Guidelines for the Conduct of Written Examinations, including Digital Examinations, at Uppsala University

As of Spring Semester 2019

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1 Introduction

These guidelines concern the conduct of written examinations, including digital examinations, for students enrolled at Uppsala University. For the purposes of these guidelines, *examination* means, in addition to a written examination at the end of a course, any examination taken for part of a course (a test or similar), but not an examination or test taken as an entry requirement or a diagnostic test.

The guidelines set out the responsibilities and duties of all staff at departments working with all forms of examinations, the Examinations Coordination Office at Uppsala University’s Buildings Division, examination invigilators and candidates, with regard to the conduct of written examinations and the handling of examination papers and answers.

Departments/course coordinators must inform all staff who work with written examinations about the guidelines for the conduct of written examinations.

2 Anonymous examination codes

A system of anonymous examination codes is used for examinations. After registering for an examination, candidates receive an anonymous examination code to take to the examination venue.

When submitting answer sheets, students must give their anonymous examination code on each sheet, in accordance with instructions from the Examinations Coordination Office. Writing the code is part of the examination and must be done within the time allotted for the examination. The anonymity will be lifted when an examination has been assessed, before the examiner decides on final grades.

If there are special reasons for doing so, a disciplinary domain board/faculty board may decide that a certain examination will be conducted without anonymous examination codes. This decision may only be delegated to a dean or to a decision-making body established by the board.

The disciplinary domain board/faculty board determines the procedures for applying anonymous examination codes. If examination places are booked through the Buildings Division’s Examinations Coordination Office, the board’s decision must conform to the instructions of the Examinations Coordination Office.

3 Instructions for candidates

Candidates must register for an examination session at the time and in the manner determined by the department/course coordinator(s), and bring to the examination their own pens, erasers, any aids that are permitted and valid photo ID, for example, a passport, driving licence or national ID card. The ID presented must be an original document (not a copy). A residence permit is not acceptable ID.
1. Only candidates who have registered for an examination at the time and in the manner determined by the department/course coordinator(s) may take the examination. However, it is never possible to register for an examination at the examination venue.

2. Valid photo ID is required in order to take an examination. No candidate is entitled to take the examination without valid photo ID. For the purpose of confirming the candidate’s identity at the examination session, candidates must show their face. If necessary, an invigilator can conduct an identity check in private. Candidates must display valid photo ID so as to be clearly visible on their examination desks and must present their ID when they hand in their answer sheets.

3. If the coordinator for students with disabilities at the Student Affairs and Academic Registry Division has recommended adapted examination procedures for a candidate, the candidate must contact the department/course coordinator(s) at the time and in the manner determined by the department/course coordinator(s) to discuss possible adaptations.

4. Written examinations will start at the appointed time. It is therefore important to arrive in good time, so that the invigilators have time to show candidates to their places before the examination begins.

5. Before the start of the examination, candidates must leave coats, bags, mobile telephones and other electronic devices in the place indicated by the invigilators. Mobile telephones and other electronic devices must be turned off. If the examination venue is equipped with lockers, mobile telephones and similar devices must be placed in them. While the examination is in progress, bags may only be opened in the presence of an invigilator.

6. Candidates are not allowed to leave the room during the first 45 minutes of the examination. Candidates who leave the room while the examination is in progress are not allowed to return.

7. Candidates who arrive after the appointed start time must wait outside the examination room until 25 minutes after the appointed start time. Before they are allowed in and shown to their place in the room, they must be informed of the code of conduct during the examination. Candidates who arrive more than 30 minutes after the appointed start time are not permitted to take the examination.

8. Candidates may only use the rough paper and answer sheets handed out by the invigilators. Only aids explicitly allowed for the examination papers may be used. In digital examinations, the computers provided in the examination room must be used.

9. There must be order and silence in the examination room. Any candidate who fails to comply with the invigilator's reminders regarding order may be moved by the chief invigilator or asked to withdraw from the examination and leave the room.
that case the candidate must hand in any answer sheets with their anonymous examination code, show valid photo ID, sign the list of registered candidates and have their name ticked off on it.

10. If a candidate leaves their desk while the examination is in progress, they must conceal their answers in an appropriate manner so that it is not possible for anyone else to read them.

11. Candidates are not allowed to pass aids to one another while the examination is in progress. Candidates must present papers or aids for inspection during the examination if asked to do so. Any candidate who refuses will be deemed to be obstructing the examination and will therefore be ordered to leave the examination room. Any decision to order a candidate to leave will be made by the chief invigilator.

12. At the end of the examination, all candidates taking the examination must present valid photo ID and sign the attendance record. This also applies to candidates who hand in a blank answer sheet. When candidates hand in answer sheets, they must have written their anonymous examination code on each sheet. Once the invigilator has counted the number of answer sheets, candidates sign to confirm the number of answer sheets as instructed by the invigilator.

13. Under Chapter 10, Section 1 of the Higher Education Ordinance, disciplinary measures, namely, a warning or suspension for up to six months, may be taken against students who:
   – use prohibited aids or other methods to attempt to deceive during examinations or other forms of assessment of study performance;
   – disrupt or obstruct teaching, tests or other activities within the framework of courses and study programmes at the higher education institution.

Chapter 10, Section 9 of the Higher Education Ordinance states that if there is cause to suspect such offences, the Vice-Chancellor is to be notified. The Vice-Chancellor will decide whether the matter will be referred to the disciplinary board for a hearing.

4 Instructions for departments/course coordinators

Departments/course coordinators are responsible for organising and conducting written examinations, which means that they must:

- appoint teachers responsible for the written examination;
- book examination places;
- inform students how, when and in what manner they are to register for examinations;
- inform students how the examination will be conducted (digitally or on paper);
- inform candidates for an examination about their duties and responsibilities during the examination;
- inform candidates for an examination about the regulations concerning disciplinary measures in Chapter 10 of the Higher Education Ordinance (see above, Section 3);
- take the same responsibility for external examinees as for their own students.

The responsible department/course coordinator(s) determine whether a written examination will be conducted in an examination room timetabled by the Buildings Division’s Examinations Coordination Office. If the department/course coordinator(s) book examination places through the Examinations Coordination Office, the instructions apply that are set out in Appendix 1, “Booking of examination places”. If the department/course coordinator(s) book examination places and invigilators in some other way, the department/course coordinator(s) have responsibilities equivalent to those set out in Appendix 1.

4.1 Responsible teacher

The teacher must inform the candidates well in advance of the written examination what form the examination will take and what aids are permitted during the examination.

The teacher is responsible for ensuring that a person with knowledge of the examination is available by telephone for the invigilators to consult 30 minutes before the start of the examination and for a period of 90 minutes from that point.

Any teacher appearing in the examination room while the examination is in progress must present identification to the invigilators.

4.2 Secrecy of examination papers

Under Chapter 17, Section 4 of the Public Access to Information and Secrecy Act, information that is included in, or forms the basis of, an examination is subject to secrecy if it may be assumed to be contrary to the purpose of the examination if the information is disclosed. The examination papers (whatever their format) are therefore secret documents up until the time the examination takes place.

4.2.1 Digital examination papers

Responsible staff with access to digital examination papers are responsible for guaranteeing the secrecy of this access.

Drafts, manuscripts and examinations in the process of construction must be password-protected and never left open on the computer.
Access to a digital examination system is personal and authorisation and passwords for the allocated role (user category) in a digital examination system must be treated so as to guarantee secrecy.

If printouts are made of examination papers during the preparation of a digital examination, the printouts must be handled under conditions of guaranteed secrecy. They may not be disposed of in a waste basket but should be destroyed using a document shredder.

### 4.2.2 Printed examination papers

The teacher responsible for the written examination is responsible for delivering the examination manuscript under conditions of guaranteed secrecy to the person responsible for printing the papers.

Examination papers must never be left visible during printing and photocopying.

The examination papers must be kept in a sealed envelope in a space with satisfactory locking arrangements. If a self-sealing envelope is used, the seal should be reinforced with staples. The examination papers must be handed over in a manner that guarantees secrecy.

Examination manuscripts, drafts and the like must be handled under conditions of guaranteed secrecy. They may not be disposed of in a waste basket but should be destroyed using a document shredder.

### 4.2.3 Handling of examination papers and answers

Appendix 2 states the procedures that apply to the handling of examination papers and answers.

### 4.3 Transportation of examination papers and answers

If the department/course coordinator(s), against payment of a fee, desire assistance with the transportation to and from an examination room timetabled by the Buildings Division’s Examinations Coordination Office of examination papers, answers and other materials needed to conduct the examination, the department/course coordinator(s) must notify the Examinations Coordination Office of this when booking examination places.

Appendix 3 describes the procedures for transporting examination papers and answers to and from the examination room.

### 4.4 Review of examinations

If, after the answers have been assessed, a teacher goes through an examination with the students, no one should be allowed to take the original answers out of the room. Falsification of documents can be prevented, for example, by only handing out copies of the answers.
4.5 Archiving and disposal of documents

After the examination, one copy of the examination papers must be preserved.

When in the keeping of the department, candidates’ answers are public documents and must be available to anyone who wishes to read them.

Under Swedish National Archives regulations (RA-MS 2017:39), provided that grades have been recorded, answers to questions in written examination papers may be:

- returned to the candidate
- disposed of two years after grading.

5 Responsibility of the Buildings Division’s Examinations Coordination Office

Instructions for the Buildings Division’s Examinations Coordination Office ahead of, and in connection with, examinations are provided in Appendix 4.

5.1 Invigilators

Where invigilators are engaged through the Buildings Division’s Examinations Coordination Office, working hours are agreed in advance with the Examinations Coordination Office. Where invigilators are engaged by a department/course coordinator(s), the department is responsible for agreeing on working hours.

If the department/course coordinator(s) book examination places via the Buildings Division’s Examinations Coordination Office, the Examinations Coordination Office will allocate duties to the invigilators.

If the department/course coordinator(s) notify the Examinations Coordination Office that an English-speaking invigilator is needed, at least one of the invigilators must be able to communicate with the students in English.

If the department/course coordinator(s) book invigilators and venue outside the central examinations coordination system, the department is responsible for ensuring that the invigilators follow the University’s guidelines and comply with the work procedures for invigilators issued by the Examinations Coordination Office.

No invigilator may ever work alone. At least two invigilators must be engaged for each work session.

A copy of work procedures for invigilators can be obtained from the Examinations Coordination Office if needed.
Appendix 1 Booking of examination places

Examination places in examination rooms timetabled by the Buildings Division’s Examinations Coordination Office must be booked according to the instructions of the Examinations Coordination Office. When booking examination places for digital examinations, this also includes access to computers.

The fee charged is per booked candidate hour (= number of candidates × number of hours booked). The fee includes the cost of the examination room and invigilators.

Bookings for examination places may be cancelled. This must be done in writing to the Examinations Coordination Office at least ten days before the examination, otherwise the department will be charged for the places. (Written examinations should therefore have been marked before the deadline for cancelling an examination re-sit expires.)

Where written examinations are held in examination rooms timetabled by the Buildings Division’s Examinations Coordination Office, all invigilators must be engaged through or by agreement with the Examinations Coordination Office.

If a candidate for an examination has some form of disability and support has been recommended in the form of an adapted examination, the department/course coordinator(s) must notify the Examinations Coordination Office of the adaptations agreed upon at least ten days before the examination takes place. If notification has been received at least ten days before the examination takes place, the Examinations Coordination Office must see to it that the candidate is able to take the examination with the support of specific adapted measures.
Appendix 2 Responsibility for handling examination papers and answer sheets

The department/course coordinator(s) must:

1. See to it that a sufficient number of copies of the examination papers are available in the examination room at the time of the examination. If it is a digital examination, at least one copy of the examination questions must be provided on paper or available for printing out if necessary.

2. See to it that a completed copy of the form issued by the Examinations Coordination Office (available online) for each examination is available in the examination hall at the time of the examination. The following information must be provided on the form:
   - the date and time of the examination;
   - the name and telephone number of the responsible teacher during the examination;
   - details of all permitted aids;
   - the name of the person to whom the list of registered candidates is to be sent;
   - any further information requested by the Examinations Coordination Office.

3. See to it that a list of candidates who have registered for the examination is available in the examination room. Candidates who have not registered for the examination will not be allowed to take the examination. It is never possible for candidates to register for the examination at the examination venue.

4. Collect the candidates’ answer sheets no later than 10 minutes after the end of the examination in the case of examinations held in examination rooms timetabled by the Buildings Division’s Examinations Coordination Office, unless an individual has been engaged through the Examinations Coordination Office to transport the answer sheets from the venue. If the answer sheets are not collected, the chief invigilator will lock them in a locker near the examination room. The Examinations Coordination Office is responsible for the safekeeping of the answer sheets until an individual appointed by the department/course coordinator(s) collects them.

For the further handling and transportation of examination papers and answers, one of the following alternatives must be chosen:

Alternative 1: The department books transport via the Buildings Division’s Examinations Coordination Office
The department/course coordinator(s) are responsible for the handling of examination papers and other materials until the department/course coordinator(s) have handed them over at the time and place designated by the Examinations Coordination Office. The Examinations Coordination Office is thereafter responsible for the examination papers and answer sheets until the department/course coordinator(s) collect them after the examination is over at the time and place designated by the Examinations Coordination Office. The responsibility then passes to the department/course coordinator(s).

Alternative 2: The department itself takes charge of the transportation of examination papers and answer sheets

The department/course coordinator(s) take responsibility for the examination papers until they are handed over at the examination venue, which must be done at least 30 minutes before the scheduled start of the examination. If it is a digital examination, the exam questions must be available to the Examinations Coordination Office by 12:00 on the closest weekday before the day of the examination. The Examinations Coordination Office is thereafter responsible for the safekeeping of examination papers, other materials and answer sheets until an individual appointed by the department/course coordinator(s) collects them, which must be done no later than 10 minutes after the end of the examination.

If the answer sheets are not collected, the chief invigilator will lock them in a locker near the examination room. The Examinations Coordination Office is responsible for the safekeeping of the answer sheets until an individual appointed by the department collects them.

The department/course coordinator(s) must provide written notification of who will hand over examination papers or collect answer sheets. This information should be provided together with the examination papers.
Appendix 3 Transportation of examination papers and answer sheets

Alternative 1: Transportation booked via the Buildings Division’s Examinations Coordination Office

The examination papers, and any other materials, must be placed in appropriate transportation packaging, sealed and labelled with the name of the responsible department and a statement of which examination papers are in the package, and in which examination room and at what time the examination is to take place.

The examination papers must be delivered before the examination at the place and time directed by the Examinations Coordination Office. The Examinations Coordination Office is responsible for return transportation under the same conditions.

Alternative 2: The department itself takes charge of the transportation of examination papers and answer sheets

If transportation is not booked via the Examinations Coordination Office, the department/course coordinator(s) are responsible for transporting the examination papers to, and the answer sheets from, the examination venue. The examination papers must be available to the invigilators in the examination room at least 30 minutes before the scheduled start of the examination, together with any other materials that the department/course coordinator(s) wish to have handed out to the candidates, and the mandatory information form (Appendix 1, point 2).

Examinations delivered by email as a printable file must be sent by 12:00 on the closest weekday before the day of the examination. This applies primarily to examinations held in rooms for adapted examinations.

The examination papers must be placed in appropriate transportation packaging, sealed and labelled with the name of the responsible department and a statement of which examination papers are in the package, and in which examination room and at what time the examination is to take place.

Any person delivering examination papers or collecting answer sheets or appearing in the examination hall while the examination is in progress must present identification to the chief invigilator upon request. The department must provide written notification of who is to collect or hand over examination papers and answer sheets. This information is best provided together with the examination papers.

If no one from the department collects the candidates’ answer sheets following an examination held in an examination room timetabled by the Buildings Division’s Examinations Coordination Office, the chief invigilator must lock the answer sheets in a locker near the examination room ten minutes after the end of the examination. The candidates’ answer sheets will then not be accessible until the next examination session at the same venue or at another time agreed with the Examinations Coordination Office.
Appendix 4 Instructions for the Buildings Division’s Examinations Coordination Office

These instructions apply to examinations conducted in examination rooms timetabled by the Buildings Division’s Examinations Coordination Office and where the Examinations Coordination Office is responsible for the examination room, the invigilators and transportation of the examination papers and answer sheets.

If a department/course coordinator(s) book examination places through the central examinations coordination system, the Examinations Coordination Office must provide invigilators.

In connection with the examination, the Examinations Coordination Office is responsible for:

1. ensuring that examination rooms are prepared and ready for written and/or digital examinations at least 30 minutes before the scheduled start of the examination;

2. ensuring that the requisite number of invigilators are present in the examination room at least 30 minutes before the scheduled start of the examination and for the entire duration of the examination and that the invigilators are familiar with the guidelines for the conduct of written examinations;

3. taking special measures to assist candidates with disabilities for whom the department/course coordinator(s) have requested such measures, if notification of the measures has been provided in accordance with the Examinations Coordination Office’s directions;

4. secure storage of examination papers and answer sheets until an individual appointed by the department/course coordinator(s) collects them;

5. designating one or more persons responsible for timetabling (allocation of places and invigilators) in examination rooms timetabled by the Examinations Coordination Office;

6. preparing timetabling procedures and guidelines for examination rooms timetabled by the Examinations Coordination Office;

7. wherever possible, timetabling examination rooms according to the wishes of the departments/course coordinators;

8. issuing instructions on how the delivery and collection of examination papers and answer sheets at examination venues should be effected;

9. preparing guidelines for the recruitment of invigilators and recruiting invigilators;
10. training invigilators and holding regular review sessions with them;

11. employing invigilators for each examination session;

12. appointing a chief invigilator and deputy chief invigilator ahead of each examination session;

13. compiling reports of any failure to comply with the guidelines for the conduct of written examinations and sending them to the heads of departments concerned;

14. ensuring that fees are paid to the invigilators.