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Instruction regarding examination rules at KTH

Background

Examination of students is emphasised in various contexts at KTH as one of the university's most important tasks and quality in the examination is of utmost importance for the credibility of grades and degrees awarded by KTH. One important aspect in regards to quality is how the regulations in force are applied in examinations. Thus all examinations at KTH are to be designed so that they check that the students have attained the knowledge and skill goals set for the course and that the exams are conducted in a legally safe manner.

General

Pursuant to KTH's organisation and decision structure, the schools are responsible for conducting written exams. Pursuant to KTH's organisation and decision structure, the Head of School has a responsibility to ensure that all employees have the requisite competence to execute their duties and that the staff are aware of their obligations to be familiar with and apply current legislation and KTH's code of practice.

The student is obliged to be aware of the rules that apply in education at KTH and the more detailed regulations that apply to the execution of a component of the education upon which grades are based.

It is therefore incumbent on the school, in connection with admission, to provide general information on where applicable rules can be found and call the attention of the students to the obligation to be familiar with them and what penalties and actions can be applied in the event of violations of the rules. At the start of every course, exhaustive information shall be given about the rules that apply for the course.

The regulations below shall apply at every written exam during the exam periods and at less extensive exams, e.g. quizzes and similar exams.

The schools' responsibilities

The school is responsible for the administration relating to written exams and is to ensure that their execution is of high quality from both KTH's and the students' point of view. This means among other things that all exams are to be designed, planned and conducted in such a way that the students are

given the opportunity to take exams under the same conditions and that attempts to cheat are prevented to the furthest possible extent.

The school is obliged to ensure that:

- the number of invigilators (in the exam room, corridors and toilets) covers the need at each written exam
- the invigilators on duty have received the invigilator training given at the central level
- inform the invigilators of changes in relevant legislation and KTH's code of practice

Students at KTH may **not** be engaged as invigilators.

The school is responsible for booking an exam room and invigilators for every written exam. When assessing how many invigilators are needed, the number of students in each exam room and the duration of the exam are to be considered. Staff members on duty at written exams in courses given in English are to be proficient enough in English that all the work involved in the task can be carried out. Since written exams are to begin at a specified time, the working hours of all invigilators on duty are to begin well in advance of this time so that they have a proper opportunity to familiarise themselves with what applies for the exam and carry out all necessary preparations. The school is also responsible for ensuring that the number of staff in the exam room is increased when the exam begins and as it approaches its conclusion.

At the beginning of the work shift, the school shall provide all invigilators on duty with adequate information about what applies for the exam in question and the materials that are needed as follows:

- exam wording
- information on permitted aids
- duration of the exam
- information on whether different exams are being held in the same room and if they end at different times
- name and telephone number of the teacher(s) on duty
- list of names and personal identity numbers of **preregistered** students
- information about which room each student is placed in
- list of names and personal identity numbers of students suspended from the programme for a disciplinary offence or non-payment of fees
- diagram of where students are seated in the room

- the total number of seats in the room and the number of seats that can be assigned to non-preregistered students
- toilet list
- rules of conduct
- information on whether the exam is divided into several parts, for which different regulations apply, such as permitted aids for different parts of the exam. If the exam consists of several parts, information about how switching between the parts is to be done is also to be provided.
- any loaned aids, rough paper

Mandatory preregistration using KTH's system for registration for exams applies for all exams during the exam period. Preregistered students are guaranteed a seat until 30 minutes after the set starting time. Non-preregistered students may only take the exam if seats are available and must hand over a valid course registration verification. A valid course registration verification is either a transcript from Ladok generated by the student showing details of registration for the course in question for the current semester and a control number, or a signed verification from the department offering the course.

It is the duty of the school to inform preregistered students of their assigned seats in the exam room **no later than the day before** the exam date. The set number of seats in the exam room may never be exceeded to accommodate non-preregistered students.

Visits to the toilet are always to be permitted at exams lasting longer than 60 minutes.

In case an exam cannot be held or completed due to an error on the part of KTH (e.g. late correction of shortcomings in the exam's design, loss of submitted exams), the school and the examiner for the course concerned shall immediately offer the affected students a new opportunity to take the exam. The same applies in case of events beyond the authority's control (e.g. fire alarm). This exam shall be held outside already planned exam dates and if possible in consultation with the affected students.

The school shall have established procedures for storing exam questions and the students' submitted writings, submission of exams to the invigilators and the invigilators' handing in of the students' submitted exams. Aspects such as security and traceability in the handling process should be considered in this work.

Examiner's responsibilities

The examiner is responsible for the design of the written exam and is to ensure that no errors exist in the exam or in the information to be provided prior to the written exam.

The examiner is responsible for ensuring that adequate information in accordance with the school's procedures is provided regarding what applies for the exam in question. In those parts where he/she is responsible for decisions, the examiner shall therefore be responsible for ensuring that the school is provided with necessary information where the following is to be stated:

- duration of the exam
- permitted aids
- name and telephone number of the teacher(s) on duty
- if the exam consists of several parts and if aids are permitted in only one or more parts, and how and when the switch between the parts is to be done in an appropriate and fair manner
- other relevant information

The examiner shall also ensure that any aids to be loaned to the students can be provided to the invigilators.

The examiner decides what aids may be used in the exam. These are to be clearly stated in the course memo and in the exam wording. The main rule is that permitted aids besides writing instruments are specified. In certain cases, it might be more appropriate to specify what materials are prohibited aids, e.g. when most of the course material is permitted in the exam (for example by stating "All course material except personal notes"). In those cases where no aids are permitted, it is recommended that this be stated separately.

If the course is given in English, it may be prescribed in the course syllabus, or in a duly established appendix to it, that the students' answers are to be submitted in English. If so, this is to be stated by the wording of the exam.

The exam wording shall always contain the following:

- course code
- name of course
- permitted aids
- date and time of the exam
- examiner

Visits to the toilet are always to be permitted at exams lasting longer than 60 minutes.

Teacher on duty

At least one teacher on duty shall be appointed for every exam, who to be available by telephone for the entire duration of the exam to be able to clarify any issues relating to the exam if necessary. The teacher on duty shall immediately attend the exam room if this should be necessary. The teacher on

duty shall visit the exam rooms unless special reason exists and the invigilator is to be informed if visits will not occur.

Where supplemental information is provided during the exam, this information is to be given to all examinees so that they take the exam on equal terms. Invigilators have the right to request that an examiner or teacher on duty present ID on a visit to an exam room.

Checks of or erasure of the content of calculators shall never be assigned to an invigilator, but is to be done by a teacher on duty.

Should a student refuse to leave the exam room, the teacher on duty shall be summoned to decide whether a security guard is to be summoned.

Exam review and motivation of grading decisions

After the exam, the examiner shall offer the students a review of the exam. This can be done either orally at a specially arranged seminar or by means of written suggested solutions accompanied by an opportunity for the individual student to ask the examiner questions. When requested by a student, the examiner shall motivate the assessment, either orally or in writing.

The suggested solutions are not to be made available until after the conclusion of the exam and may not be taken into the exam room while the exam is in progress.

Marking of exams and notification of results

A student has the right to have his/her written exam marked and graded without unreasonable delay. The students are to be informed of the results within around three weeks (15 working days) of the exam, but no later than seven days before the last registration date to retake the exam. The individual students are notified of the results through the Personal menu or in another manner stated by the course memo. If the exam is a Ladok component, the grade is to be reported in Ladok no more than one week after the student has been notified of the results.

Suspected attempts to cheat on, disrupt or obstruct an exam

A student suspected of attempting to cheat may continue with the exam at that time. A student who is clearly disruptive or obstructs an exam will be asked to terminate his/her exam and leave the exam room. The teacher on duty decides whether a security guard is to be summoned.

If suspicion of attempting to cheat on, disrupt or obstruct an exam is reported by an invigilator or if the examiner otherwise suspects such behaviour, he/she shall always without delay decide whether to report the matter to the President in accordance with Chapter 10 Section 9 of the Higher Education Ordinance (1993:100). Before making a report, the examiner shall decide whether there are grounds for such suspicions. Every school has a contact person for disciplinary matters concerning students

whom the examiner or other reporting person should approach for guidance on whether grounds for suspicion exist and the content of the report. The teacher on duty and/or the invigilator shall ensure that the course of events and any witnesses' testimonies are noted down and that any evidence is documented.

Invigilators' responsibilities

These regulations apply to anyone serving as an invigilator at KTH (in exam rooms, corridors and toilets). Invigilators have a duty to be familiar with the applicable legislation and KTH's code of practice concerning written exams. All invigilators must undergo the invigilator training given by KTH at a central level.

Preparations for exams

Invigilators are to be at their assigned place of work at the stated time and will then be given information about what applies for the exam in question in accordance with the procedures at the school concerned. Determination of the working hours is the same throughout KTH and is based on the invigilators being given the opportunity to familiarise themselves with what applies to the exam session and to carry out all necessary preparations before the set starting time.

It is the duty of the invigilator to carefully study the information provided by the school about what applies to the exam session. The invigilator shall check that his/her watch/clock shows the correct time.

All necessary preparations shall have been completed at such a time so that the exam can begin at the set time. The exam begins with the invigilator's information.

Preregistration for exams is mandatory at KTH and a prerequisite for being guaranteed a seat. The school provides the invigilator a list of preregistered students, information about which room each student is to be placed in and the number of available seats in each room.

Students are seated according to the room's seating plan. An invigilator may never permit examinees to choose their own seats.

Preregistered students are guaranteed a seat until **30 minutes** after the exam has started. Non-preregistered students may only take the exam if seats are available and must hand over a valid course registration verification. A valid course registration verification is either a transcript from Ladok generated by the student showing details of registration for the course in question and a control number, or a signed verification from the department.

A student who arrives after the starting time is to wait outside the exam room until 30 minutes after the set starting time. Students who arrive later than 30 minutes after the exam's starting time may not take the exam.

Students are admitted to the exam room as follows:

Admittance 1

The invigilators are to admit preregistered students to the exam room in plenty of time, at least 10 minutes before the set starting time, up to the set starting time. The student's photo ID is checked and each student is marked off on the list of preregistered students. A valid photo ID is a valid passport, a Swedish driving licence, a Swedish SIS-marked ID card or an ID card issued by a national authority. For citizens of an EU/EEA country without a Swedish personal ID number, a valid national ID card can also be used as identification (Decision V-2017-0482). Only students with a valid photo ID may take the exam.

As a reminder to the students, the invigilator is to inform them of the exam's duration, permitted aids and other information given by the school and point out to the students that they are to write their name and personal ID number on every answer sheet they hand in and on the cover sheet. For anonymous exams, this information will instead pertain to a personal code. The students shall also be informed that they are to state on the cover sheet the number of answer sheets they hand in and which questions they have answered.

The invigilator shall also tell the students to bring the materials they need during the exam, including permitted aids, to their assigned seats and place their personal belongings (such as bags and coats), in place where they clearly visible by the invigilator. The invigilator may never allow students to place bags and coats close to where they are seated. In the case of a split exam, this also applies to permitted aids during any part of the exam that is to be done without such aids.

Mobile phones are normally considered to be prohibited aids and, like any other prohibited electronic equipment, are to be turned off and may not be taken to the student's seat. Such equipment is to be placed together with the aforementioned personal belongings. The invigilator shall inform the students of this.

The invigilator shall also remind the students that, during the exam, bags may only be opened in the presence of an invigilator and that aids may only be borrowed if this is done through an invigilator. The aid is to be inspected by an invigilator before being handed over. Borrowing of other examinees' calculators is not to be permitted.

All oral information is to be given clearly and in English for courses given in English.

Only rough paper and writing paper provided by the school may be given out at the exam. Students may not bring their own rough paper and writing paper to their seats in the exam room.

The students shall place their photo ID in plain view on their desks.

Non-preregistered students may be admitted at the time of the first admittance **only** if seats are available when the exam begins and must present valid photo ID and course registration verification for the course in question. The course registration verification is to be handed over to the invigilator. A queue list of non-preregistered students is to be drawn up.

Admittance 2

Corridor staff is responsible for admittance 2 for students arriving late and non-preregistered students.

Corridor staff is to check that students have valid photo ID and mark off students arriving late on the list of preregistered students. If seats are available in the exam room after this check, **non-preregistered** students may also be offered seats according to the queue list that was drawn up. Non-preregistered students must present a valid course registration verification to be turned over to the invigilator and valid photo ID.

When 30 minutes have passed since the set starting time, the corridor staff is to give the same information as in admittance 1 to late-arriving and non-preregistered students outside the exam room. The students are then admitted to the exam room.

Any student suspended from the programme at KTH for a disciplinary offence or non-payment of fees may not be admitted to the exam room.

Invigilators' duties during the exam

No student may be permitted to leave the exam room in the first 60 minutes unless special reason exists, such as acute illness. During the first hour of the exam, the invigilator shall check the examinees' photo ID once again and in conjunction with this draw up a diagram of where they are seated. The diagram shall clearly show where in the room the individual students are seated.

During the exam, the invigilator shall be placed in such a way that he/she has a good view over the examinees. During the exam, the invigilator may not under any circumstances devote himself/herself to any private business, but shall have his/her attention concentrated on the examinees and shall move around the room at appropriate intervals.

The invigilator shall ensure that order is maintained and that silence prevails in the exam room. Voices are to be kept low when invigilators communicate with each other or students. Conversation between students is prohibited both in the exam room and during visits to the toilet.

The students must unconditionally follow an invigilator's instructions. The invigilator shall report failure to comply to the teacher on duty.

Invigilators have the right to request that an examiner or teacher on duty present ID on any visit to an exam room.

At the beginning of the exam, the invigilator shall check the students' seating and aids they have brought, to be certain that they have no prohibited materials. Random checks shall be continuously made during the exam. Should suspicion arise that a student has prohibited aids or is in some other way attempting to cheat, a new inspection shall always be made.

Once the exam begins, corridor and toilet staff shall check the toilets that are available to the students during the exam.

In the event of suspicion or discovery of prohibited aids, collaboration or the like, the invigilator shall act as follows:

- immediately carry out a new inspection
- if prohibited material is discovered, request the student to surrender it
- confiscate the prohibited material and contact the teacher of duty
- note down the student's name, the name of any witnesses and the witness' accounts
- decide whether students need to be moved
- note down the course of events as soon as possible

NOTE: Searches of the suspect's person (frisking), inspections of the contents of bags or other coercive measures are not permitted.

A student suspected of attempting to cheat may continue with the exam and thus may not be removed or forced to terminate the exam solely for this reason. The student shall, however, be informed of the risk that his/her exam will not be marked.

The invigilator may order a student who is clearly disrupting or obstructing an exam – e.g. by talking, seriously or repeatedly ignoring the rules of conduct or an invigilator's instructions, refusing to present or surrender prohibited aids – to immediately terminate the exam and leave the exam room. The aforementioned information is to be noted down as applicable also in these situations.

NOTE: Violence or force may not be used against an uncooperative student. Should a student refuse to leave the exam room, the teacher on duty shall be summoned to decide whether a security guard is to be summoned.

The invigilator shall report in writing on a special form events that may constitute attempts to cheat and disruption or obstruction of an exam to the examiner and may be summoned as a part of the disciplinary procedure to a meeting of the Disciplinary Board to give an account of his/her observations.

Visits to the toilet are always to be permitted at exams lasting longer than 60 minutes. The invigilator is responsible for filling in the toilet list provided by the school. The list shall contain the student's name and how long the student was away. Corridor and/or toilet staff is to ensure that no conversation takes place between students in conjunction with visits to the toilet. Toilets are to be inspected during ongoing exams and always when suspected attempts to cheat give cause.

The invigilator shall contact the teacher on duty when necessary, such as when students have indicated errors in the exam questions or when confiscation of evidence needs to be documented. A student has the right to have a confiscated prohibited aid returned at the end of the exam. It is therefore important that the teacher on duty be contacted immediately and documents the prohibited material by copying, photographing or other appropriate means.

In an emergency (such as a fire alarm), the invigilator shall immediately terminate the exam and ensure that the room is evacuated. After the evacuation, the invigilator shall immediately inform the teacher on duty of the event. In case of other kinds of unforeseen event (such as illness), the invigilator shall take the action required by the situation that has arisen.

When 10 minutes remain of the exam, the invigilator shall inform the examinees of this and that they need to stop writing within the set time and that the exam is otherwise at risk of not being marked. Should a student not stop writing at the set time, this shall be noted and the examiner informed.

If an exam is terminated and the students have left the room, the exam may **not** be resumed.

In case of a serious accident, an incident and a need for an ambulance, the fire brigade or the police:

1. If the situation requires it, order evacuation
2. 112
 - answer the operator's questions
 - inform the teacher on duty
3. 08 – 790 7700 KTH's emergency number

Tell the operator:

- if you have dialled 112
- what has happened
- where it happened (school, section, address, building)
- where you can be reached (telephone number)

Important telephone numbers:

112	Police, ambulance or fire brigade
11414	Police in non-emergency situations
1177	Medical advice
08-790 7700	KTH's emergency number
0746-337772	KTH's security office
08-790 9200	Entry control and key card matters

Handing in answers

When students hand in their answers, the invigilator is to check their photo ID, mark the student's name on the list of preregistered students with an "X", and check that the number of answer sheets handed in is stated correctly on the cover sheet and note down the time the answer sheets were handed in. No examinee may leave the exam room without submitting a fully completed cover sheet. This also applies to students who do not hand in any answer sheets. These students shall thus hand in only a completed cover sheet. The name and personal ID number that the students have stated on their answer sheets are also checked.

Students may **not** keep the exam paper or used rough or writing paper and, after the answer sheets have been turned in, shall immediately collect their personal belongings and leave the exam room.

When the students hand in their answer sheets at the end of the exam, the invigilator shall organise the collection of the papers in such a way that the above tasks can be carried out in a secure manner maintaining observation of those examinees who are still writing.

After the exam

The answer sheets and other documents are handed over in the order prescribed by the school.

Students' responsibilities

General

Examination of students is an important task at KTH and quality in the examination is of utmost importance for the credibility of grades and degrees awarded by KTH. Pursuant to current regulations, the students are to take examinations on equal terms, for example. Students are obliged to be aware of and comply with the rules that apply for education and examination at KTH.

Before the exam

Mandatory preregistration via KTH's system for exam registration applies for all written exams during the exam periods and for less extensive exams, such as quizzes and similar tests. Registration periods for exams are set for every academic year. Preregistered students are to be informed of what room the exam is to be held in no later than the day before the exam. Preregistered students are

guaranteed a seat up to 30 minutes after the exam's starting time (by the invigilator's watch/clock). Non-preregistered students may only take the exam if seats are available and must hand over a valid course registration verification. A valid course registration verification is either a transcript from Ladok generated by the student showing details of registration for the course in question and a control number, or a signed verification from the department.

Students must present valid photo ID at the time of the exam. A valid ID is a valid passport, a Swedish driving licence, a Swedish SIS-marked ID card or an ID card issued by a national authority. For citizens of an EU/EEA country without a Swedish personal ID number, a valid national ID card can also be used as identification (Decision V-2017-0482). Only students with a valid photo ID may take the exam.

Students are admitted to the exam room at two times (admittance). Preregistered students are admitted to the exam room from at least 10 minutes before the set starting time up to the set starting time. Non-preregistered students may be admitted at the time of the first admittance **only** if seats are available when the exam begins and must present a valid photo ID and valid course registration verification for the course in question.

Students who arrive after the exam's starting time are to wait outside the exam room until 30 minutes after the set starting time, at which time the information before the second admittance takes place. Preregistered students arriving late and non-preregistered students are to report to the corridor staff. Non-preregistered students can be offered seats if seats are available after presenting a valid photo ID and a valid course registration verification for the course in question.

Students who arrive later than 30 minutes after the exam's starting time may not take the exam.

Any student suspended for a disciplinary offence or non-payment of fees may not take the exam.

Students must sit in their assigned seats in the exam room. They are never allowed to choose their own seats.

Before the exam, students are obliged to familiarise themselves with and follow the instructions for the exam. This includes knowing what aids are permitted. Before the exam begins, students must always check that they have brought only permitted aids. Information on what aids are permitted can be found in the course syllabus or in the course memo. Only such aids, besides writing instruments, which have been approved by the examiner in advance, may be brought to the exam room.

Students must follow an invigilator's instructions as to where personal belongings such as coats, bags, etc. are to be placed.

Mobile phones are normally considered to be prohibited aids and, like any other prohibited electronic equipment, are to be turned off and may not be taken to the student's seat. Such equipment is to be placed together with the aforementioned personal belongings. Invigilators are obliged to report if a mobile phone or other prohibited electronic equipment is discovered at a student's seat, which may lead to a report of a disciplinary offence.

During the exam

Students must always follow an invigilator's instructions without delay. Failure to comply may result in the student being forced to terminate the exam and leave the exam room.

Students shall place their photo ID in plain view on their desks and leave it there for the entire duration of the exam.

Students must show any aids they have brought with them to the invigilator or teacher on duty. It must be noted that an invigilator has the right to conduct a new inspection of aids at any time during the exam.

For visits to the toilet, students must follow the invigilator's instructions concerning available toilets. The invigilator fills in a toilet list that contains the student's name and how long the student was away.

Students are not permitted to communicate with other students or outside parties during an exam, in the exam room and during visits to the toilet. Voices are to be kept low if the invigilators and/or teachers on duty need to speak to each other.

During an on-going exam, a student may not borrow aids from somebody else without going through an invigilator, including writing instruments. Calculators may not be borrowed from another examinee during an on-going exam. Nor may bags or the like be opened other than in the presence of an invigilator.

Only paper obtained from the invigilator may be used. It is thus not permitted to bring one's own paper to the exam room.

In an emergency (such as a fire alarm), students must follow the invigilator's order to immediately terminate the exam and evacuate the exam room as instructed by the invigilator.

A student may not leave the exam room **until 60 minutes after** the set starting time. This also applies to students who do not intend to complete the exam (do not hand in any answer sheets).

Visits to the toilet are always to be permitted at exams lasting longer than 60 minutes.

Students must write their name and personal ID number – for anonymous exams the issued personal code – on every answer sheet they hand in and on the cover sheet. The number of answer sheets handed in and which questions were answered are to be stated on the cover sheet. Students who choose not to complete the exam and who thus do not hand in any answer sheets must also fill in the cover sheet and state 0 answer sheets.

The invigilator informs the students when 10 minutes' writing time remains. Students must stop writing within the period stated or risk the exam not being marked. Should a student not stop writing at the set time, this shall be noted and the examiner informed.

Students must hand in their answer sheets to the invigilator in person. Students may **not** keep the exam paper or used rough or writing paper and, after the answer sheets have been turned in, shall immediately collect their personal belongings and leave the exam room.

Individual students are informed directly of the results of exams or other course components upon which grades are based after around three weeks (15 working days) by logging in to the Personal menu or in another way stated in the course memo.

Suspected attempts to cheat on, disrupt or obstruct an exam

Chapter 10 of the Higher Education Ordinance (1993:100) contains regulations on disciplinary action against students who are found guilty of, among other things, attempts to cheat during an exam, or disrupted or hindered activities at the university.

A person who has grounds for suspecting that a student has for example attempted to cheat or disrupted or obstructed an exam or activities must report the matter to the President. The President can then refer the matter to the Disciplinary Board at KTH.

A student suspected of attempting to cheat may continue with the exam and thus may not be removed or forced to terminate the exam solely for this reason. The exam is, however, normally not graded until the matter has been dealt with by the President or the Disciplinary Board. If an attempt to cheat is suspected, the invigilator may decide to move the student in question.

Any student who is clearly disrupting or obstructing an exam – e.g. by talking, ignoring the rules of conduct or an invigilator's instructions, refusing to present materials they have brought with them or surrender prohibited aids – may be ordered by an invigilator or teacher on duty to immediately terminate the exam and leave the exam room.

The Disciplinary Board decides on disciplinary action that may consist of a warning or suspension from education for a period of six months at most.