



JÖNKÖPING UNIVERSITY

## Exam regulations for students at Jönköping University

25 January, 2017 (amended 5 Sept 2017 and 18 Jan 2018)

*These instructions are based on President's decision § 445, 2009, "Regulations and guidelines for first-, second-, and third-cycle education at Jönköping University". Regulations on disruptive behaviour and cheating are found in the policy documents of the Disciplinary and Expulsion Committee. To guarantee the student's legal rights, Sweden's legislation on discrimination must be observed.*

**The invigilator's role is to guarantee that the examination takes place in an ordered and legally secure manner. The invigilator's instructions must be followed.**

**Cheating or disruptive behaviour during an exam is a disciplinary offence that will be reported to the Disciplinary and Expulsion Committee. A disciplinary offence may lead to short- or long-term suspension from the university.**

### Preparations

- Register for each exam no later than ten days beforehand. If you fail to register or register late, you will not be allowed to write the exam in question.
- If you have been granted special educational support owing to disability and wish to have alternative exam arrangements, register this with the examiner and in the case management system no later than ten days beforehand. You must also register for the exam as usual.
- Since hypersensitivity/allergy is relatively common, you are not allowed to bring food/snacks that contain nuts/peanuts or to wear perfume.
- Be sure you know the correct time and place.
- Be sure you know what aids are permitted. Ensure that your aids are "clean", with no forbidden notes or loose pages. Tabs and bookmarks *without any text or marking other than chapter headings or equivalent* are permitted.
- Bring valid photo ID. Without such ID, you will not be allowed to write the exam. The JU card, if marked "Identity Card" and showing your full civic registration number, may be used as an ID document at exams. A photocopy of a foreign passport attested and stamped by JU is valid ID.
- You may bring refreshments.
- Prior to a digital exam, it is always each student's responsibility to ensure that his/her JU user account will be active at the time of the exam. If there are any problems, please contact IT Helpdesk.
- It is each student's responsibility to ensure that he/she subscribes to the course's PING PONG event or equivalent. Check this in good time. The teacher can provide information about the name of the event and the course password. This is especially important for retakes.

## During admission

- Arrive in good time and bring all you need for the examination. The door is locked at exactly the specified time.
- Before entering, tick off your name on the registration list at the entrance. If you are not on the list, you will not be allowed to write the exam. Arrive in good time so that you can tick off your name before the door is locked.
- Those who arrive for the second admission, 30 minutes after the start, must be present outside the door so that the invigilator can verify their identity.
- Anyone arriving more than 30 minutes late will not be allowed to sit the exam. No excuses are accepted.
- Leave any outerwear and bags in the designated place.
- Seat yourself in the indicated place. Only permitted aids, ID and refreshments are allowed at the desk.
- All electronic equipment (mobile phones, computers, MP3 players, etc.) is to be switched off and kept with the outerwear and bags. Do not bring anything to the exam that you do not wish to leave unsupervised. *Any sound coming from a mobile phone during an examination will be reported as both disruptive behaviour and attempted cheating.*
  - If you consider that you have legitimate reasons to have your mobile switched on during the exam, notify the invigilator of this *before* the exam begins. Only exceptional reasons are accepted. The switched-on mobile (silent ringtone) is to be kept *by the invigilator*. If you accept a call, you must immediately stop the examination and hand in your paper.

## Start

- When the invigilator locks the door and announces the start of the exam, you must immediately sit down and stay silent.
- Check that you receive the correct exam paper from the invigilator and that the paper is complete.
- If you are registered to write two exams, you receive both papers at the beginning of the exam session. However, the individual finish times must be respected.

## During the examination

- No student may leave the exam room during the first half an hour.
- There must be no communication whatsoever between the students.
  - Any communication between the candidates must go through an invigilator.
- There must be no disruptive behaviour.
  - Disruptive behaviour is anything that another student may perceive as disruptive and from which the disrupting student could refrain.
  - Involuntary noises (coughing, writing, etc.) are to be tolerated within reasonable limits.
  - If you feel that you are being disrupted, please inform the invigilator.
  - If you are asked to stop disrupting others, you must stop *immediately*.
  - If, after being asked, you continue to exhibit disruptive behaviour, you will be reported for a disciplinary offence.
- When the invigilator is checking ID, have your ID readily to hand.
  - If you do not have ID that the invigilator can accept, you will be turned away from the exam.
  - If you are not on the registration list, you will be turned away from the exam.
  - When the invigilator comes to check your ID, your name must have been entered on the first page of the exam paper.

- The invigilator may, at any time and without special reason, check what is on your desk. The invigilator may also leaf through permitted books to check that they do not contain forbidden notes and look inside pencil cases, sweet bags and the like.
- The only writing papers that are allowed are the blue-cornered ones provided by the university during the exam.
- If you visit the toilet, both name and time must be noted on the toilet list. Only one student may visit the toilet at any one time.
- If you leave the room for any reason other than visiting the toilet, you are considered to have stopped the exam and may not continue writing.

## **End**

- The invigilator lets the students know when 30 and 10 minutes of writing time remains.
- When the invigilator announces that the time is up, you must stop writing immediately and put down your pen/pencil.
- Ensure that you have written your name and civic registration number on each piece of paper that you hand in. In case you have not done this when the time is up, you must continue filling in your name and civic registration number in the presence of an invigilator.
- When you hand in your paper, you must show your ID.
- Even if no questions have been answered, the pre-personalised page must be handed in.
- The number of submitted loose pages is counted by the invigilator and noted on the pre-personalised page.
- If answers are written in an answer booklet: the number of booklet pages used is counted by the invigilator, and, if different from the number in the complete booklet, noted on the pre-personalised page.
- Check that the invigilator ticks off your name correctly and notes the correct number of submitted pages.
- Unless otherwise specified, you may take the exam paper with you once you have handed in your answers. You are not allowed to take any blue-cornered writing papers with you from the exam venue.
- In a digital exam, you and the invigilator are to jointly note the time of submission on the attendance list.