



## Exam rules for students at Jönköping University

10/12/2013

The following rules apply for written exams in exam rooms. The rules are based on the Vice-Chancellor's decision § 445, 2009 "*Regulations and guidelines for education at first-, second- and third-cycle levels at Jönköping University*" and "*Application regulations at Jönköping University for examinations*", and have been agreed in consensus by the education managers of the four specialist schools.

**The role of the invigilator is to ensure that the exam takes place in an orderly and correct manner. This is in the interests of all students. The invigilator's instructions must be followed.**

**Cheating or disruptive behaviour during an exam are disciplinary matters which can be reported to the Disciplinary and Expulsion Committee, and can lead to suspension from the University for a short or long period of time.**

### Preparations

- Register for the exam at least 10 days beforehand. If you register late or fail to register, you will not be allowed to sit the exam.
- If you have been granted special educational support due to a disability and wish an adaptation to be made to the exam, notify the examiner and [exam@hj.se](mailto:exam@hj.se) of this no later than 14 days in advance. You should also register for the exam in the usual way.
- Check the correct time and location.
- Check whether aids are permitted. Ensure that your aids are "clean", without any prohibited notes or loose sheets. Tabs and bookmarks *without any text or markings other than chapter headings or equivalent* are permitted.
- Bring valid photo ID with you. You will not be allowed to sit the exam without ID. The University's pass with a full civic registration number and the wording "Identity Card" can be used as ID during exams. Photocopies of foreign passports that have been authenticated and stamped by the University *are* valid ID.
- You should also be able to show that you have paid your union fees through information on the University's Identity Card, Mecenat card or receipt.
- You may bring drinks and snacks with you.

### During admission

- Arrive in plenty of time for the exam. The door will be locked at the exact time stated.
- Before entering the exam room, tick yourself off on the list of names at the entrance. If you are not on the list, you will not be allowed to sit the exam. Allow enough time to tick yourself off on the list before the door is locked.
- Anyone arriving up to 30 minutes late will be allowed in after 30 minutes.
- Anyone arriving more than 30 minutes late will not be allowed to sit the exam. No excuses can be accepted.
- Leave your outdoor clothing, bag and anything other than permitted aids and ID in the designated place.

- All electronic equipment (mobile phones, computers, MP3 players, etc.) should be stored, turned off, together with outdoor clothing and bags. Do not bring anything with you that you do not wish to leave unattended.
- Sit in a place that is intended for the course in which you will be examined. Only permitted aids, ID and drinks/snacks may be present on the desk.
- Check again that your mobile phone really is switched off and not on your desk. *Any mobile phone ringing during the exam will be reported as both disruptive behaviour and an attempt to cheat.*
  - If you believe that you have a legitimate reason to have a mobile phone turned on during the exam, this should be reported to the invigilator *before* the exam begins. Only exceptional reasons will be permitted. Mobile phones that are turned on, with a silent signal, should be kept *with the invigilator*. If you take a phone call, you must then immediately end your exam and hand in your exam paper.

### Start

- When the invigilator locks the door and announces that you may begin writing, you must take your seat immediately and be silent.
- Check that you receive the correct exam information from the invigilator, and that it is complete.
- If you have registered for a double exam you will receive both from the start, but the end times must be adhered to.

### During the exam

- No student may leave the exam room during the first half hour.
- Absolutely no communication may take place between students.
  - If you have a legitimate need to communicate with another student, this must take place via the invigilator, in a language that the invigilator understands.
- Disruptive behaviour must not take place.
  - Disruptive behaviour is behaviour that another student perceives to be disruptive, and that the disruptive student could refrain from.
  - Involuntary noise (coughing, the sound of writing, etc.) should be tolerated within reasonable limits.
  - If you feel that you are being disturbed, you should inform the invigilator of this.
  - If you are asked to stop disturbing others, you must stop your disruptive behaviour *immediately*.
  - If after being asked to stop you continue to disturb others, you will be reported for breach of discipline.
- When the invigilator checks ID, have your ID easily available.
  - If you do not have ID that the invigilator accepts, you will be turned away from the exam.
  - If your name does not appear on the registration list, you will be turned away from the exam.
  - When checking ID, your name should be completed on the cover. If the exam is anonymous, your name should be completed on the code paper, and the same code should be completed on the cover.
- The invigilator may check what is on your desk at any time and without any specific reason. The invigilator may also check through permitted books to ensure that they do not contain any prohibited notes, and may check pencil cases, sweet packets, etc.
- Only writing paper that has been provided during the exam is permitted.

- If you go to the toilet, both your name and the time will be noted on the toilet list. Only one student at a time may leave the exam room if the toilet is outside.
- If you leave the room for any reason other than a toilet visit, you will be deemed to have ended the exam, and may not continue to write.

## End

- The invigilator will announce when there are 30 and 10 minutes of writing time remaining.
- When the invigilator announces that the time is over, you must stop writing immediately and put down your pen.
- Ensure that your name and civic registration number (or code in the case of an anonymous exam) appear on every sheet you hand in.
- Be prepared to show your ID when handing in your paper if the invigilator requests to see this.
- The endpaper with your name should be handed in, even if no tasks have been answered.
- In the case of an anonymous exam, the paper with the personal code should be handed in, even if no tasks have been answered.
- The number of loose sheets handed in will be counted by the invigilator and noted on the cover.
- If answers are written in an answer booklet: the number of sheets in the booklet handed in will be counted by the invigilator, and it will be noted on the cover if this number differs from a complete booklet.
- Check that the invigilator ticks you off correctly and notes the correct number of sheets handed in.
- You may take the exam information away from the exam room after submitting your responses.