines for take-home examinations, written assignments, or written degree projects**

If late submission of a take-home examination, written assignment, or degree project affects a student's chances of being assessed during the course instance, or having a higher grade than pass, this must be specified in the course syllabus. When it comes to chances of being awarded a grade higher than pass, this approach shall only be used when educationally justified.

The course syllabus shall also state that the examiner may take into account if the student has special reasons for the late submission.

### **3.12. Examination in other languages than Swedish**

Swedish is the teaching and examination language, unless otherwise stated in the course syllabus. However, students who know Danish or Norwegian may answer in these languages during examinations, as long as the students write in a manner that can be understood by the examiner.

A student is entitled to examination in Swedish even if the teaching is done in another language, unless otherwise stated in the course syllabus.

## **4. Actions after the examination session**

### **4.1. If a student is prevented from participating in the examination**

If a student is prevented from participating in an examination due to a mistake on KI's part, the student shall be offered a new examination session as soon as possible, but no more than one month after the mistake was discovered unless otherwise decided after consulting with the affected student.

### **4.2. Recalling submitted examination documents**

A student may not recall submitted examination documents after the submission deadline in order to avoid being graded.

### **4.3. Plagiarism check**

Take-home examinations, other examined written assignments and degree projects shall be checked for plagiarism using text recognition tools.

KI has a campus license for the text recognition tool Urkund. Urkund can analyse written assignments in the learning management system. Written assignments can also be sent to Urkund by e-mail via the teacher's Urkund authorisation. All teachers can be given access to Urkund.

Urkund generates an analysis report showing similarities between the student's text and online sources, published material, and student material. The Urkund report shall be analysed by the teacher to determine if the similarities constitute suspected plagiarism. The Urkund report also specifies a percentage of similarity to sources and a colour code. Neither the percentage nor the colour code can be used to determine if there is a suspected case of plagiarism. The entire Urkund report shall be analysed and an overall assessment shall be made.

### **4.4. Assessment of suspected attempts to mislead (cheating)**

Examination documents shall not be assessed and grades shall not be awarded until the disciplinary case has been closed.

For processing cases of suspected misleading (cheating), see Procedure for handling cases of suspected cheating.

#### **4.5. Time for assessment and announcement of results**

A student's performance shall be assessed (examined) as soon as possible. The time for assessing a student's performance may only in special cases exceed ten working days.

The students shall be notified of the examination results no more than five working days after the assessment has been completed.

“Priority assessment”, meaning that one or more students' performances are assessed before others, is not allowed.

#### **4.6. Feedback of examination results**

Students should be given feedback about examination results, for example through a review of the examination, written solution proposals, individual feedback, review of assessment protocol.

A written solution proposal shall also inform students that they can contact the examiner for supplementary information.

The forms of feedback and dates of any examination reviews shall primarily be provided at the start of the course, but no later than the examination session.

For examination reviews where the examination in question is the only basis for the grading decision, the examiner should be available so that students may get answers from the person making the grading decision.

If a student requests feedback regarding examination results and this has not been offered, this should be provided afterwards.

#### **4.7. Supplementation**

The opportunity to supplement examination documentation in order to achieve a passing result shall be described in the course syllabus.

The required supplementation shall be proportional to what the student has missed and shall be based on the intended learning outcomes that the student has not met.

The examiner decides on supplementation, where the course syllabus allows it.

#### **4.8. Grading decisions**

Grades shall be set for a full course and for parts of a course (components), if the course is divided into components.

Grading decisions constitute exercise of public authority against an individual.

Grading decisions shall only be made if the student has begun the examination session, see Section 2.5.

Grading decisions and other decisions made during the course of the grading shall be written in Swedish regardless of the teaching and examination language used on the course.

---

## 5. Actions after the grading decision

### 5.1. Grade notification

Students shall be notified of grades for courses or course components by the examiner confirming the grade in Ladok.

The grading decision for a course or course component shall be confirmed in Ladok no later than five working days after the final examination has been assessed for the course or course component.

### 5.2. Grounds for grading decision

If a student demands it, the examiner shall afterwards inform the student of the grounds for the grade.

### 5.3. Review of grading decision

Grading decisions cannot be appealed.<sup>1</sup> However, a student may ask to have their grade reviewed.

If the examiner finds that a grading decision is clearly incorrect based on new circumstances or some other reason, they shall change the decision as long as this can be done quickly and easily and it does not entail a lowering of the grade.

In a grade review, the student shall specify what the clearly incorrect factors of the assessment are, and the examiner shall then only evaluate the circumstances referred to by the student.

### 5.4. Correction of grading decision

Obvious typos, calculation errors, or similar oversights when assessing students' performance may be corrected, and grading decisions based on such errors may therefore be changed.

The fact that the decision is incorrect must be obvious to the student, and the student shall always be given an opportunity to comment on this.

Correction of grading decisions are made by the examiner.

### 5.5. Change of examiner

Students who have failed an examination twice are entitled to a new examiner, should they request it, unless special grounds exist for not allowing the change.

If the course syllabus only allows for two examination sessions for an on-site training a student who has completed their on-site training and failed once may request a new examiner for the next examination session.

The right to change examiner shall also apply if the student asks to change the evaluating teacher.

---

<sup>1</sup> If the student feels that the grade is due to insufficient accessibility pursuant to Chapter 1, Section 4, item 3 of the Discrimination Act, the decision may be appealed to the Higher Education Appeals Board.

If special grounds exist not to allow the change of examiner, a written statement explaining the grounds for this shall be included with the decision to reject the request.

**5.6. “Grade improvement” – renewed examination for higher grade**

A student who has been given a passing grade on an examination may not take an equivalent examination again in order to raise their grade.

## Appendix 1

### Instructions for invigilators

#### Invigilators

- An invigilator shall monitor and keep track of students to ensure that the examination is carried out in a legally secured way and that KI's examination rules are complied with.
- The number of invigilators shall be based on the number of students and the design of the examination room. At least two invigilators shall be present. Exceptions may be made if there are only a few students and circumstances are such that one invigilator may fulfil their duties by themselves.
- Invigilators shall be familiar with KI's rules for examinations in examination rooms, including digital examinations and instructions for invigilators, and shall have completed invigilator training. For digital examinations, at least one invigilator shall have completed training for invigilators in digital examinations in an examination room.

#### Emergencies

- The invigilator shall orientate themselves in the room and familiarise themselves with emergency exits, meeting points used during evacuations, fire alarms, extinguishers.
- The invigilator is responsible for the evacuation of the room in case of an alarm.
- The invigilator shall be familiar with the telephone numbers of SOS Alarm (112), KI Larm (08-524 80 100), and telephone number of the examiner or person appointed by the examiner in emergency situations.
- The invigilator shall carry a mobile phone.

#### Examiner's attendance during examination

- The examiner or a person appointed by the examiner shall be available to the invigilators by telephone during the examination.

#### Seating

- Students shall sit in designated seats. Free seating is not allowed.
- Seating lists with students' names and seat numbers shall be posted.
- If a student is not on the placement list, the invigilator shall contact the examiner or person appointed by the examiner to check if a mistake has been made.

#### Instructions for students

Before the examination begins, invigilators shall inform the students of

- permitted equipment at a student's seat, the fact that they may not talk to each other, and the procedure for going to the bathroom and for checking identities (see below),
- exits and meeting points in case of an evacuation,
- the cover page of the examination assignment with information about the rules, which the students are asked to sign and hand in along with their examination answers. This is also true for digital examinations in an



examination room, where the cover page can be approved digitally instead of being signed on paper.

**Permitted equipment at a student's seat**

- Only pens, erasers, pencil sharpeners, food and drink, and any specifically permitted aids, books, or other equipment as specified by the examiner may be brought along to a student's seat.
- Any permitted aids and books shall be checked by the invigilator.
- Pencil cases, eyeglass cases, or food and drink wrappers may not be brought along to the seat.
- Outerwear and bags shall be left in the designated spot.
- Mobiles phones and other prohibited electronic equipment shall be turned off and left in the designated spot.
- Wrist watches and other clocks shall be left in the designated spot.
- Students may not borrow equipment and aids from other students during the examination.
- Only papers handed out by the invigilator may be used.

**Times**

- To avoid disruptions and ensure that everyone gets the right information, the following rules apply:
- Students who are late have to wait outside the examination room and are let in once 30 minutes of the examination time has passed. Before being let in, students shall have received instructions outside the examination room.
- Students that are more than 30 minutes late are not admitted to the examination room.
- A student may not leave the room in the first 30 minutes of the examination.

**Discussion**

- Students may not discuss or communicate with each other after the examination has started.
- The invigilator monitors this and will give a warning if a discussion is noticed, reporting this as a suspected attempt to cheat (see below).

**Bathroom visits**

- Invigilators will check that there are no cheat sheet, mobile phones, or other materials which can be used to cheat in the bathrooms. The checks are done before examination begins and multiple times during the examination.
- When going to the bathroom, students write their name and seat code on a "bathroom visit list" and also specify the time when they enter and leave the bathroom.
- If the bathroom is in the corridor, the invigilator will come along to the bathroom and check it.
- The invigilator also checks that there are no discussions during bathroom visits.

**Identity check**

- Students shall prove their identity with a valid ID document.

- Students shall keep their ID visible by their seat.
- The invigilator cross-references the ID with the seating list and seat code during the examination.
- The invigilator checks the student's ID when they hand in their answers, except in digital examinations where the check is only made during the examination.
- If a student is unable to present valid ID, the invigilator shall collect a signature and note down the name and seat code. The student shall, before a grading decision is made, provide valid ID, or otherwise prove their identity, to the person appointed by the examiner.

### **Submission**

- When a student is done writing or when the examination time expires, the examination answers shall be submitted and an invigilator shall check the student's identity, except in digital examinations where the check is performed only during the examination.
- Students shall also submit a signed cover page with information about the rules. The invigilator can note if a student has not signed the page, but cannot force them to sign it.
- Even if the student has not written anything, they must submit their examination answers as a blank examination still counts as an examination session.
- The invigilator checks that name, personal ID number, and code are correctly specified.
- Loose notepaper should be left by the seat and may not be brought back out from the examination room.

### **Suspected cheating**

- The invigilators actively monitor the students and regularly walk around the room.
- If an invigilator notices a student having a mobile phone, cheat sheet or other illegal aid, they will ask the student to hand over it.
- Body searches, searching of bags, or other coercive measures are not allowed.
- A student suspected to attempted cheating may complete the examination.
- The invigilator reports the suspected attempt at cheating. The report shall state the following: the student's name, personal ID number and code, description of the events, names of any witnesses, name and signature of the invigilator. The report is given to the examiner or person appointed by the examiner.
- The student's examination answers are placed in a sealed envelope and given to the examiner or person appointed by the examiner. In digital examinations, the answers are flagged up in the system.
- The examination answers are not evaluated until a decision has been made in the disciplinary matter.

### **Disruptive behaviour**

- If a student is clearly disruptive or prevents the examination from being carried out, or refuses to follow instructions, the invigilator shall ask

them to leave the room. The invigilator may also summon a security guard from KI Larm.

- The invigilator shall report disruptive behaviour in the same way as suspected cheating.

**In the event of an evacuation of the examination room**

- If the examination room needs to be evacuated, all examination answers shall be left in the examination room.
- Once it is clear to return to the room, the examination answers and loose note papers shall be collected by the invigilator.
- If the examination has been interrupted and the students have left the room, the examination may not be resumed unless the examiner finds that any attempts at cheating have been prevented.

## Appendix 2

### Cover page for examination in examination room

I have read, understand, and I am following KI's rules for examinations in examination rooms

I have made sure that I have not brought the following to my seat:

- Mobile phone and other prohibited electronic equipment
- Wristwatch or other clocks

Signature

---

Name in block letters

---

## Appendix 3

### Information for students about rules for examinations in examination rooms, including digital examinations

The student is responsible for reading, understanding, and complying with the following rules:

#### Seating

- Students shall sit in designated seats. Free seating is not allowed.

#### Instructions for students

- Before the examination begins, the invigilators shall inform the students of permitted equipment at a student's seat, the fact that they may not talk to each other, and the procedure for going to the bathroom and for checking identities. Students shall also be informed of exits and meeting points in case of an evacuation.
- The examination shall have a special cover page with information about the rules, which the students are asked to sign and hand in along with their examination answers. This is also true for digital examinations in an examination room, where the cover page can be approved digitally instead of being signed on paper.

#### Permitted equipment at a student's seat

- Only pens, erasers, pencil sharpeners, food and drink, and any specifically permitted aids, books, or other equipment as specified by the examiner may be brought along to a student's seat.
- Pencil cases, eyeglass cases, or food and drink wrappers may not be brought along to the seat.
- Outerwear and bags shall be left in the designated spot.
- Mobiles phones and other prohibited electronic equipment shall be turned off and left in the designated spot.
- Wrist watches and other clocks shall be left in the designated spot.
- Students may not borrow equipment and aids from other students during the examination.
- Only papers handed out by the invigilator may be used.

#### Times

To avoid disruptions and ensure that everyone gets the right information, the following rules apply:

- Students who are late have to wait outside the examination room and are let in once 30 minutes of the examination time has passed. Before being let in, students shall have received instructions outside the examination room.
- Students that are more than 30 minutes late are not admitted to the examination room.
- A student may not leave the room in the first 30 minutes of the examination.

**Discussion**

- Students may not discuss or communicate with each other after the examination has started.

**Bathroom visits**

- When going to the bathroom, students write their name and seat code on a "bathroom visit list" and also specify the time when they enter and leave the bathroom, as instructed by the invigilator.
- Talking is not allowed during bathroom visits.

**Identity check**

- Students shall prove their identity with a valid ID document.
- Students shall keep their ID visible by their seat.
- The invigilator cross-references the ID with the seating list and seat code during the examination.
- For examinations where answers are given on paper, the invigilator also checks the student's ID as they hand in their answers.
- If a student is unable to present valid ID, the invigilator shall collect a signature and note down the name and seat code. The student shall, before a grading decision is made, provide valid ID, or otherwise prove their identity, to the person appointed by the examiner.

**Submission**

- When a student is done writing or when the examination time expires, the examination answers shall be submitted and an invigilator shall check the student's identity, except in digital examinations where the check is performed only during the examination.
- This applies even if the student has not written anything, as a blank examination still counts as taking an examination session.
- Loose notepaper is to be left by the seat and may not be brought back out from the examination room.

**Suspected cheating**

- If a student is suspected of cheating, they may still complete the examination.
- The invigilator reports the suspected cheating to the examiner or a person appointed by the examiner.
- The student's examination answers are placed in a sealed envelope and in digital examinations the answers are flagged up in the system.
- The examination answers are not evaluated until a decision has been made in the disciplinary matter.

**Disruptive behaviour**

- If a student is clearly disruptive or prevents the examination from being carried out, or refuses to follow instructions, the invigilator shall ask them to leave the room.
- Disruptive behaviour is reported in the same way as suspected cheating.

---

**In the event of an evacuation of the examination room**

- If the examination room needs to be evacuated, all examination answers shall be left in the examination room.
- Once it is clear to return to the room, the examination answers and loose note papers shall be collected by the invigilator.
- If the examination has been interrupted and the students have left the room, the examination may not be resumed unless the examiner finds that any attempts at cheating have been prevented.