

Table of Contents

General information	2
The Office of Timetable and Examination Coordination.....	2
Scheduling of written examinations	2
Examination halls	2
Examination hours.....	2
Instructions for the faculty regarding written examinations	3
Changing the number of seats booked for an exam	3
Before and after the exam	3
Students with disabilities.....	3
Instructions for the teacher regarding written examinations	4
Scheduling and booking a written examination	4
Preparing the exam.....	4
Specifying allowed examination aids.....	4
Teacher attendance during the written examination	5
Grading the exam	5
Instructions for the examination supervisors	6
Instructions for the students regarding written examinations	8
Mandatory examination sign-up.....	8
Identification	8
During the examination.....	8
Allowed equipment and examination aids	9
Cheating	9

General information

The Office of Timetable and Examination Coordination

The responsibility for scheduling and bookings of written examinations lies within the Division of Educational Support, at the Office of Timetable and Examination Coordination (OTEC). The OTEC employs the examination supervisors and provides writing paper and other required materials. The charges that evolve for the above as well as other administrative charges are leveled on a quarterly basis. OTEC handles the proportioning of costs to the respective faculty and others who may be liable for such costs.

Scheduling of written examinations

Written examinations are scheduled for the last week of every term (the examination week) or after the completion of the course. Examinations and re-examinations taking place outside of the examination week are normally scheduled for Mondays, Fridays or Saturdays.

Re-examinations normally take place 5-6 weeks after the main examination. For courses taken in the latter part of the spring semester, re-examinations are offered in August. During two weeks in August, before the start of the autumn term, re-examinations are scheduled for most of the courses completed during the most recent academical year.

Examination halls

Lecture halls and classrooms on campus may be used as examination halls. Facilities off-campus may be used as examination halls as well, for example Hedvigslundshallen located at Mårdvägen, Gävle.

Examination hours

Examinations will start at 09:00 or 15:00 during weekdays, and at 10:00 during Saturdays. A written examination can be up to five hours long.

Instructions for the faculty regarding written examinations

The faculties are responsible for informing their teachers about the routines which are relevant to the booking of lectures and written examinations.

Changing the number of seats booked for an exam

Changes can be made up to ten days before the examination date by emailing studentcentrum@hig.se.

When the deadline for student registration has expired the number of seats booked for the exam will be adjusted automatically to match the number of students registered for the exam. If nobody has registered for an examination it will be cancelled.

Before and after the exam

The faculties are responsible for ensuring that the examination papers are delivered to the OTEC safe cabinet no later than two working days before the examination date. A registration list must be provided along with the examination papers. Please only use one side of the paper when you print the list.

Examination papers must be kept in a secure place such as a safe or lockable cupboard until they are needed. The exam may not, under any circumstances, be sent by internal post. The exam papers should be placed in a sealed envelope, with a cover page detailing the specifics of the exam (date, time, allowed examination aids, etc).

Authorized staff from the faculty or the responsible teacher should retrieve the exam papers after the end of the exam from the OTEC safe cabinet. The faculty is responsible for the code which opens this cupboard and ensures that it is not given to unauthorized persons.

Students with disabilities

Students with disabilities may require special arrangements, such a seat in a less crowded room or the use of a computer, when taking an exam. Special aids and equipment must be approved by the Coordinator for Students with Disabilities. For more information please contact the coordinator at funktionsstod@hig.se.

Instructions for the teacher regarding written examinations

Scheduling and booking a written examination

Please contact the Office of Timetable and Examination coordination (OTEC) to book a written examination. This is to ensure an optimized use of the examination halls. Other forms of examination (oral examination for example) are administered by the teacher.

Your request for scheduling an examination or re-examination should be done through the web form at the university intranet or by email to studentcentrum@hig.se. Please include information about how many seats you would like to book, the course code and application code for your course.

Starting times for examinations are 09:00 or 15:00 on weekdays and 10:00 on Saturdays. If your examination starts at 09:00 the maximum examination time is 5 hours.

Examination bookings cannot be made later than six weeks before the requested examination date or else the students will not be able to register for the exams. Bookings made later cannot rely on help from OTEC. The teacher can however choose to supervise the examination personally.

If a student wishes to take the exam in another town he/she can do so at personal cost if the teacher in question considers that a good reason for this exists. Application for an exam off-campus is made via web form application online.

It is the teacher's responsibility to inform students of time and place for examinations. If possible, the date and place for the examination review should be noted on the first page of the exam.

Preparing the exam

Examination papers must be kept in a secure place such as a safe or lockable cupboard until they are needed. The exam may not, under any circumstances, be sent by internal post.

A week prior to the exam (or according to the faculties instructions), the exam paper should be handed in to the faculty office by the teacher personally (an alternative being registered post). If this is not possible the teacher must contact the university office which, in turn, contacts the OTEC.

Specifying allowed examination aids

On the front page of the examination paper, please specify which aids and pieces of equipment are allowed during the examination, including any textbooks, formulas, dictionaries, calculators, slide rules and compasses. If formulas are allowed, relevant titles/authors of such formula textbooks must be noted. If "no aids" is noted only pencils, pens, rulers and erasers may be used.

You should also note which type of writing paper should be used (squared or lined).

Only one side of the writing paper should be used during the examination. If it is required that each answer is written on a fresh page, this should be clearly noted on the front page of the examination papers. If possible, the date and place for the examination review should also be noted.

Teacher attendance during the written examination

The teacher should be present during some part of the examination to answer possible questions from students. If you cannot be present, please leave a phone number where you can be reached during the exam.

Upon visiting the examination hall you may be asked by the examination supervisors to identify yourself if you are not already known to the supervisors.

If teachers are not present at exam time or cannot be contacted by telephone, the examination supervisor may report this to the Office of Timetable and Examination Coordination whom may pass the information on to the faculty manager.

Grading the exam

After the examination the teacher should personally collect the exam papers and the marking protocol from the faculty office. The graded papers should be handed out to the students at the examination review.

If a student has been reported to the Disciplinary Board for an attempt at cheating, their examination papers may not be graded until the Disciplinary Board has reached a decision regarding the matter.

Instructions for the examination supervisors

During a written examination, the examination supervisors are tasked with overseeing examinations and ensuring that the following rules are observed:

Students should be seated in the room through planned or unplanned methods. Free choice seating is however not permitted.

Students are permitted to use the allowed aids which are described in the examination papers. Tables, desks, books and other materials may not have any notes included with the exception of the owner's name. It is the responsibility of the supervisors to ensure that only allowed aids are used during the examination. Use of unallowed aids is considered an attempt at cheating and will be reported to the Disciplinary Board.

An examination supervisor may not answer any questions relating to the exam. If questions arise contact should be made with the teacher. An examination supervisor can accompany a student to the telephone to make the call for the student.

Examination supervisors should remind the students to place their bags in a designated place. During the exam, bags may only be opened in the presence of the examination supervisor.

During the exam no paper other than that supplied by the university may be used. Only one side of any paper may be written upon. For certain exams, it can be stipulated that a fresh page be used for each question. The exam paper cover should be properly completed including details of answers handed in.

Conversations or other forms of contact between students are not allowed in the exam room or during any toilet visit. If a student needs to borrow aids or equipment from another student, the exchange must be overseen by a supervisor.

Students arriving late to an exam already under way may only be admitted 30 minutes after the exam start time. In order to give late arrival students a chance to write the exam, the examination supervisor must ensure that no student leaves the exam hall in the first 45 minutes of the exam.

Non-registered students arriving to write the exam may not begin writing before 30 minutes of ordinary exam time have passed.

It is the responsibility of the examination supervisors to check student identity. During the exam or at the time of handing in the finished paper, students should show valid identity papers. Missing valid ID the student is not allowed to take the exam.

No student may leave the hall permanently without handing in his/her paper. This applies even in cases where nothing has been written i.e. a blank paper. Finished papers must reflect name and identity number.

Examination supervisors should request identity cards of visiting teachers to the examination halls during the exams and of persons fetching the written papers. As a rule, the examination supervisor on duty at the end of the exam should place the written papers in the specially designated cupboard for exam papers and lock them in securely. Those authorized to retrieve the exam papers are personnel from respective institution offices as well as the teachers who will mark the papers.

The examination supervisors should place out a list for toilet visits. Students must write their name and sign both in and out times.

Should the examination supervisor suspect any of the students of having unauthorized material or of avoiding being checked, or disrupt or cause a hindrance to the exam, the supervisor should react in the following way:

- Advise the student to hand in the suspect material. If the student refuses to do so the supervisor must concur. Body search or use of other force is not allowed.
- Student seating can be re-arranged.
- A written report of the incident, without personal assessment, should then be passed on to OTEC who in turns reports the incident to the Disciplinary Board.

A student may not be sent out or forced to stop writing the exam as a result of suspected cheating. Those that clearly disturb or hinder others during the exam can however be forced to immediately stop writing and leave the examination hall. A written report of the incident, without personal assessment, should then be passed on to OTEC. They in turn send it on to the authority in the concerned institution.

Examination supervisors should concentrate all their attention on the students and may not partake in personal activities during the exam. Supervisors should walk around the examination hall at appropriate intervals and check that only those allowed material aids are being used.

An examination supervisor may not go on duty at exams where (for one reason or another) his/her presence could result in impartiality coming into question.

Instructions for the students regarding written examinations

Mandatory examination sign-up

It is mandatory to register for written examinations at the University of Gävle. The deadline for registering is 10 days before the examination date.

Register for your exams at <http://kronox.hig.se>, where you log in with your HiG account details. Web registration opens five weeks before the examination date.

If you have not registered for the examination, you may only take your exam if there is a seat available in the exam hall. No exceptions are made from this rule. We do not accept registrations when the deadline is passed. If nobody has registered for the exam, it is cancelled.

If there is a seat available in the room, and enough copies of the exam itself, you may start taking your exam after a waiting period of 30 minutes. If the exam hall is full and there is no seat for you, you may not take your exam at this time but will have to wait for the re-examination.

Identification

Students must show valid identification at arrival to the exam hall and when turning in the examination papers.

Valid identification:

- Swedish driver's license
- Valid passport with photo
- International standard ID card (National ID card) for EU citizens
- Residence permit card

Your identification card must be placed on the desk for the duration of the examination. Those who cannot show a valid identity card at the exam hall are not allowed to take the exam.

During the examination

Arrive in good time - at least 15 minutes before start time. Students must tick their names on the list outside the exam hall to ensure entrance to the hall. The doors of the exam hall are locked at the start of the exam. Thereafter the doors are opened to admit registered students who arrived late so that they can start to write the exam. Those arriving more than 30 minutes late may not be admitted, no exceptions allowed.

All instructions given by the examination supervisor must be followed.

If you have to use the toilet you must sign the in and out time on the list provided and follow the instructions given by the examination supervisors in the examination hall and in the corridors outside. It is not permitted to take written or printed notes into the bathroom.

Breaks and smoking breaks are not allowed. Smoking is not allowed in the examination hall.

Allowed equipment and examination aids

You are only allowed to use examination aids which are explicitly mentioned in the examination instructions. If the instruction is no aids allowed, this means that only pencils, erasers and rulers are allowed.

Tables, handbooks and similar aids must not contain any notations other than the name of the owner. Calculators must be totally cleared.

Loaning of aids can be arranged by the supervisor. It is not permitted to borrow equipment or writing materials from other students without supervision from an examination supervisor.

You may bring something to eat and drink to the examination hall.

Cell phones and other pieces of electronic equipment must be turned off and kept in your bag or jacket during the examination. Note that the University of Gävle is not responsible for lost or stolen valuables.

Cheating

According to the Higher Education Ordinance, chapter 10, cases involving disciplinary measures shall be dealt with by a disciplinary board. Every higher education institution shall have a board of this kind.

Disciplinary measures may be invoked against students who:

- use prohibited aids or other methods to attempt to deceive during examinations or other forms of assessment of study performance
- disrupt or obstruct teaching, tests or other activities within the framework of courses and study programs at the higher education institution
- disrupt activities in the library of the higher education institution or other separate establishments at the institution
- subject another student or member of the staff of the higher education institution to harassment or sexual harassment of the kind laid down in Section 4 of Chapter 1 of the Discrimination Act (2008:567).

Disciplinary measures may not be invoked more than two years after the offence has been committed. Ordinance (2008:944).

All about the disciplinary board's composition, rules of procedure and miscellaneous provisions can be found in the Higher Education Ordinance, chapter 10.

Should the examination supervisor suspect any student of using unallowed aids, attempting to avoid identity control, using their cellphones or disturbing/hindering others, he/she may advise the student to hand over suspect material and/or rearrange the student's seating.

All attempts at cheating are reported to the Disciplinary Board.