Guidelines for Examination Candidates

What do these Guidelines regulate? Supervised written examinations
Objective Supplementary examination regulations
Governing document FOR-2017-01-26-98 Regulations for Admission, Programmes of Study and Examinations at Inland Norway University of Applied Sciences
Responsible party The Rector

Before the day of the examination (digital examination)

1. The candidate is responsible for preparing for the examination, as well as for being in possession of the appropriate equipment as instructed by INN University. The candidate shall use her/his own laptop during the examination. The laptop must meet the system requirements compatible with the technical system used for the examination, and the necessary software must be installed before the examination day.

2. If the candidate has not carried out the necessary preparations or in case the equipment does not work upon arrival at the examination location, the candidate may be required to complete the examination using pen and paper.

3. Technical issues upon start-up caused by the fact that the candidate has not prepared properly, will not form a basis for an extension beyond the regular duration of the examination.

Before the examination starts

4. Arrive at the examination location no later than 15 minutes before the start of the examination/30 minutes prior to the start of the examination in case of a digital examination, unless otherwise specified on Studentweb.

5. The candidate is obligated to follow the instructions given at the examination location by the invigilators.

6. Outerwear, backpacks, handbags, and similar items should be placed in a designated area. Mobile phones and other electronic equipment that is not approved for use during the examination must be switched off and put away – and stored out of reach of the candidate during the examination.

7. Analog and/or digital watches are forbidden during the examination. There is a visible clock in all examination locations.

8. It is not allowed to write on the examination paper before the examination assignment is handed out.

9. Candidates, who arrive up to 30 minutes late for the examination, should report to the main invigilator. The candidate may be allowed to take the examination – without any additional time to compensate for the fact he/she was late.
### During the examination

10. The candidate is only allowed food and beverage, pens and pencils, ID, and approved aids at their sitting place.

11. If an inspection of approved aids is carried out before the examination assignment is handed out, the examination is deemed to have begun when the candidate has submitted her/his aids for inspection.

12. Permitted aids are listed in the examination assignment and course description. It is the candidate's responsibility to ensure that she/he brings the approved aids for the examination. The candidate is responsible for ensuring that the resources do not contain unapproved notations. Borrowing aids from others is not permitted. If it is deemed that an aid does not meet approved criteria to be approved, the student will not be allowed to use it during the examination, and the student will be allowed to proceed with the examination without the aid – at her/his discretion. Such aids will not be returned before the case has been processed.

13. Candidates must sign their name at the indicated place on the candidate list, as well as present a student card or other valid photo ID (bank card, driver’s license or passport).

14. If all or part of the completed examination is to be submitted on paper, the candidate must use the examination papers that are distributed in the examination room. Candidates must write using a blue or black ballpoint pen, and are responsible for ensuring that the written text is readable. If draft paper is submitted for assessment, it must indicate the subject code, candidate number, page numbers/total number of pages, and date. The examiner assessing the examination will determine what weight is given to the content of the draft paper in the assessment.

15. Candidates who have, in advance, been granted individual permission to use a computer during the examination are responsible for backing up their content during the examination in order to prevent data loss in case of power failure or technical issues. Candidates will print and submit two copies of the completed examination, which will include the course code, candidate number, page numbers/total number of pages, and date.

16. Candidates cannot leave the examination room before at least 30 minutes have passed from the start of the examination, and only after the candidate list has been signed.

17. If a candidate wishes to take a break, the candidate must always be followed out by an invigilator. The candidate should make sure that her/his examination answer is not visible to other candidates when she/he leaves for the break. It is not allowed to leave the building during a break.

18. If something is unclear in the examination assignment, candidates can report this to the main invigilator, who can request clarification from the course coordinator.

19. During the examination, candidates are not allowed to communicate with anyone other than the invigilators.

20. If the network connection fails during a digital examination and the issue is not resolved by the end of the examination, or in case other technical circumstances make it necessary, the candidate will be assisted in delivering the examination via an external storage medium. In case of technical issues, the candidate must notify an invigilator, who can offer assistance.

21. The candidate should be considerate of others in the examination room so that no disturbances occur. In case of significant disturbance, a candidate may be ordered to leave the examination room.

22. Violation of these guidelines may be considered cheating or attempted cheating cf. the Regulations for Admission, Programmes of Study and Examinations at Inland Norway University of Applied Sciences, Chapter 8. This may lead to annulment of the examination and expulsion from INN University for up to one year. During that period, you will lose your right to take examinations at Norwegian universities and university colleges.
### Withdrawal from an examination

23. Candidates who do not attend the examination, must submit documentation (medical certificate or a similar document) regarding illness or strong welfare reasons, within three working days from the examination date, in order for the absence to be valid and to be allowed to take a continuation examination. The documentation must state that the valid absence applies to the examination day itself.

24. Candidates are allowed to withdraw from an examination 30 minutes after the start of the examination. To do so, the candidate must contact an invigilator. In case of withdrawal, the completed examination shall not be submitted. A withdrawal from an examination is counted as an examination attempt and does not constitute grounds for taking a continuation examination.

If the cause of the withdrawal is an illness, the candidate must submit documentation for valid absence, as described in paragraph 23. Only valid absence will constitute grounds for being granted the right to take a continuation examination.

### When you are finished with your examination

25. The duration of the examination is announced in advance and is shown on the front page of the examination paper. The given examination time includes breaks. For digital examinations, the remaining writing time is displayed on the examination screen.

26. When the examination time has run out, all writing must cease.

27. For examinations written on paper, the candidate has up to 15 minutes to fill in the required information at the top of the examination papers and for separating the sheets after the examination time has run out. Two copies of the completed examination must be submitted.

Blank submissions are considered as an examination attempt and will be graded.

28. Submission of a completed examination written on paper only:

- When the written examination is ready for submission, the candidate shall notify an invigilator. The candidate should remain seated until all the examination papers are inspected and submitted, after which, the candidate is to leave the examination room at once.

Submission of digital examinations with or without paper copies:

- The completed digital examination shall be submitted before the indicated examination time has run out. Upon completion of submission in the digital examination system, an invigilator should be notified that the candidate has submitted the examination. The candidate should remain seated until she/he is informed that the examination submission has been registered. If any papers are to be submitted in addition, the candidate should remain seated until all examination papers are inspected and submitted. The candidate must then leave the examination room at once.

29. When using copy paper during the examination, the candidate shall receive a copy of the completed examination. For digital examinations, the candidate will normally have access to the completed examination in the examination system immediately after submission.

30. A submitted examination cannot, under any circumstances, be handed back to the candidate. All unused examination papers must be handed to an invigilator.
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