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## **Regulations for planning and conducting first cycle and second cycle courses and examinations, academic year 2019/2020**

### **Policy document at Chalmers**

The following regulations apply as of 02 September 2019.

Educating and examining students is one of Chalmers' most important tasks. Quality teaching and examinations are vital to the reputation of our programmes. Because examinations involve an exercise of public authority related to individuals, there must be clear regulations, delegation and documentation, as well as filing of decisions. As an endowed university, Chalmers is responsible for maintaining the same level of compliance with applicable laws as that specified in the Higher Education Act for state higher education institutions. Examinations are also part of the student's learning process. In order for examinations to be fair and in compliance with applicable laws, the regulations and procedures must be clear and available to students, teachers, and administrators alike.

This document was drawn up in academic year 2011/12 and has been revised annually since then. The purpose of the document is to ensure greater clarity and make the regulations more available to the students and staff of Chalmers in order to, inter alia, reduce the number of cases reported to the Disciplinary Committee as the result of misunderstanding or ignorance.

The document is revised in a process that involves the participation of students, teachers and administrators. The Vice President<sup>1</sup> of Education and Lifelong Learning approves the document.

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<sup>1</sup> In the absence of the Vice President of Education and Lifelong Learning, the President makes a decision on this document for academic year 2019/2020.

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## 1 Examination

The purpose of an examination is to determine the extent to which a student has achieved the learning objectives defined for the course, as well as to direct learning towards the set objectives. The examination shall be given in the manner described in the syllabus.

A student shall be registered for the course to be entitled to have their results from the course reported.

### 1.1 Examiner

For each course instance, there shall be an examiner appointed by the Head of Department in the department offering the course.

Persons in the following positions can be appointed as examiner at Chalmers:

Professor, artistic professor, associate professor, docent, senior lecturer, artistic senior lecturer, lecturer, instructor, artistic instructor, assistant professor, and visiting professor/adjunct professor. Anyone appointed as examiner must have a permanent connection to Chalmers.

Persons employed within an externally-funded faculty with a focus on teaching, i.e. instructor or artistic teacher, can be appointed as examiner provided that the person has completed 15 credits worth of courses on teaching and learning in higher education.

Persons who are employed within an externally-funded faculty in the position of research professor, senior researcher or researcher and have teaching listed as a duty in their job description can be appointed as examiner. This applies until academic year 2021/2022, but does not apply to persons hired after 16 August 2018.

In cases of internal recruitment from a base-funded faculty to an externally-funded faculty, employees who already have examination responsibility may retain their right to serve as examiner as part of their duties if a need for this exists.

The examiner draws up the syllabus and course description, and is responsible for the course's objectives and content, educational methodology, planning, implementation, and examination.

Unless otherwise stated in the syllabus, grades shall be given for each course. The grade shall be determined by the examiner. The examiner is also responsible for preparing the grounds for grading and grade limits.

The syllabus and course description as well as the examination paper or other document used during the examination shall clearly state who serves as examiner.

The method used for examination shall be described in the syllabus and in the course description. The syllabus is approved by the Head of Programme or equivalent before it is published on the Student Portal.

The examiner shall be appointed as a teacher at Chalmers or, where applicable, the University of Gothenburg. The Head of Department can grant exemption from this requirement if special reasons exist. However, great restraint shall be applied to the granting of exemptions.

The Head of Department can appoint another teacher to conduct the course, course component, or degree project/thesis. The examiner maintains responsibility for the course and its examination.

It is the examiner who has ultimate responsibility for the examination. The Head of Department is responsible for ensuring that the examiner's duties are performed if the latter is not available. The Examination Administration Office at Chalmers Operations Support is responsible for managing administration and practical implementation of centrally scheduled examinations.

In exceptional cases, the Vice President of Education and Lifelong Learning can appoint a teacher from another higher education institution to serve as examiner at Chalmers.

## 1.2 Examiner's information to students about examinations

### 1.2.1 Syllabus

There shall be a syllabus for each course in Chalmers' course offering. The syllabus is approved by the Head of Programme or equivalent. The examiner is responsible for ensuring that the syllabus contains correct information. The Head of Department in the department offering the course is responsible for the duties if no examiner has been appointed, and has ultimate responsibility for ensuring that the course is conducted in accordance with the approved syllabus. The information in the syllabus takes precedence over the information in the course description.

The syllabus shall be available in Swedish and English and shall contain:

- the name of the course in Swedish and English, including course code
- the department offering the course
- the level of the course (upper-secondary, first cycle, second cycle level)
- the scope in higher education credits/preparatory education credits
- prerequisites
- aim of the course
- organisation of the course
- course content
- course components, including credits
- distribution over the academic year
- main field of study
- learning objectives
- examination forms, including any other requirements to pass the course (compulsory elements)
- grade limits and grading scale, per component and for full course
- language of instruction

The following information linked to the syllabus shall be indicated in the Study Portal/Student Portal:

- programme that owns the course
- examiner
- reading list
- searchability, if any, for exchange students
- position in block schedule, if relevant
- examination dates
- minimum and maximum number of students in the course

- if relevant, classification according to man-machine-interaction or environment and sustainable development

Information on the reading list shall not be changed later than eight weeks prior to the start of the course. Other information linked to the syllabus may be changed in accordance with *Decision on changes in published courses and programmes offered* (C 2017-1055).

### 1.2.2 Course description

There shall be a course description each time a course is offered. The course examiner is responsible for ensuring the course description contains the compulsory elements described below. The examiner is also responsible for ensuring the course description is available on the course website no later than two weeks before start of the course, and that it is readable for all students, potential students, Chalmers employees and external stakeholders. Information related to examinations and grading may not be changed in the course description beyond the correction of obvious typographical errors. The course description shall be filed in Chalmers' registration system. The information in the syllabus takes precedence over the information in the course description.

The course description shall include:

- course purpose and learning objectives
- examiner, teacher, lecturer, exercise/laboratory work supervisor, other staff, along with their contact details
- reading list
- plan for lectures, exercises and laboratory work
- a summary of changes made since the last course instance
- examination form, e.g. if the examination is conducted as a digital examination
- grade limits and any other requirements to pass the course (compulsory elements)
- what components are included, the purpose of these, and how they contribute to the learning objectives
- how compulsory and/or voluntary components contribute to the final grade
- aids permitted during examinations, as well as which markings, indexes and notes in aids are permitted



- date and time of examination (regular examination session)

### 1.3 Examination format

The examination shall be designed in a manner that enables assessment of each student's knowledge and skills in relation to the learning objectives specified in the syllabus. Examinations can be carried out in different forms. The examination in a course can consist of one or more components.

#### 1.3.1 Examination language

The language normally used for teaching and examinations in courses of first cycle programmes is Swedish, while English is normally used for courses of second cycle programmes (Master's level). When a first cycle course is taught in English, the student can choose whether to write their examination in Swedish or English, provided that this does not conflict with the purpose of the examination.

### 1.4 Continuous assessment

An examiner can decide that the course shall include continuous assessment. The aim of continuous assessment is to support the students in their learning process.

Compulsory components, such as study visits, guest lectures and laboratory work, shall be specified in the course description. If possible, the date of each component shall also be given. Any student who has been unable to attend due to illness or similar circumstances shall be offered an opportunity to perform an equivalent exercise if there are no additional opportunities to participate in the component in question during the course. The student shall give prior notice of their inability to attend by getting in touch with the contact person specified in the course description. If a student has been unable to attend due to a decided suspension, then the student will not be offered an opportunity to perform an equivalent exercise afterwards.

#### 1.4.1 Optional elements

The examiner can decide that the results of optional elements can be used as a basis for grading. The decision applies to the current course instance and associated examination re-takes.

If optional elements are included in the basis for grading, then all students, including those re-registered, shall be given the same opportunity to participate.

#### 1.4.2 Test

An examiner can decide to include one or more tests in the course. A test (called “dugga” in Swedish) is an examination that can be compulsory or optional. The aim of the test is usually to support the students in their learning process. If a test is used as a compulsory, examination-like sub-assessment, it is subject to the same rules and procedures as a written examination. However, tests are not usually anonymous (see section 2.4).

The examiner can decide that the results of optional tests and elements can be used as a basis for grading. This applies to the current course instance.

A student can thus factor in the results at the time of regular examination and for the examination retakes associated with the course.

If optional elements are included in the basis for grading, then all students, including those re-registered, shall be given the same opportunity to participate.

### 1.5 Grade

Grades shall be given after completion of the course. The examination in a course can consist of several different components, and the final grade is a collective assessment of the student's results in the different components.

The grade shall be objective-related and determined based on the student's individual performance in relation to the course objectives, regardless of the performance of other students.

#### 1.5.1 Grading scales

Within undergraduate education (first-cycle level), the grades used for courses are U (fail), 3, 4, or 5; alternatively U (fail) or G (pass). A graduated grading scale shall primarily be used in MSc in Engineering, BSc in Engineering and Master's programmes. The grades U and G should primarily be used for project-oriented courses.

In the architecture programme, the grades U and G are used at the first cycle level, and the grades U, 3, 4 and 5 are used at the second cycle level.

For degree projects/theses for degrees leading to MSc in Engineering, Master of Architecture, BSc in Engineering and Master's degree, the grades U and G are used. The grades U, 3, 4 or 5 are used for the Bachelor's thesis in the MSc in Engineering programme and the shipping and logistics programme, as well as in the Master Mariner and BSc in Marine Engineer-

ing programme. The grades U and G are used for the Bachelor's thesis in the Master of Architecture programme, the Bachelor's thesis in the "Arkitektur och teknik" [Architecture and engineering] programme as part of the MSc in Engineering degree, as well as the "Affärsutveckling och entreprenörskap" [Business development and entrepreneurship] programme.

The examiner is responsible for laying the groundwork for grading and decides the grade limits. The grading scale shall be stated in the syllabus.

#### 1.5.2 Bonus points

Different elements, both compulsory and optional, can generate bonus points that impact the grade. The examiner decides which elements generate bonus points. The bonus points apply for the current course instance and can be factored in at the time of regular examination and subsequent examination retake (two retake sessions for compulsory courses). All elements that give bonus points shall be specified in the course description.

#### 1.5.3 Raising a grade

Raising a grade means that the student has the opportunity to raise their grade in a course or course component for which the student already received a passing grade. Raising a grade for a course component does not automatically mean a higher grade for the course as a whole. It is only possible to raise a grade for courses that offer an examination session. Grades cannot be raised for courses that are part of an awarded degree.

#### 1.5.4 Grade correction

If a grade decision contains an obvious mistake due to a typographical error, calculation error or similar, the examiner may change the decision to either the benefit or the detriment of the student. Corrections that are to the detriment of the student must be undertaken with great caution and only when the matter is absolutely clear. Before such a correction is made, the student shall be given the opportunity to make a statement.

The examiner is obliged to change an obviously erroneous grade if such can be done quickly and easily without lowering the grade.

The grade decision can be changed to the detriment of the student if the person has been found guilty of cheating or attempting to cheat.

Once the student has accessed the original corrected examination script, they can no longer request a grade change.

## 1.6 Change of examiner due to conflict of interest or other reason

Change of examiner can occur if there is some type of personal relationship between the examiner and the student that gives good reason to believe there may be a conflict of interest. The decision about this shall be made by the Head of Department in the department offering the course. The examiner is responsible for calling attention to any conflict of interest and notifying the Head of Department about such.

In addition, any student who has failed two examination sessions for a course component has the right to request that another examiner be appointed.

A request for change of examiner shall be made in writing and submitted to the Head of Department in the department offering the course. In accordance with Chalmers' rules of procedure for undergraduate education, a student whose request for a new examiner has been denied may file a complaint with the President.

Change of examiner does not mean that an already completed examination will be reassessed. Nor does it mean that the new examiner is required to prepare a new examination. A student for whom the change is approved normally participates in the next examination session with the same examination as other students in the course instance. The new examiner assesses the student's performance. If the assessment is a written examination, the Examination Administration Office shall be informed no later than 10 working days prior to the examination session so that the student's examination is submitted to the new examiner. The Head of Department ensures that this is done. If a course consists of multiple course components, the final grade shall be set by the new examiner.

## 2 Written examinations

The main rule at Chalmers is that written examinations are administrated by the Examination Administration Office. In cases where the Department handles the written examination, such management shall be done in accordance with the same rules.

### 2.1 Examination schedule

Regular examination sessions and retake sessions for courses in all Chalmers programmes shall be scheduled in examination periods at the time and place indicated in the Student Portal.

The examiner is responsible for scheduling an examination date, which is administrated by the department, and for information to the students. These examinations are marked with the designation *contact examiner* in the Student Portal.

## 2.2 Number of examination sessions

For a course that is compulsory, an elective or a compulsory elective in any programme plan, three examination sessions are organised per academic year. One of these shall fall in the August period.

For courses that are eliminated from a programme, there shall be at least four examination sessions offered, evenly distributed over two years after the academic year the course was offered for the last time. For courses that are not compulsory in any programme plan, but are rather an elective or compulsory elective, at least one retake session shall be offered the year after the academic year when the course was offered for the last time.

A student can sit for an examination an unlimited number of times as long as the course is offered.

The retake shall have the same examination form and language as the regular examination, unless special circumstances exist.

## 2.3 Extra examination sessions

The examiner can provide additional opportunities for retakes beyond that specified in the Student Portal or the course description.

In cases where only one examination remains until a degree is earned, during the semester extra examination sessions shall be offered to the student if special circumstances exist, e.g. considerably shorter time for the student to obtain the degree. The examiner shall make a decision as to whether any extra examination sessions shall be offered to the student. This recommendation does not apply to degrees that serve as a stage of a larger programme, whereby the student continues their education at Chalmers, e.g. Bachelor's degree as part of the MSc in Engineering or Master of Architecture programme.

## 2.4 Anonymous examinations

Each student takes examinations anonymously in written examinations in examination rooms organised by the Examination Administration Office. Anonymity means that the student's identity is not known during marking. Tests are normally not anonymous. Oral examinations and project reports are not anonymous.

Anonymity shall be maintained during marking. Once marking work is complete, anonymity is broken by a person other than the one marking the examination by "slitting open" the examination, which means that the tab concealing the student's identity is removed. For digital examination, anonymity is guaranteed via the system support.

The examiner makes a grading decision when confirmation is carried out in the Ladok education administration system. The student is not anonymous when the decision is made.

The student cannot choose to break their anonymity themselves.

## 2.5 Double examination

If during the regular examination period a student has two examinations that occur at the same time, one of the examiners in question can decide to allow the student to sit the examination at another time (double examination). For this to be approved, the student shall contact the Examination Administration Office no later than 10 working days before the start of the examination period and submit approval from the relevant examiner. Double examination can only occur at two different examination sessions on the same date, when different examination activities are booked for both sessions, and provided that the Examination Administration Office has the resources to move the examination time. The person taking the examination may not leave the examination room during lunch and must remain with the invigilator.

## 2.6 Alternative examination arrangements

### 2.6.1 Students with special needs

Students who need alternative examination arrangements shall contact Chalmers' special needs coordinator (FUNKKA) at the start of their studies. The coordinator makes an assessment that is then documented in a national administration and information system for coordinators (NAIS). The student then notifies the examiner about the coordinator's recommendation in NAIS, and the examiner decides whether any alternative examination arrangements need to be made for the examination in question. In some cases, the FUNKKA coordinator may make decisions regarding adjustments to how the written examination is carried out; see decision C 2019-1024.

Students who have received a decision regarding alternative examination arrangements in the form of extended time or a different examination room shall contact the Examination Administration Office no later than 10 working days before the start of the examination period.

It is also the responsibility of the student to notify the examiner in good time before an examination that special conditions apply with extended time and a different room.

### 2.6.2 National Sports University students

Chalmers draws up a special agreement with National Sports University students regarding facilitation of the student's study planning as there may be a need for alternative examination forms and/or change of time and place of the examination. It is the examiner who de-

cides on the alternative examination form and/or changed time and place of the examination. It is the responsibility of the student to inform the examiner that they are a National Sports University student at the start of the course.

## 2.7 Chalmers examination at another location

If special circumstances exist, a student can sit an examination at another location in Sweden or abroad. In such cases, the student must contact the examiner about this no later than 10 working days before the examination session. Examination at another location can only take place at a higher education institution. In exceptional cases, the examination may take place at another location if examination forms equivalent to that at a higher education institution can be offered.

The examiner decides whether the examination may take place at another higher education institution. Through an administrator at the department offering the course, the examiner shall ensure that there is a contact person at the higher education institution, and that the institution is prepared to organise an invigilator and any special examination computer at roughly the same time (up to one hour later) as the examination session for the course at Chalmers.

Through an administrator at the department offering the course, the examiner shall ensure that the examination paper is sent to the contact person by email or registered letter. Chalmers' rules for examinations (this document: *Regulations for planning and conducting first cycle and second cycle courses and examinations, academic year 2019/2020*) shall be attached. An agreement shall also be reached as to how the examination results should be communicated to the examiner.

Any service cost at the higher education institution shall be paid by the student.

## 2.8 Another university's examination at Chalmers

Students studying at another higher education institution may only sit for an examination at Chalmers when another examination activity is scheduled, and as space allows. The student shall contact the Examination Administration Office no later than 10 working days before the examination session. Examination at the department is permitted in exceptional cases. Examination at the department is subject to the same procedures as written examinations in an examination room organised by the Examination Administration Office (see section 2.9).

## 2.9 Procedure for written examination in an examination room

### 2.9.1 Examination registration

Registration for the written examination is compulsory, and is done in Ladok. The student is responsible for registering for the examination. Registration is open at least four weeks, be-

tween the dates set when the dates for the academic year and semesters are determined. Registration closes approximately two weeks before the start of the examination period. These dates are shown in the academic calendar along with the dates of the examination period. Students can cancel their registration up to the day before the examination date.

A preregistered student who has not taken their seat by 30 minutes after the scheduled start time of the examination forfeits their seat. Students who are not registered are not allowed to sit for the examination.

An examination for which no students have registered by the close of the registration period will be cancelled.

Students who shall take a digital examination and need to borrow a computer must report this to the Examination Administration Office when they are registering for the examination to enable Chalmers to lend a computer, subject to availability.

#### 2.9.2 Design and content of the examination paper

The examination paper shall contain the following information:

- Course's name and course code
- Date and time of the examination
- Responsible teacher and phone number at which teacher can be reached during the examination time, and approximate times when the teacher will visit the examination
- Examiner
- Authorised aids. Tables and textbooks shall be listed with author and title so the invigilator can distinguish between authorised and unauthorised aids
- Grade limits and grading scale
- Time and place for review of marking

The examiner is responsible for ensuring the examination paper has been proofread and that the problems have been checked and are solvable.

The examiner is responsible for ensuring that enough examination papers are submitted to the Examination Administration Office no later than two working days before the examination date. The examination papers shall be placed in a sealed envelope or package. There shall be information on the number of examination papers, number of students who registered, and a completed examination administration form.



### 2.9.3 Aids during the examination

The examiner decides which aids may be used during the examination session. These shall be clearly specified in the course description and on the examination paper.

Students are obliged to read the instructions prior to sitting the examination, and to follow them. This includes the obligation to know which aids are authorised.

Pencils, erasers, rulers and dictionaries are authorised aids at all examinations. The examiner shall decide whether electronic dictionaries may be used. Dictionaries are not authorised aids for language examinations, unless the examiner permits them.

The examiner can decide whether a Chalmers-approved calculator or free choice of calculator may be used as an aid during the examination. If the examiner decides to allow use of a Chalmers-approved calculator, the following applies:

- The calculator may have a display that shows numbers, letters and mathematical symbols.
- It may not be graphing.
- The following models are approved:
  - Casio FX-82
  - Sharp EL-W531
  - Texas TI-30

If the examiner decides to allow use of free choice of calculator, the calculator memory must be empty. The student is responsible for ensuring the calculator memory is empty when the examination begins, and the examiner is responsible for checking this. The check is performed by the examiner or a person appointed by the examiner. A spot check is sufficient. The invigilator may not perform the checks.

If the examiner makes an exception to the requirement of an empty calculator memory, then all aids that the student brings are authorised, assuming they are otherwise authorised in accordance with regulations.

Calculators used as an examination aid may not have wireless internet connection capabilities.

Only indexes may be used in connection with lists of formulae.

If material from the reading list is an approved aid, the course description and examination paper shall specify whether markings, indexes and/or notes are permitted.

Handwritten corrections are allowed for any typographical errors that appear in the authorised aids. A list of corrections shall be attached to the examination paper.

Mobile phones and similar electronic devices are considered unauthorised aids, unless otherwise permitted by the examiner and specified in the course description and on the examination paper. For examinations in the form of a digital examination, the student may use their own computer. On the cover sheet of the examination, the student shall certify that they do not have a mobile phone or other electronic device at their disposal during the examination. Mobile phones and other unauthorised electronic devices shall be switched off and kept with other personal belongings.

#### 2.9.4 Invigilator's instructions

Students shall always follow the instructions of the invigilator without delay. Any student who disobeys the invigilator's instructions may be forced to stop taking the examination and leave the examination room.

The invigilator provides instructions on the following, for example:

- where to put personal belongings, such as outdoor clothing, bags, etc.
- assigned seating in the examination room – free choice of seat is never allowed
- available toilets

#### 2.9.5 During the examination

Students, teachers and invigilators shall keep disruptive noise to a minimum during the examination. During the examination session, students are forbidden from talking to other students or outsiders, both in the examination room and when visiting the toilet. Any other talking must be kept in a low conversational tone.

Snacks may be eaten in the examination room as long as it does not disturb other students. Due to allergies, students are not allowed to bring peanuts, almonds or other legumes into the examination room.

Students are obliged to *present* a valid photo ID, as well as a student union membership card or a receipt that their dues have been paid. The following are considered a valid photo ID: valid passport, Swedish national ID card, Swedish driving licence, Swedish SIS-marked ID card, or ID card issued by a government authority. A residence permit is not considered a valid ID. Only students with a valid photo ID may complete the examination.

Each student shall write their name (legibly), Swedish personal identity number, and anonymous code (received at the time of registration) on the seating list. In cases where the examinations are scanned, pre-printed cover pages are used and it is not necessary for the student to fill in this information.

Students are obliged to show the invigilator and/or teacher on duty any aids they have brought to the examination.

Students may not borrow aids from each other during the examination.

Only writing paper handed out by the invigilator may be used. In other words, students may not bring their own scratch paper or writing paper to the examination room. Only the cross-ruled side of writing paper may be used, and a new sheet must be started for each question. If this is not done, marking cannot be guaranteed. Red pencils may not be used. All writing paper shall be returned to the invigilator when the examination is over, including unused paper.

Students are obliged to write their anonymous code on every sheet that they turn in, as well as on the cover. Students shall also include their name, signature and Swedish personal identity number in a vertical field on the right side of the cover under the hidden tab. The invigilator will verify the information against the student's identification document before the tab is folded over and sealed. Students shall write the number of sheets being turned in and which questions they have answered on the cover. Students who decide not to complete the examination and not to turn in any answer sheets must also fill out the cover and write 0 in the answer sheet field.

If a fire alarm or other emergency arises, students are obliged to follow the invigilator's decision to stop the examination immediately and to evacuate the room in accordance with the invigilator's instructions. In case of unforeseen events affecting the students' ability to solve the exercises (such as a power outage), the invigilator shall assess whether it is necessary to cancel the examination or to extend the time of the examination session accordingly, but not more than 45 minutes. If an extension of more than 45 minutes is required, the examination shall be cancelled.

If the examination has been cancelled, the examiner shall ensure that a new examination session, scheduled no later than two weeks after the cancelled session, is offered to the students who took part in the cancelled session. Examinations submitted prior to evacuation shall not be graded. Exceptions to this can be decided by the Vice President of Education and Lifelong Learning.

Students may leave the examination room no earlier than 60 minutes after the scheduled start time of the examination. Even students who do not intend to complete the examina-

tion (turn in a blank examination) are subject to this rule. After this time, a student may only take one or two short breaks to visit the toilet. The length of the examination is not extended due to breaks. Because smoking is prohibited in all Chalmers premises, smoking breaks are not permitted during the examination.

The invigilator will announce when 15 and 5 minutes remain until the end of the examination. Students are obliged to complete the examination within the given time. They must also have filled in their anonymous code and page numbers on all answer sheets being turned in within this time.

Students shall personally turn in their examination script, including unused writing paper, to the invigilator, and then collect their belongings and immediately leave the room without returning to their seats.

The invigilator shall verify the number of answer sheets turned in against the number that the student has written on the cover.

#### 2.9.6 Deception during written examination (cheating)

Disciplinary measures may be taken against students found guilty of attempted deception in connection with an examination (cheating), disrupted or obstructed university activities, etc.

Any student suspected of having committed infractions under Chalmers' Rules of Discipline shall be reported to the President. The chair of the Disciplinary Committee can then refer the case to the Chalmers Disciplinary Committee for consideration.

A student who is suspected of attempted deception (cheating) may complete the examination, and can thus not be forced to stop writing and leave the room for this reason only. However, grading does not usually occur until the Disciplinary Committee has ruled on the case. The invigilator may decide to move any student suspected of attempted cheating to a different seat.

If a final decision is made that the student cheated or attempted to cheat, no grade shall be reported in Ladok since the basis for grading is deemed invalid.

#### 2.9.7 Disruption and obstruction of an examination

Any student who obviously disrupts or obstructs a written examination – such as by talking with other students, disobeying regulations or the instructions of the invigilator, or refusing to show material they have brought with them or hand over evidence – shall be reprimand-

ed by the invigilator or responsible teacher present at the examination session. If the student does not comply with the reprimand, the invigilator or teacher may instruct the student to immediately discontinue the examination and leave the examination room.

#### 2.9.8 Presence of teachers during examinations

The examiner or a teacher appointed by the examiner shall visit the examination rooms twice. General practice is for the visits to occur about one hour after the examination starts and when one hour of the examination time remains. All students shall have the opportunity to speak with the teacher.

#### 2.9.9 Length of the examination

A written examination normally lasts for four hours. Any decision to deviate from this rule is made by the Head of Programme following a proposal from the examiner. It is then incorporated in the syllabus and course description. Examinations administered by the Examination Administration Office begin at 8:30 in the morning or 14:00 in the afternoon.

### 3 Project-related examinations

Examinations for projects are normally a combination of written, oral or other presentation of the work performed. The basis for project work examination can consist of, inter alia, written reports, prototypes, software, drawings, illustrations, illustrated reports, or other documentation.

A project may be conducted individually or in a group. It shall be possible to isolate individual performance of a student within a group project to enable fair assessment.

The course description shall specify the submission deadline, forms for submission, and the assessment criteria.

The teacher shall plan project assessment so that the results of the course can be communicated to the student and reported in Ladok within 15 working days after the last Friday of the regular examination period for the course instance in question.

If the documentation is an element of the examination for the course and has to be turned in on time, then marking shall be carried out in such a way that the student has a reasonable amount of time to make corrections during the course.

If the student has failed to achieve the objectives, but is deemed capable of achieving them through supplementation, this shall be offered. What shall be supplemented, why, and a

deadline for this shall be specified in the examiner's written comments. Supplementation shall normally be possible without teacher assistance. If the student is deemed to have major knowledge deficiencies and/or is unable to achieve the objectives despite repeated supplementation, then the student shall be offered the option of retaking the course.

### 3.1 Additional project-related examination for Architecture programmes

Within the Architecture and the Architecture and Engineering programmes, there are additions to the above rules. These relate to the following:

The examination form for projects is normally *continuous assessment* (see 1.4) through primarily compulsory components, such as lectures, peer review, seminars, tutorials, laboratory work, and final critique. The examiner's review of the submitted final project work usually carries the most weight in the collective assessment that forms the basis of the examination. The course description shall specify which components the examiner shall base their assessment on.

The projects are discussed in a final critique. The final critique is headed by a critic, who is an invited expert practitioner or a teacher at the school. The role of the critic is to familiarise themselves with the projects, the project task, and the learning objectives of the course. The critic does not assess. The critic does, however, report their findings to the examiner, who weighs this into their assessment as to whether the student achieved the learning objectives of the course.

The examination normally includes the design process that lead up to the reported work, as well as reflection and self-evaluation of the work.

## 4 Take-home examinations

With take-home examinations, all aids are allowed. Take-home examinations shall be carried out individually unless otherwise specified in the course description. Take-home examinations shall be capable of being carried out within normal working hours (a 40-hour working week), and shall be conducted during the semester period. Failure to meet the set deadline shall result in the examination being invalid. The semester period refers to the time during which instruction or examination is in progress. The semester period can be found in the academic calendar on the Student Portal.

Review of marking shall be offered in accordance with the same principles as for written examinations.

The student shall be given a retake opportunity either by supplementary tasks in connection with the first regular examination session or on the whole course content during the retake periods. The alternative used shall be specified in the syllabus and course description.

## 5 Oral examinations

Clear grading criteria are particularly important in relation to oral examinations. The structure and grading criteria of the oral examination shall be described in the course description. A co-assessor should participate in the examination along with the examiner. The basis of assessment (such as assessment of how and at what level the student fulfils the learning objectives) for oral examination shall be documented and filed at the department for at least two years after the grade is given.

Oral examinations must normally be scheduled during the examination week for the course instance in question. Students may take the examination individually or in a group. The results of an oral examination shall be communicated to the student and reported in Ladok within 15 working days after the last Friday of the examination period for the course instance in question.

## 6 After an examination

### 6.1 Review of marking, filing and destruction of corrected examination scripts

The examiner shall offer one (1) planned session (viewing session) where the students are given the opportunity to view the corrected examination<sup>2</sup> and the opportunity to ask questions of the examiner or the person(s) who corrected the examination scripts. This opportunity shall take place within three weeks of the results being announced or within three weeks of the beginning of the next semester's start of examinations in study period 4. The viewing session should not be at the same time as compulsory course components. Through the viewing session, the students are given the opportunity to point out obvious errors in the correction, such as calculation errors. Correction of the examination cannot be appealed.

Corrected examination scripts from digital written examinations can be distributed to students digitally or in paper form. As long as the corrected original document or digital examination script has not been collected by the student, a copy of the corrected examination script shall be provided to anyone requesting access.

In order to collect their corrected examination script, the student shall present ID, and sign as proof that they received the document. If the corrected examination script is being col-

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<sup>2</sup> In cases where examination scanning is used, the student views the examination via the scanning system.

lected by a representative of the student, the representative shall have written authorisation, present ID, and sign as proof that they received the document. The authorisation letter shall be signed and witnessed, and the original copy shall be submitted. An electronic or a photograph copy of the authorisation shall not be accepted as authorisation.

Examinations which have not been collected are saved by the department for at least two years from the date the examination grade is set. Alternatively, the examination may be given back to the student after correction, reporting in Ladok, and when the student has examined the corrected examination script. Once the original examination has been collected, there is no further opportunity to correct the grade. Examinations which are not collected after two years may be destroyed. For digital examinations, purging is permitted once the student has requested their test results from the system. A student shall sign for any examination they collect. The department shall save the receipt for at least two years from the date the examination grade is set.

Examination papers are filed electronically in the Chalmers 360 case and document management system, or in paper form at the department.

An examination paper is a public document that must be released to anyone who requests it. The examination paper becomes a public document once it has been turned over to the student during an examination.

## 6.2 Solutions to examination exercises

The examiner is responsible for ensuring that the written solutions to examination exercises of written examinations are made available on the course page of the learning platform on the first working day after the examination session.

The examiner's written or digital solutions shall not be made available until after the examination session is over, and must not be present in the examination room during the examination. The solutions shall be filed. They become a public document once they have been made available to the students.

## 6.3 Reporting of examination

The examiner has ultimate responsibility for ensuring that the results are reported in Ladok no later than 15 working days after the examination. Any student who does not have a correct course registration, retakes an examination to raise their grade, or has been reported to the Chalmers Disciplinary Committee for suspected cheating is not guaranteed to receive their results within 15 working days. The Head of Department is responsible for ensuring there are sufficient human resources to report the results within this time limit. All results,



including Fails, shall be reported. Students are notified of their results automatically via an email generated from Ladok.

Unforeseen delay shall be reported to the students and dealt with promptly.

#### 6.4 Reporting of final grade

The final grade for a course shall be reported when the results of its final component have been reported for a student.

#### 6.5 Misplaced answer sheets

If an examination answer sheet that a student has turned in to the invigilator is misplaced due to negligence on the part of Chalmers staff, the examiner shall reach an agreement with the student about another examination form for displaying their knowledge about the subject with respect to the questions on the missing answer sheet.

If the entire examination script is misplaced, a new examination session shall be offered at a time agreed with the student.

### 7 Bachelor's thesis

Examination forms for Bachelor's theses are specified in the document entitled *Riktlinjer för genomförande och examination av kandidatarbete på Chalmers* [Guidelines for conducting and giving examinations for Bachelor's theses at Chalmers] (C 2017/-0896).

### 8 Other degree projects and theses

Examination forms for degree projects and theses are specified in *Föreskrifter för examensarbeten vid högskoleingenjörsprogram vid Chalmers tekniska högskola* "[Regulations for degree projects and theses in BSc in Engineering programmes at Chalmers University of Technology] (C 2010/743), *Föreskrifter för självständigt arbete vid sjöutbildningarna vid Chalmers tekniska högskola* [Regulations for independent projects in marine programmes at Chalmers University of Technology] (C 2012/637) and *Föreskrifter för examensarbete på civilingenjör-, arkitekt- och masterprogram* [Regulations for theses in MsC in Engineering, Master of Architecture, and Master's programmes] (C 2016-0973).