

**GUIDELINE****Valid from**
2023-07-01**Reference number**
V-2023-0492, amended by
V-2023-0600**Decisionmaker**
President**Changed from**
2023-08-29**Responsible for review and questions**
The Education office

This document is a translation. In case of a discrepancy between the Swedish original and the English version of the decision, the Swedish original will prevail.

Guideline on written on-campus exam

This guideline has been decided by the President (diary number V-2023-0600). The regulatory document applies from and including 1 July 2023, is modified from 29 August 2023, and regulates the handling of invigilated written on-campus exams. The Education office (Avdelningen för utbildningsstöd) is responsible for supervision and questions concerning the guideline.

The regulatory document must be applied to supervised written on-campus exams, as well as less extensive tests such as partial exams and similar. In the document, the term written on-campus exam is used for these types of examinations.

See also guideline on syllabus, grading system and examination within all education levels (V-2020-0650) and guideline for support measures in the examination of students with disabilities (V-2019-0103).

Contents

1	Preparations.....	2
1.1	Mandatory registration.....	2
1.2	The design of the exam and the examiner's instructions.....	2
2	Before the exam.....	4
2.1	Placement.....	4
2.2	Admission.....	4
2.2.1	First admission.....	4
2.2.2	Second admission.....	4
2.3	Information to be provided to the student at the time of exam.....	4
2.4	Identification.....	5
2.5	Mobile phone and other belongings.....	5
2.6	Aids.....	5
3	During the exam.....	6
3.1	Toilet visits.....	6
3.2	Break for breastfeeding.....	6
3.3	Technical support.....	6
3.4	Submission.....	6
3.5	Solution proposals.....	7
4	Suspicion of attempts to mislead, disrupt or obstruct an exam.....	8
5	If the exam cannot be carried out.....	9

1 Preparations

1.1 Mandatory registration

Mandatory registration applies to all written exams during the examination periods. The student must register through *Ladok for students*. Registration times for exams are determined before each academic year. Registered students are guaranteed a place until 30 minutes after the scheduled start time (the invigilator's watch applies).

A student who has not registered may only complete the exam subject to availability and upon submission of a valid course registration certificate. A valid course registration certificate is either a student-generated extract from *Ladok for students* with information on registration for the current course in the current semester and control number, or a signed certificate from the institution or department offering the course.

For exams in computer rooms, it is not possible to participate unannounced, regardless of availability of places.

For students who want to participate in exams to raise an already approved grade (plussning), it is not possible to participate unannounced, regardless of availability of places. Registration must be made according to the instructions on KTH's website.

1.2 The design of the exam and the examiner's instructions

The examiner is responsible for the design of the exam and must ensure that there are no errors in the exam or in the information that must be provided before the exam.

The examiner is responsible for providing the operational support (verksamhetsstödet) with the following information about the exam in good time:

- exam time
- permitted aids (see below)
- name and telephone number of the teacher on duty (see below)
- In the case of partial exam: if aids are permitted in only one or several parts as well as how and when the change between the parts must be conducted in an appropriate and legally certain manner.
- In case of exam in computer room: if any part should be written on paper, what programs are to be used and provide any passwords
- otherwise relevant information

Allowed aids

The main rule is that permitted aids in addition to pencil and eraser are specified. In some cases, it may be more appropriate to specify which material constitutes an unauthorized aid, for example when most of the course material is permitted when writing (for example with "All course material except own notes"). In cases where no aids are allowed, it is recommended that this be specified separately.

The examiner is responsible for any borrowed aids being handed over to the operational support (verksamhetsstödet).

Teacher on call

At each exam session there must be at least one teacher on duty. If the examiner cannot be available during the exam, the examiner must appoint at least one on-call teacher who, in the examiner's place, must be available by phone during the entire exam time in order to be able to resolve any ambiguities regarding the exam if necessary.

Teachers on duty must visit the examination rooms unless there are special reasons and in this case the invigilator must be informed if the visit is missed. Teachers on duty must also report to the examination room immediately if called upon.

If the teacher on duty gives supplementary information during the exam, that information must be provided to all students in order to complete the exam under equal conditions.

The invigilator has the right to request that the teacher on duty present identification when visiting the examination room.

2 Before the exam

2.1 Placement

For each exam occurrence, a placement of the students must be made. No later than five working days before the exam session, registered students must be notified in which room the exam will take place. The student is obliged to sit down at the assigned desk in the room. Free placement is never allowed. Disobedience may lead to a report of suspected disciplinary matter.

2.2 Admission

Students are allowed to enter to the examination room on two occasions (admission). A student who is suspended due to a disciplinary offense or unpaid tuition fee may not participate in the exam. Disobedience may lead to a report of suspected disciplinary matter.

2.2.1 First admission

Registered students are allowed into the room no later than 10 minutes before the scheduled start time until the scheduled start time.

A student who has not registered via *Ladok for students* during the registration period may enter at the first admission only if there are availability of places at the start of exam and places have been reserved for all registered students. The number of desks in the hall must never be exceeded for the benefit of unregistered students. See also section 1.1.

2.2.2 Second admission

Students who arrive after the start time for the exam must wait outside the examination room until 30 minutes after the scheduled start time, when verbal information for the second admission is given outside the room.

Registered students who arrive late and students who have not registered via *Ladok for students* must report to the invigilator outside the examination room. A student who has not registered may enter at the second admission only if there are free places. The fixed number of places in the room must never be exceeded for the benefit of unregistered students. See also section 1.1.

Students who arrive later than 30 minutes after the start of the exam may not participate in the exam.

2.3 Information to be provided to the student at the time of exam

The exam begins with the invigilator's information. The following information must always be given in writing to the student in connection with the exam:

- course code
- course title
- date and time of exam
- who the examiner is
- permitted aids
- what applies to mobile phones, other unauthorized electronic equipment and other personal belongings

- that the student is obliged to take note of and follow the instructions for the exam, including which aids are permitted, and to follow the guard's instructions, and that disobedience may lead to a report of suspected disciplinary misconduct or disturbance being made.

2.4 Identification

The student must show a valid photo ID when requested by the invigilator. Only students with a valid photo ID may complete the exam.

Valid identification is:

- passport
- Swedish national ID card
- Swedish driver's license
- Swedish sis-marked ID card
- ID card issued by a Swedish government authority

For citizens of an EU/EEA country without a Swedish social security number, a valid national ID card can also be used as identification (see decision V-2017-0482).

Other types of documents, such as the Swedish Migration Agency's sis-marked residence permit card, are not valid identification.

Students must place their photo ID clearly visible on the writing area and leave it there for the entire exam time.

2.5 Mobile phone and other belongings

The student is obliged to follow the invigilator's instructions about where personal belongings such as outerwear, bags, etc. should be kept.

A mobile phone is normally considered an unauthorized aid and must therefore, like other unauthorized electronic equipment, be switched off and may not be brought to the writing station. Such equipment must be stored together with other personal belongings in the place designated by the invigilator.

The invigilator is obliged to report if a mobile phone or other unauthorized electronic equipment is switched on or found at the desk or in a place accessible to the student, which may lead to a report of suspected disciplinary misconduct.

2.6 Aids

The student is obliged to show the invigilator or teacher on duty any aids and belongings they have brought with them. Re-checking of aids can be carried out at any time during the exam. Failure to present aids or belongings may result in a report of suspected disciplinary misconduct.

Students may not borrow aids from someone else during the exam without the help of an invigilator, this also applies when borrowing simpler aids such as a pen. Calculators may not be borrowed from another student while the exam is in progress.

Bag or similar may only be opened in the presence of an invigilator.

Checking the contents of calculator or emptying the calculator can never be imposed on an invigilator, but must be carried out by the teacher on duty.

3 During the exam

It is prohibited for students to communicate with other students or with outsiders during the exam, in the examination room or in connection with toilet visits. In the event of a necessary conversation with an invigilator or teacher on duty, the conversation must be conducted in a low voice.

Students must always follow the invigilator's instructions without delay. Disobedience can lead to the student being forced to end the exam to be rejected from the examination room, as well as a report of disciplinary misconduct being made.

Only the papers handed out by the guard may be used. It is not permitted to bring your own papers to the examination room. If the student bring their own papers to their assigned place, a report of disciplinary misconduct may be made.

No student is allowed to leave the study room during the first 60 minutes unless there are special reasons, such as in case of emergency illness. This also applies to students who do not intend to complete the exam (to submit blank).

In the event of an emergency (for example in the event of a fire alarm), the student is obliged to follow the invigilator's call to immediately end the exam and to vacate the examination room in accordance with the invigilator's instructions.

3.1 Toilet visits

Toilet visits must always be possible during exams lasting longer than 60 minutes. When visiting the toilet, the student is obliged to follow the invigilator's instructions about available toilets.

3.2 Break for breastfeeding

A break for breastfeeding should be possible during exams lasting longer than 60 minutes. The student must contact the student office for the course no later than the last day of registration for the exam to notify their need. Children who are to be breastfed are not allowed to stay in the study room, but breastfeeding takes place in a place designated by the invigilator. Students do not get extended exam time due to breastfeeding.

3.3 Technical support

When the exam takes place in a computer room, there must be a person appointed to provide technical support. The invigilator has the right to request that this person present identification when visiting the examination room.

3.4 Submission

The student is obliged to enter their name and Swedish personal identification number on each answer sheet that is submitted and on the cover sheet. In the case of exams where the student's answer is to be anonymised, a personal code is entered.

The cover sheet must also include information on the number of answer sheets submitted and information on which questions have been answered. Even a student who chooses not to complete the exam (submits a blank) and thus is not to submit any answer sheets is required to fill in the cover page and on this indicate 0 (zero) answer sheets.

The invigilator must announce when 10 minutes of the exam time remain. The student is obliged to finish the exam within the specified time with the risk that a report of disciplinary misconduct will otherwise be made. If the student does not finish their exam at the set time, this must be noted and the examiner informed.

The student is obliged to personally submit their exam to the invigilator. The student may not keep the exam or other papers, such as writing and scratch paper, and must immediately collect their personal belongings and leave the examination room after the exam has been handed in.

3.5 Solution proposals

Solution proposals must not be made available until after the end of the exam and must not be in the examination room while the exam is in progress.

4 Suspicion of attempts to mislead, disrupt or obstruct an exam

Chapter 10 of the Higher Education Ordinance (1993:100) contains provisions on disciplinary measures against students who have been guilty of, among other things, attempts to deceive during exams, disrupted or hindered the activities at the university.

If suspicions regarding attempts to mislead or disrupt or obstruct exams are reported by an invigilator, or if suspicions of such behavior are otherwise raised with the examiner, the examiner must always decide without delay whether a report must be made to the President in accordance with ch. 10. Section 9 of the Higher Education Ordinance (1993:100). The President can then refer the case to the disciplinary committee at KTH. Before reporting, the examiner must decide whether there are grounds for suspicion. At each school there is a contact person in student disciplinary matters to whom the examiner should turn for guidance on whether there is a well-founded suspicion and on the content of the report. The teacher or invigilator on duty must ensure that the sequence of events and any witnesses are recorded, and that any evidence is documented for the examiner to decide on.

A student who is suspected of attempted deception (cheating) may complete the exam and thus cannot be rejected from or forced to cancel the exam solely for this reason.

However, the exam is not normally graded until the matter has been dealt with by the President or the disciplinary committee. In case of suspicion of attempted deception, the invigilator may decide that the student should continue their exam at another place.

A student who clearly disturbs or hinders the exam, for example by talking, disregarding the rules of order or the invigilator's instructions, refuses to show material taken with him or leaves an unauthorized aid, may be ordered by the invigilator or the teacher on duty to immediately stop the exam and leave the examination room. Teachers on duty decide whether guards should be called.

The disciplinary committee decides on disciplinary action, which can be a warning or suspension from the education for a maximum of six months.

5 If the exam cannot be carried out

Lost exams and other mistakes on KTH's part, such as KTH entered the wrong time or day for the exam or late corrected errors in the design of the exam, can result in the student not being able to be examined at the planned time. From the guideline on syllabus, grading system and examination within all education levels (V-2020-0650) it appears that on such occasions KTH must organise a new examination opportunity within ten working days or within another time after consultation with the student based on the student's study situation. The same applies if an examination cannot be carried out due to events beyond the authority's control (for example in the event of a fire alarm).