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## Regulations for planning and conducting first cycle and second cycle courses and examinations

### Policy document at Chalmers

The following regulations apply as of 31 August 2020 and until further notice.

Examinations involve an exercise of public authority related to individuals. For examinations to be legally compliant, there must be regulations, delegations, documentation and filing of decisions that are clear and communicated to students, teachers and administrators alike.

As an endowed university, Chalmers university of technology (Chalmers) is responsible for maintaining the same level of compliance with applicable laws as that specified in the Higher Education Act and Higher Education Ordinance for state higher education institutions.

The purpose of this document is to ensure greater clarity of the regulations and communicate them to the students and staff of Chalmers. This will help, for example, reduce the number of cases reported to the Disciplinary Committee that are based on misunderstanding or lack of knowledge.

This document was drawn up in academic year 2011/12 and has been revised annually through 2020 in a process involving the participation of students, teachers and administrators. After 2020, the document will be revised as needed.

The Vice President of Education and Lifelong Learning approves the document.

Regulations for planning courses and conducting examinations for first cycle and second cycle programmes. Reg. no. C 2020-0220. Vice President of Education and Lifelong Learning

# Content

<b>1</b>	<b>PART 1 – GENERAL INFORMATION ABOUT EXAMINATIONS</b>	<b>5</b>
<b>1.1</b>	<b>Examination format</b>	<b>5</b>
1.1.1	Examination language	5
<b>1.2</b>	<b>Examiner</b>	<b>5</b>
1.2.1	Who is eligible to be appointed as examiner?	5
1.2.2	Examiner's responsibility	6
1.2.3	Change of examiner due to conflict of interest or other reason	6
<b>1.3</b>	<b>Syllabus</b>	<b>7</b>
<b>1.4</b>	<b>Course description (Course-PM)</b>	<b>8</b>
<b>1.5</b>	<b>Grade</b>	<b>9</b>
1.5.1	Grading scales	10
1.5.2	Bonus points	10
1.5.3	Raising a grade	10
1.5.4	Correction and review of grades	11
<b>1.6</b>	<b>Reporting of examination and final grade</b>	<b>11</b>
1.6.1	Examination date	11
1.6.2	Reporting of written examination results	11
1.6.3	Reporting of results of other components	12
1.6.4	Reporting of final grade	12
<b>1.7</b>	<b>Deception in connection with an examination (cheating)</b>	<b>12</b>
<b>1.8</b>	<b>Alternative examination arrangements</b>	<b>13</b>
1.8.1	Students with special needs	13
1.8.2	National Sports University students	13
<b>1.9</b>	<b>Chalmers examination at another location</b>	<b>14</b>
<b>1.10</b>	<b>Another university's examination at Chalmers</b>	<b>14</b>
<b>2</b>	<b>PART 2 – WRITTEN EXAMINATION – BEFORE, DURING AND AFTER</b>	<b>15</b>
	<b>BEFORE THE WRITTEN EXAMINATION</b>	<b>15</b>

<b>2.1</b>	<b>Examination schedule</b>	<b>15</b>
<b>2.2</b>	<b>Student registration for the written examination</b>	<b>15</b>
<b>2.3</b>	<b>Number of examination sessions</b>	<b>15</b>
2.3.1	Extra examination sessions	16
<b>2.4</b>	<b>Double examination</b>	<b>16</b>
<b>2.5</b>	<b>Anonymity</b>	<b>17</b>
<b>2.6</b>	<b>Design and content of the examination paper</b>	<b>17</b>
<b>2.7</b>	<b>Length of the examination</b>	<b>18</b>
<b>2.8</b>	<b>Aids in written examinations</b>	<b>18</b>
2.8.1	General information about aids	18
2.8.2	Calculators	18
2.8.3	Mobile phones, similar electronic devices and computers	19
2.8.4	Other aids	19
<b>DURING THE WRITTEN EXAMINATION</b>		<b>19</b>
<b>2.9</b>	<b>General information about the examination room</b>	<b>19</b>
<b>2.10</b>	<b>Disruption and obstruction of an examination</b>	<b>20</b>
<b>2.11</b>	<b>ID and student union dues</b>	<b>20</b>
<b>2.12</b>	<b>Seating list</b>	<b>20</b>
<b>2.13</b>	<b>Writing paper, cover and answer sheets</b>	<b>21</b>
<b>2.14</b>	<b>Presence of teachers during examinations</b>	<b>21</b>
<b>2.15</b>	<b>In case of emergency/fire alarm</b>	<b>21</b>
<b>2.16</b>	<b>If the examination is cancelled due to unforeseen circumstances</b>	<b>22</b>
<b>2.17</b>	<b>Leaving the examination room or taking breaks</b>	<b>22</b>
<b>2.18</b>	<b>Examination is concluded</b>	<b>22</b>
<b>AFTER THE WRITTEN EXAMINATION</b>		<b>23</b>
<b>2.19</b>	<b>Viewing session and review of marking</b>	<b>23</b>
<b>2.20</b>	<b>Examination scripts – collection, filing and destruction</b>	<b>23</b>

2.20.1	Collecting examination scripts	23
2.20.2	Examination scripts from digital written examinations	24
<b>2.21</b>	<b>Examination paper after the examination</b>	<b>24</b>
<b>2.22</b>	<b>Solutions to examination exercises</b>	<b>24</b>
<b>2.23</b>	<b>Misplaced answer sheets</b>	<b>25</b>
<b>3</b>	<b>PART 3 – OTHER EXAMINATION FORMS</b>	<b>26</b>
<b>3.1</b>	<b>Continuous assessment</b>	<b>26</b>
3.1.1	Compulsory components	26
3.1.2	Optional components	26
3.1.3	Test (“Dugga”)	26
<b>3.2</b>	<b>Project-related examinations</b>	<b>27</b>
3.2.1	Supplementation of project examination	27
3.2.2	Addition for Architecture programmes as regards project examination	27
<b>3.3</b>	<b>Take-home examinations</b>	<b>28</b>
<b>3.4</b>	<b>Oral examinations</b>	<b>29</b>
<b>3.5</b>	<b>Bachelor's thesis</b>	<b>29</b>
<b>3.6</b>	<b>Other degree projects and theses</b>	<b>29</b>

## 1 PART 1 – GENERAL INFORMATION ABOUT EXAMINATIONS

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.

### 1.1 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.

#### 1.1.1 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.

### 1.2 Examiner

There shall be one examiner for each course instance. The Assistant Head of Department for Undergraduate Education in the department offering the course is responsible for appointing the examiner for a specific course.

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.

#### 1.2.1 Who is eligible to be appointed as examiner?

Who is eligible to be appointed as examiner is specified in the latest version of the appointment regulations for teaching and research faculty.

In addition, the following apply:

- 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.
- 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.

Regulations for planning courses and conducting examinations for first cycle and second cycle programmes. Reg. no. C 2020-0220. Vice President of Education and Lifelong Learning

### 1.2.2 Examiner's responsibility

The examiner draws up the syllabus and course description, and is responsible for the course's objectives and content. The examiner is also responsible for the educational methodology, planning and implementation, and has ultimate responsibility for examinations. In addition, the examiner is responsible for defining the grounds for grading and decides the grade limits.

The examiner shall describe the method used for examination in the syllabus and in the course description.

The Head of Department or equivalent in the department offering the course is responsible for ensuring that the examiner's duties are performed if the examiner is not available.

The responsibilities and powers of examiners in different examination forms and in the post-examination procedure are specified in the relevant subsection of this document.

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

#### CONFLICT OF INTEREST:

A 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.

#### OTHER REASON:

Any student who has failed in two examination sessions for a course component has the right to request that another examiner be appointed.

#### CHANGE OF EXAMINER PROCEDURE

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 appeal the decision to the President.

#### EXAMINATION AFTER CHANGE OF EXAMINER

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.

Regulations for planning courses and conducting examinations for first cycle and second cycle programmes. Reg. no. C 2020-0220. Vice President of Education and Lifelong Learning

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.

### 1.3 Syllabus

There shall be a syllabus for each course in Chalmers' course offering. The syllabus is approved by the Head of Programme or equivalent before it is published on the Student Portal. The examiner is responsible for ensuring that the syllabus contains correct information.

The Head of Department or equivalent 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 (preparatory, 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
- the course modules, 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)
- grading scale, per module and for full course

Regulations for planning courses and conducting examinations for first cycle and second cycle programmes. Reg. no. C 2020-0220. Vice President of Education and Lifelong Learning

- language of instruction
- minimum and maximum number of students in the course

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, where applicable
- if relevant, classification according to humans-technology-society or environment and sustainable development or points within the architecture design project

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).

#### 1.4 Course description (Course-PM)

There shall be a course description<sup>1</sup> each time a course is offered. The information in the syllabus takes precedence over the information in the course description.

The course examiner is responsible for ensuring the course description contains the compulsory elements described below. The examiner is also responsible for ensuring that the course description is available on the learning management platform<sup>2</sup> 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 and document management system.

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<sup>1</sup> Also called course-PM

<sup>2</sup> Also called learning management system



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, laboratory work and study visits
- a summary of changes made since the last course instance
- examination form, for example 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
- which elements give bonus points
- 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)
- For project examinations, the submission date, forms of submission and assessment criteria shall always be specified (see section 3.2).

## 1.5 Grade

Unless otherwise stated in the syllabus, a grade on a graduated scale shall be given for each course. The grade shall be determined by the examiner (see section 1.2.2 Examiner's responsibility).

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. A grade for a module is given after completion of the module, and a final grade is given after the course is completed.

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

The grading scale shall be stated in the syllabus. The following grading scales are used in Chalmers programmes:

- Undergraduate (first cycle) courses use the grading scale U (Fail), 3 (Pass), 4 (Pass with credit) or 5 (Pass with special distinction), or the grading scale 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 normally used at the first cycle level, and the grades U, 3, 4 and 5 are used at the second cycle level.
- The grades U and G are used for thesis/degree projects leading to MSc in Engineering, Master of Architecture, BSc in Engineering and Master's degrees.
- The grading scale U, 3, 4 or 5 is used for Bachelor's theses in engineering programmes, the shipping and logistics programme, as well as the Master Mariner and BSc in Marine Engineering 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.

### 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.

Regulations for planning courses and conducting examinations for first cycle and second cycle programmes. Reg. no. C 2020-0220. Vice President of Education and Lifelong Learning

#### 1.5.4 Correction and review of grades

A grade decision may be changed up until the point it is communicated to the student. After this time point, special support in legislation or case law is required. Common ways of communicating grade decisions to students are to make the grade available to the student on a web page or to notify the student by email.

If a grade decision contains an obvious mistake due to a typographical error, calculation error or similar, the examiner may correct the grade 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.

A grade may also be changed after review: If an examiner finds that a grade decision is obviously incorrect due to new circumstances or some other reason, the examiner is obliged to change the decision, provided that this can be done quickly and easily and without lowering the grade.

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

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

### 1.6 Reporting of examination and final grade

#### 1.6.1 Examination date

When reporting an examination, the examination date is the day that the examination is held or the day that the student has completed the final performance element of the component or course.

Unforeseen delay in reporting shall be communicated to the students and dealt with promptly.

#### 1.6.2 Reporting of written examination results

The following applies to the reporting of written examination results

- The examiner has ultimate responsibility for ensuring that the results are reported in Ladok no later than 15 working days after the examination.

Regulations for planning courses and conducting examinations for first cycle and second cycle programmes. Reg. no. C 2020-0220. Vice President of Education and Lifelong Learning

- The Head of Department or equivalent is responsible for ensuring there are sufficient human resources to report the results within this time limit.
- A student shall be registered for the course to be entitled to have their results from the course reported.
- 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.
- All results, including Fails, shall be reported.
- Students are notified of their results automatically via an email generated from Ladok.

#### 1.6.3 Reporting of results of other components

The teacher shall plan the component so that the results 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.

#### 1.6.4 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.

### 1.7 Deception in connection with an 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.

Regulations for planning courses and conducting examinations for first cycle and second cycle programmes. Reg. no. C 2020-0220. Vice President of Education and Lifelong Learning

## 1.8 Alternative examination arrangements

### 1.8.1 Students with special needs

The following applies to students requiring alternative examination arrangements:

- A student who needs alternative examination arrangements shall contact Chalmers' special needs coordinator (FUNKA) at the start of their studies. Similarly, if the need for alternative arrangements arises/comes to light after the start of studies, the student shall contact the coordinator.
- The coordinator makes an assessment that is then documented in a national administration and information system for coordinators (Nais). An approval decision in Nais consists of a decision on support measures and/or recommendations for support measures, and is valid for a specific time period that is stated in the decision.
- The student then notifies the examiner of the coordinator's recommendation from NAIS.
- The examiner then makes a decision on any alternative arrangements for the examination. In some cases, the FUNKA coordinator may make decisions regarding adjustments to how the written examination is carried out<sup>3</sup>.
- A student who has 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.
- In good time before an examination, the student shall notify the examiner that special conditions apply with extended time and a different room.

### 1.8.2 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 decides 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.

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<sup>3</sup> See the President's decision on delegation of decisions regarding individual adjustments to centrally arranged written examinations to the special needs coordinator (FUNKA) at Chalmers (C 2019-1024).

### 1.9 Chalmers examination at another location

If special circumstances exist, a student can sit an examination at another location in Sweden or abroad. In such case, the following apply:

- 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*) 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.

### 1.10 Another university's examination at Chalmers

A student studying at another higher education institution may only sit 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.

## 2 PART 2 – WRITTEN EXAMINATION – BEFORE, DURING AND AFTER

The main rule is that the Examination Administration Office of Chalmers Operations Support handles the administration and practical execution of centrally scheduled examinations. In cases where the department handles the written examination, such management shall be done in accordance with the same rules as those applied by the Examination Administration Office.

### BEFORE THE WRITTEN EXAMINATION

#### 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 Student registration for the written examination

Registration for the written examination is compulsory, and is done in Ladok. The student is responsible for registering for the examination. Any student who has not registered will not be allowed to sit the examination.

In addition, the following applies to written examination registration:

- The times and procedures for registration are stated in the information on the Student Portal.
- 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 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.

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

#### 2.3 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.

Regulations for planning courses and conducting examinations for first cycle and second cycle programmes. Reg. no. C 2020-0220. Vice President of Education and Lifelong Learning

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 in which the course was formally discontinued. 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 the examiner finds that special circumstances exist.

#### 2.3.1 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 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). The following applies in such cases:

- 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 other 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.

Regulations for planning courses and conducting examinations for first cycle and second cycle programmes. Reg. no. C 2020-0220. Vice President of Education and Lifelong Learning



## 2.5 Anonymity

The student takes examinations anonymously in written examinations organised by the Examination Administration Office. Anonymity means that the student's identity is not known during marking. Other examination forms do not guarantee anonymity.

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.

## 2.6 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

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.

## 2.7 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.

## 2.8 Aids in written examinations

### 2.8.1 General information about aids

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.

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

### 2.8.2 Calculators

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 a graphing calculator.
- 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* as an aid, the calculator memory must be empty. The student is responsible for ensuring that 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.

### 2.8.3 Mobile phones, similar electronic devices and computers

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.

Mobile phones and other unauthorised electronic devices shall be switched off and kept with other personal belongings.

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.

For examinations in the form of a digital examination, the student may use their own computer.

### 2.8.4 Other aids

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

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.

## DURING THE WRITTEN EXAMINATION

### 2.9 General information about the examination room

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.

Regulations for planning courses and conducting examinations for first cycle and second cycle programmes. Reg. no. C 2020-0220. Vice President of Education and Lifelong Learning

- assigned seating in the examination room
- available toilets

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

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, other legumes or almonds.

### 2.10 Disruption and obstruction of an 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.

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 reprimanded 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.

Deception during written examination (cheating) is addressed in section 1.7.

### 2.11 ID and student union dues

Students are obliged to *present* a valid photo ID and proof of membership in the Student Union for the current semester. 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.

### 2.12 Seating list

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, preprinted cover pages are used and it is not necessary for the student to fill in this information.

### 2.13 Writing paper, cover and answer sheets

The following applies to writing paper:

- 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.

The following applies to the cover and answer sheets

- The student is obliged to fill in all requested information on the cover. If the information is preprinted, the student shall check that the information is correct.
- The invigilator will verify the ID information under the hidden tab against the student's identification document before the tab is folded over and sealed.
- Students are obliged to write their anonymous code on every sheet that they turn in, as well as on the cover.
- The number of sheets being turned in and which questions were answered shall also be indicated on the cover.
- Students who decide to not complete the examination (turn it in blank) and not turn in any answer sheets must also fill out the cover and write 0 in the answer sheet field.

### 2.14 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.

### 2.15 In case of emergency/fire alarm

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.

Regulations for planning courses and conducting examinations for first cycle and second cycle programmes. Reg. no. C 2020-0220. Vice President of Education and Lifelong Learning

### 2.16 If the examination is cancelled due to unforeseen circumstances

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. Alternatively, the invigilator can extend the time of the examination session accordingly, but not more than 45 minutes. If a longer extension is required, the examination is 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.

### 2.17 Leaving the examination room or taking breaks

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 examination (turn it in blank) are subject to this rule.

Otherwise, a student may only take one or two short breaks during the examination 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.

### 2.18 Examination is concluded

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 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.

## AFTER THE WRITTEN EXAMINATION

### 2.19 Viewing session and review of marking

The examiner shall offer one (1) planned session (viewing session) in which the students are given the opportunity to view their corrected examination script<sup>4</sup>. At that time, the students are given the opportunity to ask questions to the examiner or the person(s) who corrected the examinations scripts, and to point out any obvious errors in the correction, such as calculation errors. Correction of the examination cannot be appealed.

The viewing session shall be offered 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 date and time of the viewing session shall be posted on the course page of the learning management platform. The viewing session should not be at the same time as compulsory course components.

### 2.20 Examination scripts – collection, filing and destruction

#### 2.20.1 Collecting examination scripts

- In order to collect their corrected examination script, the student shall present ID, and sign as proof that they received the document.
- The department shall save the receipt of student script collection for at least two years from the date the examination grade is set.
- If the corrected examination script is being collected 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.
- Examination scripts 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 script may be given back to the student after correction, reporting in Ladok, and when the student has examined the corrected examination script.

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<sup>4</sup> In cases where examination scanning is used, the student views the examination via the scanning system.

- Once the original examination script has been collected, there is no further opportunity to correct the grade.
- As long as the original document has not been collected by the student, a copy of the examination script shall be provided to anyone requesting access.
- Examinations which are not collected after two years may be destroyed.

#### 2.20.2 Examination scripts from digital written examinations

Corrected examination scripts from digital written examinations can be distributed to students digitally or in paper form.

As long as the digital examination script has not been collected by the student, a copy of the examination script shall be provided to anyone requesting access.

For digital examinations, purging is permitted once the student has requested their test results from the system.

#### 2.21 Examination paper after the examination

Examination papers are filed electronically in Chalmers' registration 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.

#### 2.22 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 management platform 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 in Chalmers' registration and document management system. They become a public document once they have been made available to the students.



### 2.23 **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.

### 3 PART 3 – OTHER EXAMINATION FORMS

#### 3.1 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.

##### 3.1.1 Compulsory components

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.

The following applies to students who were unable to attend due to illness or similar circumstances:

- The student shall give prior notice of their inability to attend by getting in touch with the contact person specified in the course description.
- The student shall be given the opportunity to complete an equivalent exercise if there are no further opportunities to participate in the component in question during the course.
- 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.

##### 3.1.2 Optional components

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

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

##### 3.1.3 Test (“Dugga”)

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 2.5).

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 instance.

Regulations for planning courses and conducting examinations for first cycle and second cycle programmes. Reg. no. C 2020-0220. Vice President of Education and Lifelong Learning

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.

### 3.2 Project-related examinations

Examinations for projects are normally a combination of written, oral or other presentation of the work performed. Otherwise, the following applies:

- The course description shall specify the submission deadline, forms for submission, and the assessment criteria.
- 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 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 intermediate submissions are used, and feedback from these is important to the student's final submission, the examiner shall ensure that this feedback is provided far enough in advance to give students sufficient time to make the adjustments before submission.

#### 3.2.1 Supplementation of project examination

If the student has failed to achieve the objectives, but is deemed capable of achieving them through supplementation, this shall be offered. The examiner's written comments shall clearly indicate what must be supplemented, why this must be done, and a deadline for supplementation submission. 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.

#### 3.2.2 Addition for Architecture programmes as regards project examination

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* through different components, such as lectures, peer review, seminars, tutorials, laboratory work, and final presentation.
- The examiner's review of the submitted final project work usually weighs heavily in the collective assessment that forms the basis of the examination.
- The course description shall specify which components the examiner shall base their project examination assessment on.
- The project work is discussed in a final presentation. This discussion highlights and problematises different approaches, methods, work processes, analysis tools, etc. The students are given the opportunity to reflect and highlight their archetypes and explain how they used these. The discussion should ask questions that help to demonstrate the students' ability to consciously take a position. This presentation involves the participation of the examiner, supervisor, etc. In some cases, it also includes invited guests, who are sometimes called critics.
- The examination normally includes the design process that led up to the reported work, as well as reflection and self-evaluation of the work.
- The conditions for supplementations shall be stated in the syllabus for project courses/studios.

### 3.3 Take-home examinations

The following applies to 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. In other words, collaboration or getting help from other people is normally not allowed.
- 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. 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.
- Failure to meet the set deadline shall result in the examination being invalid.
- Review of marking shall be offered in accordance with the same principles as for written examinations (see section 2.19).

- 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.

### 3.4 Oral examinations

The following applies to oral examinations:

- Students may take the examination individually or in a group.
- The structure and grading criteria of the oral examination shall be clearly described in the course description.
- A co-assessor should participate in the examination along with the examiner. Another student cannot serve as co-assessor, with the exception of doctoral students.
- 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.
- 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.

### 3.5 Bachelor's thesis

Examination forms for Bachelor's theses are specified in the policy document entitled *Föreskrift för kandidatarbete på Chalmers - genomförande och examination [Regulation for bachelor's theses at Chalmers - implementation and assessment]*.

### 3.6 Other degree projects and theses

The forms for examination of degree projects and theses are specified in the following policy documents:

- *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]*

Regulations for planning courses and conducting examinations for first cycle and second cycle programmes. Reg. no. C 2020-0220. Vice President of Education and Lifelong Learning

- *Föreskrifter för självständigt arbete (examensarbete/kandidatarbete) vid Sjöingengörs-Sjökapten- och Sjöfart & Logistikprogrammen vid Chalmers tekniska högskola* [Regulations for independent projects (degree projects/bachelor's theses) on the BSc in Marine Engineering, BSc in Nautical Science and BSc in Shipping & Logistics at Chalmers University of Technology]
- *Föreskrifter för examensarbete på civilingenjör-, arkitekt- och masterprogram* [Instructions for theses on the Master of Science in Engineering, Architecture and Master of Science Programmes]