



## Rules and Regulations for Examinations at First-Cycle and Second-Cycle Level at Mälardalen University

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# Rules and Regulations for Examinations at First-Cycle and Second-Cycle Level at Mälardalen University.

## 1 Introduction

This document, Rules and Regulations for Examinations at First-Cycle and Second-Cycle Level at Mälardalen University, is directed towards the University staff as well as to the University students. It aims partly to facilitate for the staff when working with examinations, and partly to guarantee a high degree of security for the students by furthering equal treatment of similar examination matters.

The present document, which hereinafter is referred to as “the examination regulations”, is continually updated by the Division of Student Affairs at the University, and a major revision of the document is carried out every third year. Revision is carried out by means of cooperation between the Schools of the University, student representatives and the Administration.

### 1.1 A local regulation

The examination regulations have been ratified by the Vice-Chancellor and contain binding regulations as well as recommendations for all employees, contractors and students at Mälardalen University (MDH). In the document a mandatory regulation is expressed by the term “shall” and a recommendation by the term “can”, “should” or “may”. A regulation can be mandatory on the basis of law, ordinances or otherwise MDH’s local regulations. When a regulation in this document is based on a current law or ordinance, reference is made to the law or ordinance in question, and when the regulation is based on a local regulation, reference is made to its registration number.

### 1.2 Scope

The examination regulations apply to all students at MDH and for all examination matters regarding first- and second-cycle education at MDH.

The examination regulations do not comprise contract education but in this case what has been laid down in agreements between the principal and the University will apply instead.

### 1.3 Terminology

The following terms are defined thus:

- A **Student** is a person who has been admitted to and is pursuing studies at first-, second- or third-cycle level at the University (see the Higher Education Ordinance, Chapter 1, Section 4).
- An **Examination** is, on the one hand, a stage in the students’ learning process, and on the other, an expression of the University’s right to take decisions on grades. The concept refers to the entire process of assessment of students’ study performance. According to the Swedish Higher Education Authority the concept of examination is understood as being that an examiner determines a grade on the basis of the form(s) for classification of students’ performance as stated in the course syllabus. (see the HSV report 2008:36, p. 5).

- A **Test** is the general concept used for testing the student's knowledge or proficiency in some of the forms of assessment in the course. A course can have one or more forms of examination. What these are can be seen under the heading Examination in the course syllabus. At the University the following forms of examination are used, with their appropriate abbreviations:
 

– Written examination	TEN
– Take-home examination	HEM
– Oral examination	MUN
– Placement	VFU
– Seminar	SEM
– Degree project	EXA
– Laboratory work	LAB
– Project report	PRO
– Field study report	FSR
– Essay	UPS
– Memorandum	PM
– Exercise	OVN
– Compulsory attendance	OBN
– Written assignment	INL
– Group assignment	GRU
– Simulation	SIM
– Activity-integrated learning	VIL
– Practice	PRA

These forms of examination are explained in sections 5 and 6.

- The point in time at which a student does an examination is called an **examination session**.
- A **Retake** is a test or examination in which the student participates after having failed to achieve a pass grade in the regular examination session or if the student has not had the opportunity to participate in the regular examination session, see 31.1.
- A **Review** means that an examiner makes a new assessment of the decision. The student may personally request a review of the grading decision by stating, in writing, their reasons for regarding the decision to be incorrectly assessed. See section 3.7.1.
- An **examination paper** is the document the student produces in an examination.
- A **course syllabus** is the document that describes the current regulations for the course regarding, for example, content, purpose, examination etc. Course syllabuses contain regulations which are binding on MDH staff as well as students. See further in section 3.2.
- A **study guide** is a document that the course coordinator writes about the course prior to the start of the course. A study guide can contain relatively comprehensive and detailed information about the course. Different names are used, such as course description, study information or course plan, but in this document the term 'study guide' is used throughout. See further section 3.3.
- **Calendar days** mean all days – both weekdays and holidays.

The following abbreviations will be used:

HF ( <i>Högskoleförordningen</i> )	Higher Education Ordinance
FL ( <i>Förvaltningslagen</i> )	The Public Administration Act
UHR ( <i>Universitets- och högskolerådet</i> )	The Swedish Council for Higher Education
UKÄ ( <i>Universitetskanslersämbetet</i> )	The Swedish Higher Education Authority
RF ( <i>Regeringsformen</i> )	The Instrument of Government

## 2 Examinations constitute exercise of authority

The fundamental starting point in all parts of examination matters is that examination is the *exercise of authority*. The exercise of authority is when an authority unilaterally makes a positive or negative decision concerning an individual, for example when an examiner makes a decision on a grade for a student. In all forms of exercise of authority the individual is in a position of dependence in relation to the decision-maker.

There are three basic principles which shall be particularly observed in the exercise of authority, the purpose being to guarantee that the activity takes place in a legally secure way. These are the principle of foreseeability, the legality principle and the equality/objectivity principle.

### 2.1 *The requirement of foreseeability*

The requirement of foreseeability implies that the individual must be able to foresee the legal consequences of the actions that he or she takes or wishes to take. Within the university and university college world the requirement of foreseeability means that information provided by the university must be clear and explicit as regards for example the content of courses, the forms of examination, grades etc. This applies in the first place to course syllabuses, which from this perspective are very important as information carriers.

### 2.2 *The legality principle*

The legality principle means that the authorities, such as MDH, in their activities are bound by current laws and regulations. This principle is the precondition for foreseeability and protection for the individual (student) against the misuse of power.

### 2.3 *The equality principle/the objectivity principle*

According to Sweden's Constitution (Chapter 1, Section 9 of the Instrument of Government, RF) administrative authorities shall, among other things, take into account in their work the equality of all before the law, and act objectively and impartially. Rules shall thus be applied equally to everyone, and similar cases shall be treated in the same way. Apart from the equality of all before the law, Chapter 1, Section 9 of RF includes a prohibition on arbitrariness and disloyal use of power, which implies that it is prohibited to favour certain individuals or groups of individuals or disfavour others by taking extraneous considerations in the application of the law.

## 3 General regulations

### 3.1 *Right to conduct examinations*

A student who is registered on a course has the right to take examinations in all the units of examinations described in the syllabus.

Requirements for completed units of examination must not be laid down as a precondition for taking examinations in other units of examination within the course. In order to take part in laboratory work and other units requiring a knowledge of, for example, safety regulations, the Schools can, however, for safety reasons require such knowledge before participation.

### *3.1.1 Retakes*

A student who has taken an examination with a pass result has no right to take a re-examination in order to obtain a higher grade. A student who has failed to achieve a pass result in an examination at the regular examination session in conjunction with a course session has the right to take a re-examination. Students have the right to take part in all retakes on a course offered as long as the course is given. It is, however, clear from Chapter 6, Section 21 of HF that there is a possibility of limiting the number of retake sessions on a course as long as the students are given at least five examination sessions per course. It is therefore possible to limit the number of retakes if the examination sessions are financially or in some other way too demanding for the University. If the examination sessions are limited, this shall be stated in the course syllabus. A retake shall be arranged within a reasonable time after notification of the exam results.

If, to obtain a pass result on a course or part of a course, the precondition is made that a student has undertaken a placement or an equivalent form of study with a pass result, the number of placement periods or equivalent study periods shall be fixed to at least two. If the number of placements is limited, this shall be stated in the syllabus.

### *3.1.2 If the course is discontinued*

If a course is discontinued, the students affected shall have the opportunity of taking part in a retake which follows the old course syllabus. The University's obligation to arrange retakes on courses that have been discontinued is limited to three examination sessions during a period of at least one year. These examination sessions shall therefore be offered during the two ensuing semesters after notification of discontinuation of the course was given. In this context the summer term shall be considered to be a part of the previous spring semester.

Regarding placement as an examination form, when a course is discontinued only two sessions shall be offered during the two ensuing semesters after the last occasion when the course was given.

The School is responsible for ensuring that information about the last examination sessions is made available on the web timetable.

A student who has been unable to take advantage of the examination sessions offered may apply to the School for a further session to be arranged. The application shall be in writing and good reasons shall be given by the student. A decision to deny the application or, if special circumstances can be said to exist, to grant a further session, is made by the appropriate Dean of School. No appeal against the decision is possible (cf. HF Chapter 12, Sections 2 and 4).

### **3.2 Course syllabus**

According to the Higher Education Ordinance there shall be a course syllabus. All binding regulations for the examination shall be stated in the course syllabus. See *Regler för kursplaner MDH 2.1-74/13* (Swedish only)

### **3.3 Other course-specific information**

Apart from the course syllabus, supplementary information about the examination shall be made available at the start of the course. This information may be included in the information document known as the study guide or similar. The information in these documents may only be supplementary and must not replace the course syllabus in any way.

There shall be information which

- describes how the examination shall be conducted
- describes how any obligations can be met in alternative ways
- states the deadline for submitting written take-home examinations along with
- corresponding deadlines for retake examinations
- describes how the weighting is carried out of results from several units of examination
- in deciding the final grade for the course
- states what aids are permitted in written examinations
- explains the meaning of plagiarism and the consequences arising from suspicion of cheating
- in examinations and gives clear instructions for reference management systems and how texts
- from other sources may be used in essays, degree projects and other written work
- states, regarding examination assignments where students are encouraged to
- cooperate in this process, whether or not it is permitted for students to cooperate with one
- another when completing the examination assignment as well
- states whether, and in what way, there is an opportunity to do supplementary work
- during the course and within what time frames
- states at which time all the parts of an examination unit shall be completed
- gives a link to the web timetable for examination dates
- states the scope of any supervision and its importance, see section 6.5



### ***3.4 Grade for course***

According to Chapter 6, Section 18 of HF grades shall be awarded for a completed course. The grade shall be determined by a teacher (examiner) specially appointed by the University. According to the decision by the Vice-Chancellor (reg. no. CF 30-449/08) from 17 March 2008, the following grading scales shall be used:

- Pass, Fail
- Pass with Credit, Pass, Fail
- 5-4-3, Fail

It is permitted to use different grading scales for different units of examination in a course. During the course all the units of examination shall be assessed and where applicable weighed together and amalgamated into one grade, the final grade, for the entire course. It is the examiner's obligation to document the students' performance on course components. The student shall be informed at the start of the course of how the results from several units of examination shall be weighed together into a final grade on the course.

#### ***3.4.1 The ECTS scale***

The European Credit Transfer System (ECTS) grading scale shall be used as a conversion tool in courses where the language of instruction and examination is English.

### ***3.5 Examiner***

According to Chapter 6, Section 18 of HF the examiner shall be a teacher. According to the Higher Education Act (Chapter 3) a teacher is defined as a professor, adjunct professor, visiting professor and senior lecturer. According to MDH's Employment Ordinance (reg. no. CF-P 1.3.1–381/10), the following categories in addition are defined as teachers: adjunct senior lecturer, lecturer and adjunct lecturer.

There shall be at least one examiner for each course. When necessary several examiners may be appointed to a course. The decision to appoint an examiner shall be in writing. It is the Dean of School, or another person according to the system of delegation of authority, who decides which teacher is to be the examiner for a course. In view of the duties of the examiner this decision should be made before the start of the course.

It is permitted to appoint a teacher from another Swedish higher education institution as an examiner provided that the teacher has some form of employment at MDH. Correspondingly a consultant, for example, may not be appointed as an examiner without first being employed in some form at MDH (cf. the Instrument of Government's prohibition against transferring the exercise of authority to individuals).

#### ***3.5.1 Duties of the examiner***

Since examination constitutes an exercise of authority, considerable demands are made on the examiner. The examiner is obliged to follow all the current rules in the matter of setting grades and always to act objectively, impartially and to treat everyone according to the principle of equality. In assessing examination results only factual and as far as possible objective circumstances should form the basis for the decision.

The examiner's duties may not be delegated to any other employee, whether of inferior or superior position, without this person first being appointed, in writing, as an examiner. It is, however, possible for the examiner to enlist the aid of other teachers in marking individual examinations etc. If the examiner receives help and relies on another teacher for assessing the grade, it must be stated in the grade decision which teacher has assisted the examiner. The ultimate responsibility for the grade, however, always rests with the examiner.

### *3.5.2 A biased examiner or marking teacher*

An examiner or teacher when marking may not be involved in an examination in cases where there may be suspicion of conflict of interest. Clear situations of conflict of interest occur in kinship, cohabitation, other close personal relationship or manifest enmity. There is, however, also a conflict of interest even if there is only one particular circumstance which may disturb the confidence in an examiner's impartiality in the case (see FL Section 11). The examiner or marking teacher concerned has the duty to report the conflict of interest which has arisen to the Head of Division who will decide how the matter should be dealt with, see FL Sections 11-12. If a student considers that there is a potential conflict of interest, the student can report this to the examiner's Head of Division.

When the examiner is to decide on a grade in an *anonymous* examination, the anonymity is broken after marking but before the actual grading decision is taken. If a conflict of interest arises between the examiner and the student, the examiner must not take a decision – irrespective of who has marked and assessed the examination paper itself. If a conflict of interest situation arises, another examiner must be appointed who will take the final decision about grades.

### *3.5.3 Replacement of examiner*

A student who has twice failed the same examination unit with the same examiner has the right to have a new examiner appointed for the next examination session, if there are no special reasons against this request (Chapter 6, Section 22 of HF). The student shall present an application for this in writing, giving reasons, on MDH's form "Request for new examiner". The completed form shall be submitted no later than 14 calendar days before the date of the examination. It is the Dean of School, or another individual according to the system of delegation of authority, who determines which teacher is to step in as examiner.

## **3.6 Studying with Disabilities**

The University shall inform students about the possibility of students with some form of disability to be offered customised testing. To obtain a customised examination the student is required to have a certificate regarding the disability. This certificate is issued by the University's Coordinator for Students with Disabilities.

Students with a certificate shall notify their request for a customised examination via the Student Portal no later than ten calendar days before the examination date. If the student is in the need of customisation of some other

form of examination, then the student shall contact the examiner with a request for this.

The examiner will then decide on what form of customisation is to apply, based on the certificate issued regarding the student's disability. Before making this decision the examiner, should the need arise, may consult the University's Coordinator for Students with Disabilities, or the student in question. The decision shall be communicated within a reasonable time. If the disability precludes a student from undergoing the examination in the way planned, the student can be offered an individual examination in some other form, in accordance with the current course syllabus.

### ***3.7 Review of and rectification of grading decision***

A grading decision cannot be appealed against, according to HF. This means that the student cannot request a higher authority to make a new assessment of the examiner's decision about a grade. The grading decision can, however, be reviewed under certain conditions (Chapter 6, Section 24 of HF). A review implies that the examiner once again makes an assessment of the decision.

Should the examiner find the decision to be clearly incorrect because of new circumstances or for any other reason, he or she shall change the decision if this can happen quickly, simply and if this does not mean that the grade is lowered (FL Section 27).

#### ***3.7.1 Student's request for review***

A student who wishes their grade to be reviewed shall give reasons, in writing and on the appropriate form, for what he or she considers to have been incorrectly assessed. If a student expresses a request for a review of the grading decision before the original copy of the examination paper has been collected, the student has the right to receive a free copy.

A review may always be made as long as the University has the documents available for consideration. Discarding of documents may occur after a certain time as stipulated by law (two years, unless it is an examination paper of the nature of an in-depth study or project work, which shall be kept indefinitely).

#### ***3.7.2 Review on examiner's initiative***

Even if the student or another employee at MDH does not call attention to it, the examiner shall on their own initiative conduct a review if they discover that the circumstances in Chapter 6, Section 24 of HF have been fulfilled; see section 3.7.

#### ***3.7.3 Review of already collected examination paper***

The student's option of a review is not forfeited if the original copy of the examination paper has been collected. However, to be able to carry out a legally secure review, the examiner must determine what was in the examination paper from the start and that the grounds for assessment have not been changed. To the extent that the examiner cannot quickly and simply, without further investigation into the matter, exclude that the grounds for assessment have been changed, there exists no obligation to change a decision. If a student chooses to collect the original copy of their examination

paper, the ability to bring about a change of the grading decision can therefore be made considerably more difficult.

#### ***3.7.4 Rectification***

A grading decision containing an obvious irregularity as a consequence of an examiner's or other person's typographical errors, calculation errors or similar oversights, may be rectified by the examiner. Before this rectification is made, the student shall be given an opportunity to make comments. Great caution should be observed when rectifications disadvantage the student.

#### ***3.8 Reclamation of examination paper***

It is not possible for a student to reclaim their examination paper after this has been handed in to the University for assessment. Thus a student cannot have a written examination returned before a grading decision has been made, nor ask the examiner to disregard the submitted examination paper when making a grading decision.

#### ***3.9 Mislaidd examination paper or erroneous information***

A student whose examination paper has been mislaid, or likewise a student who has received the wrong information about the day and time for the examination, shall without delay be given the opportunity to take a new examination, if it can be proved that MDH bears the responsibility for what has occurred.

In this connection it is important to emphasise that it is the responsibility of the student to ensure that an examination assignment is submitted at the right time. The risk of the post being delayed or for an email message not arriving etc. is borne by the student. An examination paper is considered to have been submitted when it has reached MDH or an authorised person at MDH (see FL, Section 10).

#### ***3.10 Permitted aids and working methods during examinations***

Students shall be informed in detail about which aids or working methods are permitted during an examination. For example it shall be clear from the instructions whether it is an individual examination or whether the examination may be done by collaboration between the students. Should any form of cooperation (or "discussions") occur during an examination, there shall be detailed instructions concerning to what extent and in what forms such cooperation may occur.

It is the student's obligation to study and abide by the information given regarding the conduct of the examination.

#### ***3.11 Examination papers are public documents***

Examination papers arriving at the University are public documents, and anyone requesting these documents has the right of access to them. However, the University has the right to regard examination papers that have not been graded as unfinished business. The University does not need to disclose these documents until they have been graded and the matter thereby completed.

## **4 Basic requirements of examination**

The criteria below will constitute the basis for all examinations held at the University.

### ***4.1 Planning of examination sessions***

All examination sessions shall as a general rule be published in the web timetable prior to each new semester. If there are special unforeseen circumstances and which are to the student's advantage, and where decisions have been made in consultation with the students concerned, the examination session may be moved regarding time. An exemption decision to move the examination date shall be made in good time and by the Head of Division. Special time regulations apply for publishing examination dates, see 5.1.

### ***4.2 Language of examination***

*Before each course commences it shall be made clear what language of examination is to be used. There is no obligation to examine in another language than what is stated before the course starts. Under special circumstances the examiner may decide that another language should be used at the examination session.*

### ***4.3 Ratifying and changing the form of examination***

The examination and its questions shall be modelled on the learning objectives stated in the course syllabus. It is of great importance that the forms of examination, as described in the course syllabuses, are ratified so that they are the same for all students on the same course.

All students from a course shall as a rule take the same examination at one examination session. This also applies to the case where there are several teachers on the course. It is possible for teachers to cooperate in designing the examinations, their structure and content. The examiner thereafter establishes the final content and form of the examination.

As a general rule a retake shall have the same form of examination as the regular examination. If unforeseeable and particular circumstances arise during the course, causing a retake to have a form other than that stated in the course syllabus, the form of the retake shall be decided by the Dean of School or other person according to the system of delegation of authority.

### ***4.4 Submission deadlines***

Submission deadlines shall be stated in the study guide for all forms of examination and the deadline shall be the same for all students on the same course. Submission on time is as a general rule a precondition for the student's performance to be assessed. It shall be clear from the study guide what the consequences will be if the students do not hand in their examination assignments on time.

## ***4.5 Dealing with examination papers and results***

### ***4.5.1 Marking period***

Marking examinations, regardless of their form, constitutes case management. Case management shall be carried out quickly, simply and without disregarding the rule of law (FL, Section 7).

The examination result shall be sent by email to the student's address at the University and posted on the student portal as soon as possible, though no later than 15 working days after the examination date.

In exceptional cases a longer period than 15 working days may be allowed by the appropriate Head of Division. Such cases could be, for example, when an unexpected situation has arisen over which the examiner has no control or could not predict. Should the Head of Division decide to extend the marking deadline, the students shall be informed as soon as possible, via the learning platform or via the student email, of the extended deadline and when the results can be expected to be published.

Results shall always, even in exceptional cases, be published at least two weeks before any retakes.

### ***4.5.2 Justifying grading decisions***

The examiner is not obliged to give reasons for a grading decision when it is taken. If, however, a student were to request reasons for a grading decision, the examiner is obliged to accede to this request and give reasons for the individual decision. If the request for reasons is made after such a long time that it is unclear what circumstances formed the basis of a certain grade, or if the examiner no longer works at the University, the student cannot count on being given a reason retrospectively.

At the request of the students, a briefing on the examination can be offered to the students, if the examiner deems this suitable. The examiner should be present at this briefing.

### ***4.5.3 Dealing with examination papers***

Corrected examination papers are collected at the Student Centre. The student shall present proof of identity in order to collect their examination paper and also sign a receipt (see section 5.3 for what is meant by proof of identity). If the student does not have the opportunity of collecting the examination paper in person, the person collecting it for the student shall present a signed authorisation in the original.

## **5 Written examinations**

At MDH all written examinations shall be conducted anonymously. By this is meant that the student's personal details shall be replaced by a code at the time of the examination. Exemptions apply for certain written examinations on a computer.

### ***5.1 Planning of written examinations***

As a general rule written examinations shall take place on Mondays to Fridays. For distance and evening courses, however, the opportunity may also be provided of taking an examination on a Saturday. Examinations on Mondays to Fridays taking longer than five hours will take place in the afternoon.

A student has the right to choose freely between the examination sessions that are announced.

As was made clear in section 4.1 all examination sessions shall as a general rule be published in the appropriate web timetable prior to each new semester. If the examination session has not been published in the web timetable before the semester the Head of Division may decide to publish the examination session in the web timetable at a later examination session. This announcement, however, may not be made later than four weeks before the session. When the examination timetable has been published on the University website, a timetabled session may not be moved in time or cancelled.

### ***5.2 Permitted aids during written examination***

It shall be stated on the examination question paper which aids are permitted in the written examination, e.g. pocket calculators, tables, dictionaries or text books. The same information shall be stated on the cover sheet to the examination invigilator.

### ***5.3 Registration for examination***

Registration for written examinations is **compulsory**. A student who has not registered may not participate in the examination. Registration shall be made *no later than 10 calendar days* before the day of the examination. Registration is made via the student portal or in exceptional cases according to special instructions from the School.

This means that if an examination is held for example on Thursday 29 January, registration must be made no later than Monday 19 January. Registration has therefore to be made no later than 23.59 on Monday 19 January.

### ***5.4 Procedures for written examinations***

- A student who is to take the written examination is allowed into the examination room between 08.10 and 08.25 for a morning examination, and 14.10 – 14.25 for an afternoon examination.
- At 08.25 and 14.25 respectively the doors to the examination room are closed.
- At 08.30 and 14.30 respectively the examination begins.
- For examinations on Saturdays entrance to the examination room is allowed between 08.40 and 08.55, and the exam begins at 09.00.
- After entrance to the examination room there is an identification and registration check, and each student's anonymous code for the specific examination session is issued. The code is automatically linked to the student's personal details. Therefore it is not possible to change the code.

The student must be able to give proof of identity by means of photo identification, to be allowed to take the examination. Valid forms of identification are passports, international ID cards or driving licences, Swedish national ID cards or driving licences, Swedish SIS-marked ID cards or an ID card issued by a state authority, for example the Swedish Tax Agency. Note that the University card is not a valid form of identification; neither is a copy of an identification document or a simulacrum of an identity card.

- Students who do not arrive in time for their examination are gathered together outside the examination room. There will then be a delayed start of 35 minutes from the closing of the doors at 08.25 to 09.00 and 14.25 to 15.00 respectively, whereupon only one admission to the examination room is allowed. **No extra time is allowed for writing.** Even for students coming to the delayed start only those who have registered are allowed to take the examination.
- On Saturdays the delayed start will be from 08.55 to 09.30.
- The student may leave the examination room no earlier than 45 minutes after the start of the examination.
- No one may leave the examination room, unless for toilet visits and the like, without handing in their examination papers. Even those who have not answered the questions must hand in what is known as a blank paper, that is to say an examination cover with the student's personal code, course code, name of the course and the date.
- On completion of the examination the student may take examination questions on a separate sheet out of the examination room.

### ***5.5 Information given by teachers during written examinations***

In a written examination, students taking the examination shall have the opportunity of asking for clarification of any uncertainties regarding the examination paper during the course of the examination. It shall be stated on the examination paper at what time and how the teacher can be reached during the examination.

The same information shall be stated on the cover sheet to the examination invigilator.

### ***5.6 Examinations at other locations***

The main rule is that a written examination shall take place at the campus (-es) designated as examination locations for the examination. If there are particular reasons, however, a student can be allowed to take the examination at another location. There can be no guarantee that the examination can be taken at another location, but the circumstances must be assessed in each individual case. In such an assessment, regard must be given as to how any examination at another location fulfils the same requirements of security as those that apply for examinations arranged by MDH.



### *5.6.1 Regulations for examinations at other locations*

When taking examinations at another location the same rules in general apply as when taking examinations that are given at MDH's examination location. For an examination to be held at another location, the School responsible must ensure that the guidelines will be able to be followed and that the examination session will maintain the same level as a regular examination with regard to security. A further condition for an examination to be conducted at another location is that it takes place on the same date and at the same time as the regular examination given on the University premises. The main rule is that it is permitted to take an examination only at established higher education institutions such as universities, university colleges and study centres/learning centres.

### *5.6.2 Application*

A student wishing to take an examination at another location shall apply for this no later than three weeks before the date of the examination at the Student Centre, who will then further the matter to the appropriate School. Late applications will not be dealt with. The student has the responsibility of liaising with the contacts at the higher education institution or equivalent where the examination is requested to take place. The name of the person the student has been in contact with shall be stated on the form which is handed in to the Student Centre. The application form is available on the University website.

### *5.6.3 Costs*

A prerequisite for an examination to be held at another location is that an approved invigilator, room or whatever else is required can be arranged at a reasonable extra cost for the School.

### *5.6.4 Decisions*

Upon investigating the possibility of acceding to the student's request for another examination location, the Dean of School, or a person delegated with this right, will decide on whether the student's application can be granted or not. In accordance with HF the decision may not be appealed against.

The decision shall reach the student no later than 12 calendar days before the day of the examination.

### *5.6.5 Registration for examination*

If the student, according to the above, is granted the right to take the examination at another location, the student shall not register for the examination in the normal way but instead all administration of the examination at another location will be dealt with by the appropriate School.

## **5.7 Round-up Examination**

A round-up examination session shall be arranged before the start of the autumn semester, during which all written examinations given during the academic year can be retaken.

## **6 Other types of examination**

### ***6.1 Oral examinations***

In order to avoid difficulties which might result from an oral examination, such as indeterminate grade criteria, unequal treatment and difficulties in carrying out a review, the oral examination shall be documented in some way, for example by recording. In oral examinations an additional teacher may also participate to avoid the problems mentioned above. The fact that another teacher is participating does not, however, imply any exception to the requirements of documentation. The details of the forms of oral examination shall be clear from the study guide or other course information.

### ***6.2 Placement (VFU)***

Clear guidelines for examination of the student shall be drawn up in advance regarding which the supervisors at the placement location will receive full information. These guidelines shall be the same for all places where placements are carried out in a course in order for all students to have as uniform an assessment as possible. The University shall maintain continuous contact with the placement location during the student's placement.

At the beginning of the placement it shall be determined what guidelines for assessment the supervisor at the placement location shall hand over to the examiner. As was made clear in the section on examiners, it is always the examiner who bears the ultimate responsibility for the grade.

As a general rule, grades for placements shall be given on completion of the placement (cf. HF Chapter 6, Section 18). Thus a student interrupting placement prematurely shall not be given a grade as a general rule. It may be stipulated in the course syllabus, however, that in exceptional circumstances (for example for safety reasons) the University has the right to examine the student's placement prematurely. In accordance with what has been described in 3.1.1 it may be stipulated in the course syllabus that students who fail their placement may be given only one more opportunity of a placement.

### ***6.3 Take-home examinations***

As stated in section 3.3, details shall be given in the study guide of the times for collection and submission of written take-home examinations and the corresponding times for the retake. These times shall as a general rule not be changed during the course. If there are particular reasons, however, the Head of Division may decide upon an extension of the writing time.

It should further be clear from the study guide what the consequences will be if the take-home examination is not submitted at the correct time. The general rule is that submission shall be made on time for the student's performance to be assessed, but there is a possibility for the examiner to take into account special circumstances in individual cases. It is incumbent on the student to ensure that the examination papers are submitted on time. The papers will be considered to have been submitted when they arrive at MDH or to an authorised person at MDH (see FL, Section 10).

### *6.3.1 Information given by teachers during take-home examinations*

It shall be possible for students to have uncertainties regarding the examination dealt with during the course of the examination. It is the teacher who decides how and to what extent the student's question shall be answered. Normally it will be stated in the examination instructions when and how the teacher can be reached during an ongoing examination. In other cases the examiner shall provide the students with this information in writing in some other way before the examination.

In take-home examinations there shall be clear written instructions regarding forms of cooperation. If cooperation is not permitted, this will also be stated clearly in the instructions. In individual take-home examinations in which students are asked to engage in mutual discussions or in some other form of cooperation, there shall be information concerning to what extent this may happen, and in what way.

Take-home examinations should be checked through the University's web-based system for plagiarism checking, *Urkund*. *Urkund* is used to prevent and detect plagiarism from comprehensive and continually updated source material.

### **6.4 Group examinations**

Certain examination units are carried out in groups. Since each student shall receive an individual grade, the examination must be designed in such a way that it is possible to assess the performance of each individual student. There shall also be clear information to the students, directly in the instructions for the examination or in the study guide, as to what forms of cooperation in the group are permitted, and also that everyone in the group, despite any sharing out of the work, is responsible for the complete contents of the examination. There shall also be information about the consequences of a student's inactivity in group work.

### **6.5 Degree project (independent project, essay)**

In order to ensure the quality of degree projects the supervisor and examiner should primarily be different individuals. It is important that these two people share a common view of what is required of the student. According to the Swedish Higher Education Authority it should not occur that the examiner requires very comprehensive alterations for a degree project to pass, when the supervisor has given the degree project clearance (see HSV ruling 24 April 2007, reg. no. 31-4991-06). The University has to comply with this, but this does not in any way affect the fact that it is the examiner who takes the final decision on grades.

The starting point is that the student shall complete the degree project within the course period in order to receive a pass grade. Students who are doing their degree projects have the right to supervision during the course. The extent of the supervision shall be stated in the study guide. If the supervision time offered is not used during the course period it will lapse, unless otherwise agreed upon between the supervisor and the student.

If the student is in need of further supervision after the end of the course, the Head of Division, after consultation with the course coordinator, may take a

decision on further supervision time. When students are offered extra supervision, grades shall not be awarded before the time limit for the extra supervision has been reached, unless the supervisor and the student have agreed otherwise.

If supervision after the end of the course cannot be provided for a particular course, this shall be stated in the course syllabus.

If manifest problems of cooperation between student and supervisor arise, the student has the right to be allocated a new supervisor. This decision is taken by the Dean of School or another person according to the system of delegation of authority.

A student who, despite the supervisor's advice to the contrary, wishes to take part in the examination of a degree project (essay, final review or similar) has the right to take part in this.

#### *6.5.1 Mandatory use of plagiarism checks*

In accordance with the Vice-Chancellor's decision (MDH 1.1.4 – 549/13), the University's web-based system for plagiarism checking, *Urkund*, shall be used with regard to degree projects, essays and other independent projects that conclude a degree programme.

#### **6.6 Other compulsory units etc.**

If seminars, laboratory sessions, practical tests or other units during the course are compulsory, this shall be stated in the course syllabus, and further instructions about these compulsory units shall be given in the study guide.

A student who for ethical or religious reasons cannot take part in a compulsory teaching unit has the right to request exemption from the teaching unit from the examiner. A denial of the student's request for exemption from a compulsory teaching unit may be appealed against to the University Appeals Board.

#### **6.7 Instructions for reference management**

For examinations where knowledge or skills shall be assessed in essays, degree projects or other written work, clear information to the students shall be given in the study guide regarding reference management and plagiarism.

### **7 Disciplinary measures when cheating etc.**

In accordance with HF Chapter 10, Section 1 disciplinary measures may be invoked against students who:

1. attempt to deceive during examinations (cheating),
2. disrupt or obstruct teaching, tests or other activities,

3. disrupt activities in the library or other separate establishments within the higher education institution, or

4. subject another student or member of the staff such harassment as is laid down in Section 4 of Chapter 1 of the Discrimination Act.

If there are grounds for suspecting that a student has committed an offence according to the above, this shall be reported to the Vice-Chancellor. The obligation to report applies to all staff and the report shall be made promptly. Reports may also be made by students.

On receipt of the report the Vice-Chancellor will initiate an investigation of the case, and on the basis of this the case can be concluded without any action being taken, or be referred to the University's Disciplinary Board for a ruling.

If the Disciplinary Board finds that the student is guilty of the offence, the Board will impose a disciplinary measure in the form of a formal warning or suspension. During the period of suspension the student is not permitted to take part in any activities which presuppose that the person is registered as a student; the student's University card is blocked, as is access to the student's email account. The Swedish Board for Study Support, CSN, shall be informed of the decision.