

Reg. No.: BTH 1.2.1-0110-2017

# **Examination Regulations Blekinge Institute of Technology**

Established through a decision made by  
the Vice-Chancellor: R043/17  
Applies from: 2017-04-10

Replaces: R063/16

## General information

- Regarding written examinations at Blekinge Institute of Technology (BTH). Established through the Vice-Chancellor's decision: R043/17.
- Replaces Examination Regulations established through the Vice-Chancellor's decision: R063/16.
- For teaching staff and contracted lecturers, information about the examination regulations at BTH is to be provided. The respective head of department or a person appointed by her/him bears the responsibility for this.
- The Invigilator is to sign for and be informed about the examination regulations at BTH and as to the rest be instructed by the person responsible for the coordination of examinations at BTH (Examination Coordinator).
- All e-mail that concerns the function of Examinations is to be sent to: [tentamen@bth.se](mailto:tentamen@bth.se).
- Information that concerns examinations is published in the Student Portal and the Teachers' Portal under the heading "Examinations". Teachers and students will receive further individual information after logon and via e-mail.
- The examination is to be conducted in such a way that any suspicion of bias can be ruled out (SFS 1986:233, the Administrative Procedure Act §11).

## Before the examination

### 1. Establishment of dates for examination occasions

Examination occasions may occur during all days of the year (however, not during Christmas, New Year, Easter holidays or Midsummer). The setting of dates and times can be affected by the access to resources. The dates for examination occasions are jointly established by the Student Affairs Office and respective department, in the following months:

Lp1: May  
Lp2: August  
Lp3: September  
Lp4: October

The time is established at the latest ten days before the examination occasion. At a change of the established time and date for the examination occasion, teachers/examiners have the responsibility to make sure that the concerned students are updated.

### 2. Assignment of responsibilities at the arrangement of examination for students with need of special support

The student who wishes to have special support at the examination should apply for this in accordance with instructions from the function called FUNKA. The function of FUNKA notifies the decision of the application to the function of Examinations who will arrange with the measures of support.

### 3. Registration

A student who has the intention of taking an examination is to be/have registered for the intended

course code. If the department wishes to give an examination for a student who is/has been registered on another course code, the teacher/examiner is to provide the student with a certificate stating that which is applicable. A template for the certificate can be found in the Teachers' Portal under "Examination". The student is to hand over the certificate to the Invigilator on the day of the examination occasion.

#### **4. Pre-registration**

To be able to take the examination, pre-registration is required. The pre-registration is to be made in the Student Portal. The registration for the examination opens 30 days before the examination occasion and closes 14 days before the examination occasion. Students who have not registered for the examination may only take the examination as far as there is a place available, which is determined by the Invigilator. A student who is not registered for the examination is to show a Ladok certificate stating that she/he is/has been registered on the course code in question. The start of the student's examination will in this situation be delayed 45 minutes (this, however, does not apply in the case when the time period of the examination occasion is one (1) hour, when only admission at the beginning of the examination occasion is done, which requires the student to be registered for the examination).

#### **5. Before the start of the examination**

The admission to the examination starts 20 minutes before the scheduled start time of the examination. Students who are registered for the examination but who do not show up at the start of the admission risk losing their place; the guaranteed admission ceases. The doors to the examination room will close 5 minutes before the start of the examination for an introduction. One additional admission will take place 45 minutes after the start of the examination (this does however not apply in the case when the time period of the examination occasion is one (1) hour).

#### **6. Handing in of examinations**

- The teacher/examiner is requested to submit the examinations electronically, at the latest four workdays before the examination occasion. One (1) examination per course code is to be attached. The front endpaper is generated automatically at the uploading of the examination and is to be filled in by the teacher/examiner. There is to be clear information about:
  - Authorized aids
  - At what point the teacher/examiner or a person appointed will be present, in person or over the telephone.
  - Telephone number
  - Messages, if any

#### **7. Storage of examinations**

At the printing out of examinations these are never to be left accessible in copying machines, nor visible on a computer screen if the room is left unwatched. Examinations are always to be stored in a safe manner and at unwatched occasions they are to be locked into a theft-proof cabinet. Written examinations are to be stored locked up in a fireproof and theft-proof cabinet.

### **During the examination**

#### **8. Teacher's presence during the examination**

The teacher/examiner, or a person appointed by her/him, is to be available personally or over the telephone according to the information that has been provided on the front endpaper of the examination. If matters regarding the examination arise, these are to be noted by the Invigilator. If need arises, the Invigilator contacts the teacher/examiner responsible for the examination for possible clarifications. Such clarifications are in the first place to take place in front of all of the students, also students who are taking the examination at another place.

#### **9. ID documents**

In connection with the examination occasion, the Invigilator is to verify that the student has a valid ID document, which in connection with an examination is:

- ID card issued by the Swedish Tax Agency (“Skatteverket”) or another Swedish authority
- Swedish driver’s license
- Swedish SIS-marked ID card issued, for example, by a bank, a company or an authority
- Swedish official card issued by a state authority
- EU passport issued as from 1 September 2006 or later
- BTH card
- Foreign passport

Without any of these documents, the student does not have the right to take the examination. If the possibility exists, BTH staff may affirm the student’s identity.

### **10. Cheating and unauthorized aids**

Unauthorized aids are to be left at a place indicated by the Invigilator. At the beginning of the examination, the Invigilator is to make sure that no unauthorized aids are accessible in the rooms and spaces that are used at the examination occasion. No aids may be lent/borrowed directly between the students. If the Invigilator discovers or suspects cheating, that is if one of the students uses unauthorized aids or receives help from other persons, the Invigilator is to:

- Report her/his observations in regard to the question in matter to the Function of Examinations.
- In writing report the incident as “Report on suspected cheating” to the Vice-Chancellor for further investigation.
- Notify the student about the suspicion of cheating.

The Invigilator’s authority does not include the interruption of a student at a suspicion of cheating. Students are obliged to present papers and aids upon a request to do this. Refusal to present papers and aids are reported to the Vice-Chancellor as “Report on suspected cheating” for further investigation. In such cases the student is also turned away from the examination room.

### **11. Writing-paper**

Only the BTH writing-paper for examinations is to be used as writing-paper. The writing-paper is labelled with a serial number and the BTH logotype and is to be treated as a document of value. It is not permitted to take out used writing-paper for the examination from the room at the end of the examination occasion.

### **12. Examination time**

Students who present themselves for the examination later than 60 minutes after the starting time are not allowed to take the examination. It is not permitted to leave the room during the first sixty minutes of the examination. Exceptions are made at acute illness or needs to go to the bathroom. In the case when the examination occasion is one (1) hour, the student may, however, leave the room when she/he has finished writing. After the first sixty minutes there may be time for a pause if it is possible to carry this out. A pause is to take place in connection to the examination room and in the presence of an Invigilator. The student is to notify a wish for a pause to the Invigilator before the examination starts. The student is to note clearly on the pause list; name and time for pause/bathroom visit. Upon the concluded examination, the list of pauses is filed by the Function of Examinations.

### **13. Circumstances during the examination occasion**

The Invigilator has the right to assign a student a specific place in the room. If the student refuses to comply with the Invigilator’s directions, the Invigilator is to report the incident as “Report on disturbance or obstruction of examination.” During the entire examination occasion order and silence are to prevail. No communication may take place between the students. Students who communicate with each other or who intentionally act in a disturbing manner may be turned away from the room and the Invigilator will report the incident to the Vice-Chancellor as “Report on disturbance or

obstruction of examination.” Disturbing behavior without intention, such as illness, is handled by the Invigilator in consultation with the Function of Examinations. Items for consumption may be brought into the examination room. Bags, outdoor clothes, and electronic equipment (which do not form part of the authorized aids) are to be left before the start of the examination at a place indicated by the Invigilator. Electronic equipment is to be turned off.

#### **14. Fire alarms and similar situations**

If the starting time of the examination occasion is delayed more than 60 minutes, the examination occasion will be cancelled. At a fire alarm the ongoing examination occasion is cancelled and the students will be offered a new examination occasion as soon as possible.

#### **15. Handing in after concluded examination**

The examination documents that are handed in are to have information about name and the personal identification number or a code and this is to be written within the time period assigned for the examination. The pages are to be numbered by the student. At the handing in of the examination, the student is to state the number of submitted pages and sign the receipt list. Also the students who have not answered the questions must hand in a so-called “blank examination.” The Invigilator is to conduct an ID control, check and state the number of submitted pages and the time of submission and sign the front end-paper.

### **After the examination**

#### **16. Examination scanning**

After the examination occasion the Invigilator hands over the ungraded examination documents to the Student Affairs Office who scan and file the examination documents electronically. The teacher then picks up the examination documents at the Student Affairs Office, grades the examination documents and hands them back to the Student Affairs Office. The graded examination documents are scanned again and filed. The examination documents, both the ungraded and the graded versions, are made accessible to the students in the Student Portal and for the teacher in the Teachers’ Portal. The examination documents are therewith to be considered as having been handed out.

#### **17. Announcement of examination results**

The results of the examination are notified via an individual e-mail message to each student at the latest fifteen workdays after the examination date. This takes place automatically when the results have been entered into Ladok. In exceptional cases deviations may occur. Such changes are to be notified the students by the responsible teacher/examiner in connection with the examination occasion.

#### **18. Filing of examinations**

The examiner is responsible for handing in one copy of the examination to the Student Affairs Office for filing.

#### **19. Examination in another place**

An examination in another place may be permitted in exceptional cases after a joint decision by the Examination Coordinator and the concerned head of department. It is only permitted to take an examination at universities/higher education institutions, learning centers affiliated to the network Nitus, foreign universities with whom BTH has signed exchange agreements and Swedish authorities abroad. The student is responsible for making a request about taking an examination to the authority or learning center that the student wishes to use for taking the examination. This is to be done before the registration for the examination is made. An application to take an examination in another place is to be done in the Student Portal via the link “Examination in another place” within the registration period for the examination. The student will pay any possible costs that arise in connection with an examination in another place. An examination in another place may start at the most one hour before or one hour after the start of the examination occasion at BTH. If the examination starts earlier at another place, the student may not leave the examination room earlier than one hour after the start at

BTH.

### **20. Examination from another place**

BTH will receive students from other universities and higher education institutions if there will be an ongoing examination at the time in point. A request of examination from another place is to arrive to the Function of Examinations at the latest 14 days before the desired examination date. Exchange students are always prepared a place for examination from the education institution that has an exchange agreement with BTH.