

# Guidelines and procedures for the conduct of written examinations held in an examination hall, including computer-based moderated examinations

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# 1 Written examinations held in an examination hall including computer-based moderated examinations

## 1.1 Introduction

These guidelines concern written examinations held in an examination hall, including computer-based forms of examination booked through the Exam Service Office at Linköping University (LiU).

The guidelines specify the requirements for registration that must be fulfilled to take an examination. The guidelines also specify responsibilities and obligations for invigilators, the Room Booking, Examinations and Timetable Office (LOTS), and examiners or on-call teachers. The guidelines also provide information to course managers who work in departments and faculties and who timetable examinations in accordance with directives from LOTS at LiU. Finally, guidelines are also given for the archiving and selective disposal of examination scripts.

It is of utmost importance that provisions relating to examinations are made clear for all parties involved (students, invigilators, LOTS, examiners or on-call teachers, and administrators) in order to ensure fair examinations with high legal certainty.

For more information about the provisions that govern examinations, see *Guidelines for Education and Examination at Linköping University*.

## 2 Registration and conduct

### 2.1 Registration for written examinations held in an examination hall including computer-based moderated examinations

- In general, registration on the relevant course is to take place as soon as possible after the course starts.
- *It is obligatory to register for written examinations held in an examination hall, and for examinations completed on a computer in an examination hall.* 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 at the student portal or in the LiU app.
- When taking a examination completed on a computer, 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 requirement for being able to take the exam. If it is necessary for a student to borrow a computer, this must be specified when registering for an examination completed on a computer.
- Some courses at LiU include what is known as a "computer-based exam", in which students are located in a computer lab and carry out programming tasks. The computers present in the computer lab are used for computer-based exams.
- When the 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.

### 2.2 Student admission to exam halls

- *Only students who have registered for the exam session may take the exam.* A student who has not registered *cannot*, thus, be offered a place.

- A place is guaranteed for students who have registered for the exam independently of whether 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 hall 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 an exam session without an 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 may be 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 an own computer (and has not booked a loan computer).

### **2.3 Directions for seating, etc.**

- 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.
- The students may not leave the assigned seating place until 60 minutes after the start of the exam.

### **2.4 Personal belongings and technical aids**

- A student may only bring permitted aids to the exam. 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 the exam. The students are obliged, when requested, to present paper or aids during the exam. Anyone who refuses is considered to be hindering the exam and must therefore be removed from the exam location by the invigilator. The invigilator is to write a report of the incident.

- In order to avoid the risk that suspicion of attempts to deception during the exam arises, all technical and electronic equipment (such as mobile phones, smart watches, calculators that can connect to the internet, earphones, etc.) must be placed at the specified location. Instructions given by the invigilator concerning outdoor clothing and consumption of food and drink must be followed unconditionally.

## 2.5 Proof of identity

- The student shall present approved proof of identity. *Note that a student who cannot give proof of identity may not take the exam.*  
The following are approved proof of identity: LiU Card<sup>1</sup>, passport (including foreign passports), driving licence (including foreign driving licences), and ID cards with a valid period of validity. A police report less than three months 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.<sup>2</sup>
- When the check of identity is carried out for a written exam, the student is assigned an anonymous ID number (an "AID" number). This is to be written on the cover sheet to the exam and all sheets submitted. In order to make the assignment of AID numbers easier, the student should have his or her LiU Card. The AID number replaces the student's name and personal identity number.
- When exams completed on a computer are carried out in Wiseflow, the anonymisation procedure is carried out by the software.

## 2.6 Conduct

- For written exams in an examination hall, only those papers provided by the invigilator may be used, unless otherwise specified. The AID number, date,

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<sup>1</sup>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 before the exam session. The LiU Info Centre must have approved the portrait.

<sup>2</sup> If possible, this check of identity is to be carried out by a female invigilator for female students, and vice versa.

educational code (previously known as the course code) and module (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.

- For exams completed on a computer, the instructions presented by the software are to be followed.

## **2.7 Calm and quiet**

- Calm and quiet are to characterise the examination location. Conversations between students are not permitted, unless the instructions for the examination state otherwise. Anyone 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.

## **2.8 Regulations for toilet visits**

- The basic rule is that students may not leave the assigned seating place until 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.
- The invigilators are to inspect the toilets before and after the exam. The invigilator will also carry out several checks of the toilets and take any prohibited material that can be suspected as belonging to or being used during the exam.
- If a student leaves his or her seat during the exam, the student is responsible for concealing in an appropriate manner his or her answers such that others cannot read them.

## **2.9 Examiner or on-call teacher**

- The examiner or on-call teacher is to visit the exam location or telephone the invigilator at least once during the exam. Teachers who are present in the exam location during the exam session must show valid proof of identity to the invigilator. The examiner or an on-call teacher is also to be available by telephone during the complete examination. The provisions about the

presence of an examiner apply also for resit exams and examinations completed on a computer in an exam hall.

## **2.10 Exam conclusion**

- The invigilator is to make an announcement when 10 minutes of the exam session remains, and state that all students must conclude and submit their answers within the specified time. Where necessary, this information shall be given also in English. If a student does not conclude the exam i.e. stop writing, within the exam session, this must be reported to the examiner or on-call teacher. The student risks not having the exam answers assessed.
- It is the responsibility of the student to make sure that the AID number, date, and educational code are specified, and that all sheets have the correct sheet number. 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.
- For examination completed on a computer, the system will be locked at the end of the exam session. The duration of the exam session must be checked in advance by LOTS for students who have been granted an extended exam duration, such that the correct additional time is entered. If all students require an extended exam duration as a consequence of unforeseen events during the session, this can be carried out during the exam session. An extension of the exam duration can take place only if the next booking of the hall, if any, is not affected.

## **2.11 In the event of fire alarm, threat or technical problems**

- In the event of fire alarm, threat or other unforeseen events, the students are to follow the instructions given by the invigilator, examiner or on-call teacher. If it is necessary to discontinue the exam, it is the responsibility of the examiner to ensure that a new exam session is arranged as soon as possible. (It should take place within 15 working days of the scheduled exam session.) LOTS and the department in which the examiner is employed should provide assistance in resolving the situation.
- 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. Initially, and for technical problems or disturbances of a simple nature, 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 hall, if any, is not

affected. In the event of serious disturbances, the exam must be discontinued. The examiner or on-call teacher is to take a decision to discontinue an exam. It is the responsibility of the examiner to ensure that a new exam session is arranged as soon as possible. (It should take place within 15 working days of the scheduled exam session.) LOTS and the department in which the examiner is employed should provide assistance in resolving the situation.

## **2.12 Model solutions**

- Model solutions to examination questions must not be published until the exam session has ended (in which also extended duration of the exam is to be included).

## **2.13 Cheating and deception**

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

1. use prohibited aids or by other means to 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 HEI.
- If suspicion of cheating or deception arises during an exam, the invigilator is to contact the examiner or on-call teacher who will check whether a suspicious technical aid is permitted or not. The exam can be discontinued for a student if prohibited technical aids have been used or if the student refuses to produce or hand over the prohibited technical aid. 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 investigators 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 digital equipment is discovered, the invigilator is to write a report about the incident and the case subsequently referred directly to the Disciplinary Board.
  - 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 Instructions for course management in preparation for the conduct of written examinations held in an examination hall, including computer-based moderated examinations

#### 3.1 Timetabling

- Exams are booked for each term at a time specified by LOTS. The exam, including location and invigilators, is to be booked in the web-based exam registration system. This system also allows exams completed on a computer 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) must 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 at the Exam Service Office, the course administrator or equivalent must specify whether there is a requirement for special technical aids that may *inte* be used by students with the right to additional support. 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 spellcheck function has been removed.
- Exam booking for exams held between 1 September and 31 January must be carried out between 20 December and 1 April of the relevant year. Any bookings requested for this period after 1 April will be satisfied only if space is available. In such cases, these requests are to be examined and approved by LOTS as they are made, and a charge levied as specified by currently valid agreements. All exam bookings must have been approved by LOTS before they are confirmed and displayed to the students.
- Exam booking for exams held between 1 February and 31 August must be carried out between 20 April and 30 November of the relevant year. Any bookings requested for this period after 1 August will be satisfied only if space is available. In such cases, these requests are to be examined and approved by LOTS as they are made, and a charge levied as specified by currently valid agreements. All exam bookings must have been approved by LOTS before they are confirmed and displayed to the students.

- Normally, morning sessions begin at 8.00 am and afternoon sessions at 2.00 pm.

### 3.1.1 Collection and delivery of scripts from exams held in an examination hall

- The Logistics and Facilities Support Office at LiU deals with all collecting and delivery of exam scripts. The examination forms shall be submitted to LOTS 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 before the exam starts.

### 3.1.2 Submission of exams completed on a computer

- The exam session (in the relevant software) must be available for LOTS 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.
- If there is a risk that the number of loan computers available will be insufficient, LOTS is to book a teaching room<sup>3</sup> in order to guarantee that all students can carry out the exam on a computer. The booking of a teaching room must be done at least five days before the exam.

## 3.2 Information on the cover sheet and the exam envelope

### 3.2.1 Information on the cover sheet

A special cover sheet with a QR code *must* accompany every exam. This is the case for both written exams held in an examination hall and exams completed on a computer. The manual for the cover sheet, which is to be attached to the outside of the exam envelopes for written exams held in an examination hall, can be found in Swedish and English at [www.liu.se/insidan/utbildningsadministration/tentamen](http://www.liu.se/insidan/utbildningsadministration/tentamen) or on the page from which 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

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<sup>3</sup> The term “teaching room” is here used to denote a room with computers installed.

- 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
- 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 spellcheck may or may not be used, for example in cases that examine language proficiency, and
- 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.

### 3.2.2 Information on the exam envelope for written exams held in an exam hall

For written exams held in an exam hall, the exam paper must be supplied in a sufficient number and these must be placed into exam envelopes, separated according to educational code and exam location. A cover sheet with QR code is to be attached to the exam envelope. The following information is to be written on the exam envelope:

- Department
- Educational code, module and course name/designator
- Exam location
- Name of examiner or on-call teacher, and a telephone number on which he or she can be contacted during the exam
- Number of accompanying exam papers
- Number of exam scripts in the envelope

The registration lists with number of registered participants is to accompany the exam envelopes and placed inside them.

### 3.2.3 Information about aids, etc.

The aids permitted are to be specified for both written exams and exams completed on a computer. Examples:

- 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, and
- If no aids are permitted, this is also to be stated.

## 4 Archiving and selective disposal of exam scripts and exams completed on a computer

- The answers given by students stored in the department are official documents. This is true both for written exam scripts and exams completed on a computer.
- If the grade has been recorded, an exam script may be returned to the student. Exams completed on a computer are to be sent in digital form to the student.
- [Riksarkivets myndighetsspecifika föreskrifter om gallring och annan arkivhantering](#) (RA-MS 2017:39) (in Swedish) states that all exam answers are to be selectively deleted 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.