

Examination regulations at Jönköping University

(October 4, 2010)

The following regulations apply to written examinations, based on the President's Decision §445, 2009 "*Regulations and guidelines for education at first-, second- and third-cycle levels at Jönköping University*" and "*Application directives for examination at Jönköping University*".

The duty of the invigilator is to supervise candidates during the examination and maintain orderly conduct. This is in the interest of all students. Directions from the invigilator shall be followed.

Cheating and disorderly conduct during the examination are disciplinary offences which may be reported to the Disciplinary Committee and may lead to dismissal from the University for a shorter or longer period.

Before the examination

- Candidates must sign up for the examination no later than 10 days prior to the date of examination. Candidates who fail to sign up in time or sign up late will not be permitted to attend the examination.
- It is the candidate's responsibility to know the right time and place for the examination.
- Candidates must bring a valid photo-bearing identification document. Without an ID document the candidate will not be allowed to attend the examination. The University's access card is *not* a valid ID document. A xerox copy of a foreign passport, signed and stamped by the University, *is* a valid ID.
- Candidates must also bring their valid Student Union membership card (Mecenat card).
- Any aids permitted in the examination room must be "clean" i.e. without unauthorised notes or loose-leaf pages. Tabs and bookmarks *without text or markings other than chapter headings or similar* are permitted.
- Candidates may bring refreshments which they are expected to consume quietly.

Entering the examination room

- Candidates are advised to arrive in good time for the examination. The door will be locked exactly at the appointed hour.
- Before the candidate enters the room, the candidate must check off his/her name on the name list at the entrance. A candidate whose name is not on the list may not attend the exam. Candidates are advised to arrive in sufficiently good time to locate and mark their name on the list before the appointed hour.
- A candidate who arrives less than 30 minutes' late will be let in 30 minutes after the start of the examination
- A candidate who is more than 30 minutes' late will not be permitted to attend the examination. No excuses whatsoever will be accepted.
- Outdoor clothes and other personal belongings, except for permitted aids and ID documents, must be deposited in the assigned place.

- Candidates should sit down at a desk designated for their course. Only permitted aids, ID document and refreshments are to be displayed on the writing desk.
- All electronic equipment (cell-phone, laptop, mp3 player, etc.) must be switched off and left with the candidates' outdoor clothing and personal belongings. *Any cell-phone signal during an examination will be regarded as both a disturbance and an attempt at cheating.*
 - If a candidate thinks he or she has legitimate reasons to have their cell-phone switched on during the examination, this must be reported to the invigilator *before* the start of the examination. Only exceptional reasons will be accepted. A switched-on cell-phone with the sound signal turned off must be kept *with the invigilator*. If the candidate accepts a call, then he or she must immediately terminate the examination and hand in his or her papers.

Start of the examination

- When the invigilator locks the door and announces the start of the examination, candidates must immediately sit down at their desk and be quiet
- Each candidate should ensure that they have received the right examination paper from the invigilator and that it is complete.

During the examination

- Candidates are not allowed to leave the room during the first half hour.
- Communication of any kind between candidates is strictly forbidden.
 - If there is a legitimate need to communicate with a fellow student, this must be done through the invigilator, in a language understood by the invigilator.
- Disorderly conduct is not permitted.
 - Disorderly conduct is what any other candidate perceives as disruptive and which can be avoided.
 - Involuntary sounds (coughing, sounds of writing, etc.) may be accepted within reasonable limits.
 - If a candidate feels disrupted, this should be reported to the invigilator.
 - If a candidate is told to cease disturbing others, the candidate must *immediately* stop his or her disruptive behaviour.
 - If the candidate continues to be disruptive in spite of being told to stop, the candidate will be reported for breach of discipline.
- Candidates should display their ID document and Student Union membership card (Mecenat card) when the invigilator wants to check it.
 - If the candidate does not have an ID document that can be accepted by the invigilator, the candidate will be dismissed from the examination room.
 - If the candidate's name is not on the signing-up list, he or she will be dismissed from the examination room.
 - When the invigilator checks the candidate's ID document, the name must be written on the cover/front page of the exam paper. If the examination is anonymous, the same name must be filled in on the code paper and the same code be written on the cover/front page.

- The invigilator may, at any time and without any specific reason, check what candidates have on their desks. The invigilator may also leaf through permitted books to check that there are no unauthorised notes, or look in pencil-boxes, sweets bags, etc.
- Only writing paper issued during the examination is permitted.
- If a candidate visits the lavatory, the name and the time must be recorded on the lavatory list.
- Only one student at a time may leave the examination room if the lavatory is outside the room.
- If a candidate leaves the room for any other reason than a lavatory visit, the candidate has thereby terminated the assessment and is not permitted to continue writing.

End of the examination time

- The invigilator announces when 30 and 10 minutes are left of the examination time
- When the invigilator announces the end of the examination time, candidates must immediately stop writing and put down their pens.
- It is the responsibility of each candidate to ensure that he or she hands in all the material he or she wishes to be considered by the examiners and that every page handed in has the candidate's name and personal identification number (or code, in the case of an anonymous examination).
- Candidates must show their ID document if the invigilator so demands.
The cover/front page with each candidate's name must be handed in even if he or she has not answered any questions.
- In the case of an anonymous examination the paper with the candidate's personal code must be handed in even if he or she has not answered any questions.
- The number of loose pages handed in will be counted by the invigilator and recorded on the cover/front page.
- If answers were written in an examination booklet, the number of loose pages in the booklet will be counted by the invigilator and noted on the front page if it differs from that of a complete booklet.
- Candidates should check that the invigilator has ticked their names off the list correctly and has noted the correct number of pages handed in.
- Candidates may keep the question-paper for the examination that has just been completed.