

## Rules for Written Examinations at Mälardalen University

In addition to what is prescribed in the Rules and Regulations for Examinations at First-Cycle and Second-Cycle Level at Mälardalen University (2016/0601) and in the Rules of Conduct at Mälardalen University (2016/1631), the following shall apply for written examinations:

- a) Bags and other personal belongings shall be placed in a designated area. Mobile phones and other unauthorised technical equipment shall remain switched off during the examination and be stored in a designated place.
- b) Eating nuts is not permitted in the exam room.
- c) When checking registration and identity: only students who have registered may take the exam. The invigilator's printout of the registration list shall apply; any student not on this list will be dismissed from the examination room. The ID of the student taking the exam shall lie on the student's desk during the entire exam.
- d) Written examinations at MDH are anonymous. A personal code is handed out by the invigilator at the same time as registration and ID checks are carried out. The students shall write the code on every answer sheet that is handed in. Names and/or personal identity numbers may not be written anywhere.
- e) The students shall abide by the invigilator's instructions. There must be order and silence in the examination room. To maintain order, the invigilators have the right to dismiss students who cause a disturbance in the examination room.
- f) During the examination the students must not speak to or in any other way make contact with one another once the exam paper has been distributed.
- g) Only a pencil, ruler and eraser are permitted aids in examinations unless otherwise stated on the examination sheet. Pencil cases are not permitted. Students are obliged, at the request of the invigilator, to show any papers or aids during the course of the examination.
- h) Only the University's own cover sheets and writing paper that are provided are permitted in examinations. Should any students need extra writing paper, they shall request this from the invigilator by raising their hand to attract the invigilator's attention.

- i) The student may, with the consent of the invigilator, leave the exam room to go to a designated toilet, or for other urgent reasons. The name and time is noted on a special list. When the student leaves the room, mobile phones and other unauthorised aids may not be taken along.
- j) In case of alarm, the exam room shall be evacuated. It is the responsibility of everyone in the room to abide by the invigilator's instructions and to make way to the nearest assembly point. Exam papers handed in before the alarm went off are to be taken along by the invigilator, if possible. After the alarm and evacuation, the exam cannot be resumed. The appropriate School is responsible for arranging a new examination date as soon as possible.
- k) Students who consider themselves to have finished the exam attract the invigilator's attention by raising their hand. The invigilator checks that all the material is correctly filled in and that the correct number of answer sheets have been handed in.
- l) By starting the exam the students confirm that they have taken note of the regulations pertaining to the written exam.
- m) Attempting to cheat or causing a disturbance in the exam will be reported by the invigilator to the examination coordinator, who will further the relevant report to the examiner. If there are grounds for suspicion of attempts to cheat or of causing a disturbance, the examiner shall report this to the Vice-Chancellor pursuant to the Higher Education Ordinance, Chapter 10, Section 1(1993:100).