Regulations for students regarding written examinations

General information

The examination of students is an important task for the Royal Institute of Technology (KTH) and the quality of examinations is of paramount importance for the credibility of diplomas and degrees issued by KTH. Current regulations state, e.g., that students are to sit their examinations in identical conditions. Students must be aware of and follow the regulations that govern instruction and examination at KTH. These regulations are available no later than when a course starts.

According to these regulations an invigilator is someone who has duties in the examination hall as well as in the corridors and the lavatories.

Extensive versions about what rules apply to the institution, examiner and invigilators can be found at (link: internal regulations for institutions, examiners and invigilators regarding written examinations).

Before the examinations

For more extensive examinations (those which constitute a whole element in Ladok) registration is compulsory and is submitted via Mina Sidor (My Pages) following the relevant school’s specific instructions. The registration requirement may also, if this is decided by the school, be in force for less extensive examinations, e.g. written tests.

Students, who have not registered may, if this is decided by the school, join a waiting list for a place in the examination hall.

Registered students who have not taken their seat within 45 minutes after the scheduled start of the examination forfeit their right to participate in the examination and their seats will be allocated to students without a registration who are on the waiting list.

Students who are suspended due to a disciplinary offence or unpaid student fees are prohibited from sitting examinations.

Students must sit in the seat assigned by the invigilator – free choice of seats is never permitted.

Students must keep themselves informed of, and comply with, examination instructions prior to the examination, including the obligation to know which aids are permitted. Students must, before the examination begins, check that only permitted aids have been brought to the examination. Information about which aids are permitted is given in the course syllabus or the appendix to which it refers. Only these aids, and writing equipment allowed in advance by the examiner, may be brought to the examination. Mobile phones and other electronic equipment must be switched off and may
not be brought to the desk. Such equipment must be kept together with personal belongings as indicated below.

Students must follow the invigilator’s instructions about where personal belongings, including overcoats and bags, are to be left.

**During the examination**

Students must always and without delay follow the invigilator’s instructions. Failure to do so may lead to a student having to terminate the examination (ordered to leave the examination hall).

Students must show valid photo identification, i.e. a passport, Swedish driving licence or other approved Swedish identification document. Students without valid photo identification may, on the decision of the lecturer on duty, be denied participation in or completion of the examination.

Students must show any aids they have brought to the invigilator and/or the lecturer on duty. It must be noted that the invigilator has the right to perform subsequent checks at any time during the examination.

Students must, before visiting the lavatories, sign a list and follow the invigilators instructions about available lavatories.

It is prohibited for students to talk other students or persons not involved in the examination either in the examination hall during the examination or in connection with visiting the lavatories. Any necessary communication with the invigilator and/or lecturer on duty must be undertaken quietly.

During the examination students may not borrow aids from someone else without the help of the invigilator. This also applies to the borrowing of writing aids. Calculators may never be borrowed. Bags or the like may only be opened in the presence of the invigilator.

Only scrap paper and answer sheets handed out by the invigilator may be used. It is not permitted to bring scrap paper or writing paper to the examination hall.

Students must, in the event of an emergency such as a fire alarm, follow the invigilator’s decision to terminate the examination immediately and evacuate the hall in accordance with the invigilator’s instruction.

Students may not leave the examination hall until 60 minutes have passed of the examination. This also applies to students who do not intend to attempt the examination (submit a blank exam).

Students must write their name and personal identity number – or for anonymous examinations a personal code – on every answer sheet which is handed in and on the examination cover sheet. Information about the amount of answer sheets handed in and about which questions that have been attempted is to be indicated on the examination cover sheet. Even students who choose not to attempt the examination (submit a blank exam/not hand in any answer sheets) must fill in the examination cover sheet, indicating 0 answer sheets.
When 10 minutes of the examination remain, this will be announced by the invigilator. Students must stop writing within the time indicated. Not even identification details may be written after the examination time has ended. Students who have not stopped writing at the correct time will be reported to the school and they risk not having their examination papers marked.

Students must hand in their exams to the invigilator personally. They are to leave the examination hall immediately after handing in their exams, without returning to their seats.

**Attempts to deceive during examinations and to disrupt or obstruct examinations or other activities**

Chapter 10 of the Higher Education Ordinance (1993:100) contains the regulations regarding disciplinary measures against students who are found guilty of e.g. attempted deception during examinations or of disrupting or obstructing other activities at the university.

A person who on well-founded grounds suspects that a student is guilty of attempted deception or of disrupting or of obstructing examinations other activities, must report this to the President. The President can then refer the matter to the Disciplinary Committee at KTH.

Students suspected of attempted deception (cheating) may complete the examination and cannot be ordered to leave or be forced to terminate the examination for this reason alone. However, the examination is not normally marked before the matter has been dealt with by the President or the Disciplinary Committee. The invigilator may decide to move a student suspected of attempted cheating to a different seat.

Students who clearly disrupt or obstruct an examination or other activity – e.g. by talking, disregarding rules of order or the invigilators instructions, refuse to show items brought to the examination or hand in evidence – may be required by the invigilator or lecturer on duty do terminate the examination and leave the examination room.

The Disciplinary Committee decides disciplinary penalties, which can be either a caution or suspension from instruction/tuition for a period of one to six months. The President can himself decide to issue a caution.

A suspension decision means that the student, while suspended, is prohibited from participating in instruction/tuition, laboratory work or other activities at KTH and not allowed to use KTH’s education facilities or library. In addition, the student may not sit examinations or participate in study trips.

These regulations regarding the contents of a course’s syllabus shall be applied as from 10 January 2011.