

In addition to what is written in, "*Regler och anvisningar för examination på grundnivå och avancerad nivå vid Mälardalens högskola*" and in "*Ordningsregler vid Mälardalens högskola*", the rules below applies during a written on-campus exam:

- a. The students shall abide by the invigilator's instructions and take the seat assigned by the invigilator. Personal belongings such as bags, outerwear, cellphones, and other digital equipment must be placed where instructed. Electronic equipment that isn't allowed must be switched off and stored at its designated location. Alarms should be switched off. You will be reported for attempt to cheat if your mobile phone is on, or if a mobile phone is found on you during the exam.
- b. It is not allowed to consume any kind of nuts or products containing nuts in the exam hall. The invigilator can instruct the students to remove any foodstuffs from the exam hall if there are allergies reported in advance.
- c. Only students who have registered for the exam are allowed to take it. If you are not registered, you will be asked to leave the exam hall. Students are not allowed to leave the exam hall until 30 minutes after the exam begins. A valid ID must be placed on your desk during the entire time of the exam.
- d. When taking part in a digital exam the student must bring their own computer. If the student needs to borrow a computer from MDH, the booking must be made 10 days before the exam date. If the student has not made a booking and has not received a confirmation, MDH cannot guarantee the use of a borrowed MDH computer.
- e. All written on-campus exams at MDH are anonymous. You will get a personal code as your ID and registration are checked. Write this code on each answer sheet that you hand in, this must be done during the exam time, not after. Do not write your name or personal identification number anywhere. During a digital exam the students must check that the prefilled information is correct, if not report the discrepancies to the invigilator.
- f. There must be order and silence in the examination hall. From the moment the exam has been handed out the students shall not communicate in any way with anyone, other than the invigilators. This applies to the exam hall and when visiting the restroom. To maintain order, the invigilators have the right to dismiss students who cause a disturbance in the examination hall.
- g. If nothing else is stated on the exam instructions, only pencil, eraser, and ruler (a straight ruler with cm and mm units) are permitted aids. Pencil- or spectacle cases are not allowed. For the duration of the exam, you must show your papers and aids if asked.
- h. The only stationary permitted, during the examination time, is the exam cover and MDH's writing paper, handed out by the invigilators.
- i. When you start writing your exam, you confirm that you have been informed of the rules and regulations.
- j. The invigilators permission is needed before leaving the exam hall for any restroom visits or urgent reasons. ID must be brought and shown to the invigilator near the toilet, who makes a note of the break. You cannot bring personal belongings or writing paper with you.
- k. In case of an alarm, the examination room must be evacuated. Exam papers must be left behind. It is up to everyone in the room to follow the invigilator's instructions and get to the nearest assembly area. Exams that have been submitted, shall, if possible be brought by the invigilator. The exam will not be continued after an evacuation. The Examiner is responsible for booking a new examination date as soon as possible.

- l. Raise the green card when you want to submit your exam. ID must be presented at submission. The invigilator verifies that cover is filled in and that the correct number of answering sheets are present.

- m. Any attempt to cheat and disturbing the peace during examination will be reported to the Examiner. If there is a basis for suspicion of cheating or disturbance, the examiner will according to, *10 kap. 1 § högskoleförordningen (1993:100)*, report the occurrence to the principal.