

## Decision on Guidelines for the conduct of written examinations

### Decision

Linköping University (LiU) decides that “Guidelines for the conduct of written examinations” shall come into effect in accordance with the entry into force provisions set out in the policy document (see appendix).

This decision is to replace Guidelines and procedures for the conduct of written examinations held in an examination hall, including computer-based moderated examinations, approved on 17 December 2020 (Ref. No. LiU-2020-04559).

The decision is to be incorporated into the LiU code of rules and procedures.

### Reason for decision

The guidelines for the conduct of written examinations have been reviewed and updated in the following respects:

- The title of the guidelines has been changed since the assessment has been made that the term *written examinations* includes both paper format exams and digital exams.
- The sub-headings in the document have been revised to clarify which sections are aimed at students and which are aimed at examiners or on-call teachers, as well as for course management at LiU and for places that provide decentralised education. It is important to clarify which rules apply for examinations for all parties involved in order to ensure a fair and legally secure examination.
- Under Section 2.1.4, *Proof of identity*, a clarification has been made in Note 2 regarding requirements for the issued ID card.
- Under Section 2.3, *Consequences of disruption and cheating*, two new sub-headings have been added to clarify consequences of disruption (Section 2.3.2) and cheating (Section 2.3.3). Under Section 2.3.3, *Cheating*, an addition has been made to clarify that in addition to the detection of mobile phones, a report is also be written by the invigilator on the detection of other unauthorised digital equipment (for example, a smart watch).
- Under section 3, *Guidelines for examiners or on-call teachers*, rules have been set out describing the role of examiners or on-call teachers during the examination. Furthermore, a clarification has been made that the examiner

or on-call teacher must be available by phone 30 minutes before the exam starts and during the time that the exam is ongoing 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.

- Under Section 4.1, *Timetabling*, (item 4) an addition has been made to clarify that any booking of exams is preliminary until established and approved by the Exam Service Office.
- To be able to manage written examinations in places where there is decentralised education, Section 4.5 *Conduct of written examinations for decentralised education*, been added. Section 4.5 describes how exam papers are to be provided to the respective place of study (Section 4.5.1), rules for time and place and responsibility for providing invigilators (Section 4.5.2) and how exam papers are to be handled after completion of the examination (Section 4.5.3).
- In addition to the changes mentioned above, a number of editorial changes have been made.

## Processing of the decision

This decision has been taken by deputy vice-chancellor Karin Axelsson at the vice-chancellor's decision meeting, in the presence of Chief Legal Adviser Christina Helmér, student representative Lydia Toft and secretary of the vice-chancellor Maria Fält. It was presented to the meeting by Educational Director Ragnhild Löfgren.

The following have taken part in the preparatory work for the case: senior coordinator for the area of Educational Sciences Ulla Kerren, head of faculty office at the Faculty of Science and Engineering Annalena Kindgren, lecturer Vivianne Deniz, legal specialist Elisabet Permvall, legal specialist Jenny Wäsström, senior coordinator and head of unit Pernilla Kull, coordinator Line Jepson, coordinator Jessica Bohrn, systems designer Peter Skov and student representative Karin Frö Lind from StuFF. Opinions have been obtained from all deans' offices and the Dean's Office at the Faculty of Educational Sciences.

The case has been subject to collaboration with the local employee organisations and student unions.

The editorial board for the LiU code of rules and procedures has examined the form of the decision.

Ragnhild Löfgren

**List for notification:**

University Management  
University Directors' Management  
Faculty and research area committees (functional addresses)  
Deans (functional addresses)  
Heads of department  
Faculty Offices (functional addresses)  
Departments (the administrative managers)  
Internal Audit  
Local employee associations affected by the decision  
Student unions  
Content Desk  
LiU code of rules and procedures  
Archives and Records Management Office (original)