

Guidelines for the conduct of written examinations

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1 Introduction

These guidelines apply to written examinations at Linköping University (LiU). The guidelines apply to both paper format exams and digital exams unless it is specifically stated that they apply to one type or the other in some respect.

The guidelines are aimed primarily at students, examiners or on-call teachers, and course management, but also at invigilators and the Exam Service Office to clarify the rules governing written examinations. When preparing and conducting written examinations, rules need to be followed in order to ensure fair examinations with high legal certainty. The guidelines first describe rules of conduct and information for students. This is in line with what is stated in the report *Rättssäker examination [Fair examination]*¹ that describes the importance of clear instructions for students to be able to follow the regulations that apply, for example, to the requirements for registration for the examination.

For more information about the provisions that govern examinations, see *Guidelines for education and examination for first-cycle and second-cycle education*.

2 Written examination regulations and information for students

2.1 Preparation for written examinations

2.1.1 Registration requirements, etc.

Below are the requirements for registration and other preparations that the student needs to make before a written examination:

- In general, registration on the relevant course is to take place as soon as possible after the course starts.
- *Registration for written examinations is obligatory.* A student who has not registered cannot, thus, be offered a place. Registration for the exam opens 30 calendar days before the date of the exam, and closes 10 days before the date of the exam, unless otherwise specified. Registration is to be carried out in Lisam or in the LiU app.
- When taking a digital examination, students are normally to use their own computer. A student is responsible for ensuring that relevant software and web browser are downloaded in advance. This is a prerequisite for being able to complete the digital examination and thus means that the student

¹ Rättssäker examination, fourth edition (2020). Swedish Higher Education Authority, p. 58.

cannot take the examination if this is not carried out. If it is necessary for a student to borrow a computer, this must be specified when registering for a digital examination.

- In some courses, examination takes place through what is called a computer exam. In such cases, the students sit in a computer lab and carry out programming tasks. The desktop computers in the computer lab are used for computer exams. For computer exams, the desktop computers and the keyboards in the computer labs are be used.
- When room allocation has been carried out, email is distributed to all registered students with information about time and location of the exam. This is to be carried out at least four days before the date of the exam.
- Students who have a decision from the university coordinators for students with disabilities relating to the right for adapted exams are to specify this when registering for the exam in order to be granted the support that has been decided.

2.1.2 Student admission to exam rooms

Below is a description of how student admission to examination rooms takes place and what rules apply in case of late arrival, etc.:

- Students must be present at the examination room at the start of the exam, or at the latest within 30 minutes after the exam has started. A place is guaranteed for students who have registered for the exam if they have arrived at the exam on time or have arrived within 30 minutes of the start of the exam. The doors of the exam room are closed at the specified starting time of the exam, and students who arrive after the starting time must wait until the second admission to the exam, which is to take place 30 minutes after the starting time of the exam. Only one extra admission is to be carried out after the start of the exam.
- If a student who has registered arrives at a digital exam session without their own computer and without having booked a loan computer in advance, the student may not have access to a loan computer until all computers that have been booked in advance by other students have been distributed, and an assessment has been made that a loan computer can be provided. A consequence of this is that a student without a computer who has not booked a loan computer in advance must wait until the second admission, or may not be allowed to take the exam at all.
- If a registered student who has booked a loan computer arrives at the exam session after the starting time, and is thus admitted at the second admission, the student is to be given priority over a student who has

registered but who does not have their own computer and has not booked a loan computer.

2.1.3 Directions for seating, personal belongings and technical aids

The following describes how seating directions are to take place and how technical aids are to be managed:

- Directions for the placing of seating and, where relevant, other matters relating to location given by the invigilator must be followed by the students. Where necessary, information to the students shall be given also in English.
- Students may only bring permitted aids to exams. If there is uncertainty about whether a particular aid is permitted or not, the examiner or on-call teacher is to be contacted by the invigilator.
- Students are not permitted to pass aids to other students during an exam.
- The students are obliged, when requested, to present papers or aids during the exam.
- In order to avoid the risk that suspicion of attempted deception during the exam arises, all technical and electronic equipment (such as mobile phones, smart watches, calculators that can connect to the internet, earphones, separate keyboards or similar) must be placed at the specified location. Instructions given by the invigilator concerning outdoor clothing and consumption of food and drink must also be followed.

2.1.4 Proof of identity

Below is a description of approved identification documents and how the exam paper is anonymised:

- The student shall present approved proof of identity. *Note that a student who cannot give proof of identity may not take the exam.*

Swedish and foreign passports or driving licences, approved Swedish ID cards with current validity,² and LiU Cards are considered as approved proof of identity for examinations. In order for a LiU Card to be valid as proof of identity for an exam, the student must have uploaded a portrait photograph to Min-IT and LiU (Infocenter) must have approved the photograph before the exam session. A police report less than three months

² In order for the ID card to be approved, it must be a Swedish national ID card, an ID card issued by the Swedish Tax Agency or a Swedish SIS-marked ID card issued by, for example, a bank, a company or a public authority.

old stating that the student's ID document has been lost or stolen is approved as identification, with two persons (students or teachers) who have approved proof of identity and can vouch for the identity of the student. The student's face must be shown in order to confirm identity at the exam session. If necessary, the check of identity can be carried out by the invigilator in a private space.³

- When the check of identity is carried out for a paper format exam, the student is assigned an anonymous ID number (an "AID" number). This is to be written on the cover sheet of the exam and all sheets submitted. In order to make the assignment of AID numbers easier, the student should have their LiU Card. The AID number replaces the student's name and personal identity number.
- For digital exams, the anonymisation procedure is carried out by the software.

2.2 Conduct of written examinations

2.2.1 Writing paper in paper format exams

For paper format exams, only those papers provided by the invigilator may be used, unless otherwise specified. The AID number, date, educational code (previously known as the course code) and module code (previously known as the test code) must be specified on each sheet, together with the sheet number. Each exam question must be answered on a separate sheet, and the questions should be placed into the correct number order.

2.2.2 Rules of procedure in the examination room

The following describes the rules regarding order, silence and toilet visits when conducting written examinations:

- Good order and silence are to characterise the examination room. Conversations between students are not permitted, unless the instructions for the examination state otherwise.
- The basic rule is that students may not leave the assigned seating place until at least 60 minutes after the start of the exam. Permission to visit the toilet can, however, be granted before 60 minutes. When visiting the toilet, valid proof of identity must be held and shown to the invigilator. The name and time are to be registered, either manually by a note in the list of breaks or by digital signature.

³ If possible, this check of identity is to be carried out by an invigilator of the same gender as the student.

- If a student leaves their seat during the exam, the student is responsible for concealing in an appropriate manner his or her answers such as that they are not visible to others.

2.2.3 Exam conclusion

The following describes how written examinations are to be concluded:

- All students must conclude and submit their answers in paper format exams within the specified time. For digital examinations, the system will be locked at the end of the exam session. The invigilator is to make an announcement reminding students of this when 10 minutes of the exam session remains. Where necessary, this information shall be given also in English. If a student does not conclude a paper format exam, i.e. stops writing, within the exam session, this must be reported to the examiner or on-call teacher. The student risks not having their exam answers assessed.
- For paper format examinations, the student is to make sure that the AID number, date, educational code and module code are specified, and that all sheets are numbered. In cases in which a cover is used, the number of pages submitted must be specified. A completed cover must always be submitted, even if no sheets are submitted. This must be done within the exam session.

2.2.4 Unforeseen events

The following describes how unforeseen events that arise during written examinations are to be managed:

- In the event of fire alarm, threat or other unforeseen events, the students are to follow the instructions given by the invigilators, examiner or on-call teacher. For details see Section 3.1.2.
- In the event of technical problems with the digital examination system or other technical systems, such as the network, the students are to follow the instructions given by the invigilator, examiner or on-call teacher. For details see Section 3.1.2.

2.3 Consequences of disruption and cheating

2.3.1 Disciplinary measures in cases of disruption and cheating

Chapter 10, Section 1 of the Higher Education Ordinance (1993:100) states that disciplinary measures be invoked against students who

1. use prohibited aids or by other means attempt to deceive during examinations or other forms of assessment of study performance
2. disrupt or obstruct teaching, tests or other activities within the framework of courses and study programmes at the higher education institution.

2.3.2 Disruption

The following describes how disruptions that arise during written examinations are to be managed:

- Any student who does not follow instructions from the invigilator relating to calm and quiet may be asked by the invigilator to discontinue the exam and leave the premises. The invigilator is to write a report of the incident.
- Students are obliged, when requested, to present papers or aids during a written examination. Anyone who refuses is considered to be hindering the exam and must therefore be removed from the exam room by the invigilator. The invigilator is to write a report of the incident.

2.3.3 Cheating

The following describes how suspected cheating during or after the examination is to be managed:

- If suspicion of cheating involving the use of prohibited technical aids arises during an exam, the invigilator is to contact the examiner or on-call teacher who will check whether a particular technical aid is permitted or not. The examination may be stopped for a student if prohibited aids have been used. A report is to be written by the invigilator that describes the incident in as much detail as possible (including such information as the type of prohibited technical aid that has been used). The report is to be submitted to an investigator at the Disciplinary Board at LiU, who will subsequently contact the examiner. The examiner is to determine whether the case is to lead to notification to the Disciplinary Board.
- If a mobile phone or other prohibited digital equipment (e.g. a smart watch) is discovered, the invigilator is to write a report about the incident and the case subsequently referred directly to the Disciplinary Board.
- The invigilators are to inspect the toilets before and after the exam. The invigilator will also carry out repeated checks of the toilets and take any prohibited material that can be suspected as belonging to a student or of being used during the exam.
- In the event that cheating or deception is suspected during the exam and is discovered after the end of the exam, the examiner is to follow the procedures laid down at LiU for notification of cheating or deception during exams.

3 Guidelines for examiners or on-call teachers

3.1.1 Examiner or on-call teacher presence

The examiner or on-call teacher must be available by phone 30 minutes before the examination and during the time that the examination is in progress to be reachable if a student or an invigilator needs to ask a question. In addition to this, the examiner or on-call teacher can also visit the examination room during the exam. Teachers who are present in the exam room during the exam session must show valid proof of identity to the invigilator. Provisions regarding the availability and attendance of examiners also apply to re-examination.

3.1.2 The role of the examiner in the event of unforeseen events during the examination

The following describes how unforeseen events during written examinations are to be managed:

- If it is necessary to discontinue the exam (see Section 2.2.4), it is the responsibility of the examiner to ensure that a new exam session is arranged as soon as possible (which should take place within 15 working days of the scheduled exam session). The Exam Service Office and the department in which the examiner is employed should provide assistance in resolving the situation.
- In the case of initial technical problems, and for technical problems or disturbances of a simple nature in a digital exam, the examiner or on-call teacher can take a decision to extend the exam session for all students. An extension of the exam duration can take place only if the next booking of the room, if any, is not affected. In the event of serious disturbances, the exam is to be discontinued. The examiner or on-call teacher is to take a decision to discontinue an exam in accordance with the above point.

3.1.3 Publication of model solutions

The examiner or on-call teacher must not publish model solutions to examination questions until the exam session has ended (in which also extended duration of the exam is to be included).

4 Guidelines for course management in preparation for the conduct of written examinations

4.1 Timetabling

Below is a description of how the booking of exam sessions is to be carried out:

- Exams are booked for each term at a time specified by the Exam Service Office. The exam, including location and invigilators, is to be booked in the

web-based exam registration system. This system also allows digital exams to be chosen.

- The course management or the department giving the course is to check whether an exam with several educational codes (previously known as course codes) needs to be booked. If a course has been given a new educational code and some students remain who are to take the exam using the previous educational code, any previous educational codes must be registered.
- When booking an exam session with the Exam Service Office, the course administrator or equivalent must indicate whether a student who normally needs a special technical aid, and has the right to such support, may not use the special technical aid for the examination in question. When booking the examination, this information is to be entered as free text. This applies to the use of a computer with limited functions in which the spell-check function has been removed.
- For written examinations to be held between 1 September and 31 January, booking requests for exam sessions must be made between 20 December and 1 April of the relevant year in an order to the Exam Service Office. For written examinations to be held between 1 February and 31 August, booking requests for exam sessions must instead be made between 20 April and 30 November of the relevant year. Bookings requested after 1 April or 31 August will be satisfied only if space is available. All exam booking requests are considered preliminary before they are confirmed and approved by the Exam Service Office. The number of exam places is limited, which is why priority or change of day or time may occur in dialogue with the orderer. Exam booking requests are to be examined and approved by the Exam Service Office as they are made, and a charge levied as specified by currently valid agreements. Exam bookings must have been approved by the Exam Service Office before they are confirmed and displayed to the students.
- Normally, morning sessions begin at 8.00 am and afternoon sessions at 2.00 pm.

4.2 Submission and collection of paper format exams

The Logistics and Facilities Support Office at LiU deals with all collecting and delivery of paper format exam scripts. The examination forms shall normally be submitted to the Exam Service Office no later than 12.00 noon on the last weekday prior to the exam date. This deadline may be changed, for example in association with major holidays. If it is not possible to hand in the exam before the time

specified, the departments themselves are responsible for delivery to the correct location on the morning of the day the exam is to be conducted.

4.3 Submission of digital exams

The following describes how digital exams are to be managed:

- The exam session (in the relevant software) for a digital exam must be available to the Exam Service Office nine days before the date of the exam. The exam questions are then linked in to this exam session before 12.00 noon on the day before the exam is held.
- The duration of the exam session must be checked in advance by the Exam Service Office for students who have been granted an extended exam duration, such that the correct additional time is entered.
- If there is a risk that the number of loan computers available will be insufficient, the Exam Service Office is to book a computer lab⁴ in order to guarantee that all students can carry out the exam digitally. The booking of a computer lab must be done at least five days before the date of the exam.

4.4 Information on the cover sheet and the exam envelope

4.4.1 Information on the cover sheet

A special cover sheet with a QR code *must* accompany every written exam. This is the case for both paper format exams and digital exams.

The manual for the cover sheet is available in Swedish and English on the intranet page “Exam Service Office” or on the page where the registration lists are printed. The cover sheet must contain the following information:

- Date
- Room
- Time
- Educational code, module, course name/designator
- Department
- Number of questions in the exam
- Examiner or on-call teacher, and telephone numbers where they can be contacted during the exam session
- Time at which examiner or on-call teacher will visit (visit the room at approximately ____)
- Responsible course administrator
- List of aids that are permitted, or a statement that no aids are permitted

⁴ The term “computer lab” is here used to denote a room with desktop computers installed.

- Where relevant, information about technical aids that *may not be used* by students with a decision from the LiU coordinator for students with disabilities about the right to an adapted examination. It is there to be specified whether a computer with a spell-check function may not be used, for example where language proficiency is to be examined.
- Where relevant, information about, for example, the times when exam components will be collected (when an exam is divided into components), display time, other rooms in which the exam is being held, etc.

4.4.2 Information on the exam envelope

For paper format exams, the exam paper must be supplied in a sufficient number and must be placed into exam envelopes, separated according to educational code and exam room. The registration lists with number of registered participants is to accompany the exam envelopes and placed inside them. A cover sheet with a QR code is to be attached to the outside of the exam envelope. The following information is to be written on the exam envelope:

- Department
- Educational code, module and course name/designation
- Exam room
- Name of examiner or on-call teacher, and a telephone number on which they can be contacted during the exam
- Number of accompanying exam papers

4.4.3 Information about aids, etc.

Permitted aids shall be specified for all written exams:

- Pocket calculator (when asked, a student must be able to show the stored contents)
- Books and tables are to be listed, with title and author specified
- Equations sheets and other reference materials are to be specified by title
- If notes from textbooks or other notes may be used, this is to be stated
- If no aids are permitted, this is to be stated

4.5 Conduct of written examinations for decentralised education

4.5.1 Provision of the examination to the respective place of study

The exam paper and cover page are to be provided digitally by the responsible course administrator at the department concerned to the respective place of study no later than *five* working days before the exam is to be carried out. This is done by the course administrator uploading the exam paper and cover page on a secure electronic platform provided by the Exam Service Office. The responsible person at each place of study is to make copies of the correct number of copies of the exam and provide them with cover sheets.

4.5.2 Time, place and invigilators

Written examinations are to be carried out in an equivalent manner regardless of the place of study (see Section 2). This means that all students, regardless of their place of study, are to carry out the written examination at the same time as students who are taking their exam at one of LiU's campuses. The examiner or on-call teacher must be available by phone 30 minutes before the examination and during the time that the examination is in progress to be reachable if a student or an examiner needs to ask a question. However, when the examination is conducted at several locations at the same time, the examiner or on-call teacher cannot visit the examination halls. The responsible person at the specific place of study is to provide the exam room and invigilators and ensure that students are assigned an AID number. The person responsible at the specific place of study is also to ensure that students who have a decision on special support receive the support to which they are entitled.

4.5.3 After completion of the exam

- When the examination session has ended, the person responsible for the respective place of study sends all original exam scripts to the course coordinator at the department concerned by express courier.⁵
- Original exam scripts are to be corrected and provided with notes and, where appropriate, comments.
- After completion of the marking process, the course administrator is to send the marked exam scripts with the completed cover page to the responsible person at the respective place of study using an express courier.
- The responsible person at the respective place of study is to ensure that students have access to their corrected exams and the associated cover page. At the request of a student, the responsible person at the place of study can scan the exam to enable a digital discussion with the examiner about the marking or reassessment (change) of grades.
- An exam that has not been collected is to be sent at a suitable occasion by the person responsible at the respective place of study by post to the registrar at the department concerned.
- Exams are to be archived at the department and disposed of after two years (see Section 5).

5 Information on archiving and disposal of exam papers and exam answers

The exam answers given by students which are stored in the department are official documents. This applies to both paper format exams and digital exams.

⁵ The original exam scripts should be received by the examiner no later than two working days after the exam session.

If the grade has been recorded, an exam script may be returned to the student. A digital exam is to be sent in digital form to the student. See also Guidelines for education and examination for first-cycle and second-cycle education (Section 2.4.1 Correction and reassessment (change) of grades).

According to the *Swedish National Archives' regulations and general guidelines (RA-MS 2017:39)) on return and disposal at universities and institutions of higher education*, all examination answers are to be disposed of two years after grading. If a student has requested reassessment, the exam answers are to be preserved for two years after the reassessment has been completed. One copy of the exam paper is to be preserved. See also LiU's records management plan.

6 Entry into force

1. These guidelines will enter into force on 26 February 2024.
2. The guidelines are to be applied for the first time for written examinations carried out after 1 March 2024.