Examination Rules at KTH

The Examination Rules at KTH published in English are translations of the Swedish originals. In the event of any discrepancy between the original and the translation, the original takes precedence.

Summary

By decision of the President of 13/6/2017 the instructions “Examination Rules and Instructions for Invigilators and Rules of Conduct at Examinations” are to be superseded by the updated instructions “Examination Rules at KTH”.

The updated instructions apply as of examination period 1 of the autumn term 2017.

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 as regards quality is how the regulations in force are applied in examinations. All examinations at KTH are thus to be so designed that they check that the students have attained the knowledge goals set for the course and that the examinations are executed in a legally safe manner.

General

It follows from KTH’s present organisation and decision structure that the schools have a responsibility for conducting written examinations. It follows from KTH’s organisation and decision structure that the Head of School has a responsibility to ensure that the staff have the requisite competence to execute their duties and that the staff are aware of their obligations to be familiar with and apply the legislation in force and KTH’s code of practice.

Students have an obligation to be aware of the rules that apply regarding education at KTH and the more detailed rules that apply regarding the execution of a component of the education upon which grades are based. The school therefore has a duty to give students, at the time of their admission, general information about where the rules that apply can be found and point out to the students their obligation to be familiar with these rules and what penalties and measures can be applied if the rules are broken. 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 examination during the examination periods and at less extensive examinations, e.g. partial exams and similar examinations.

The schools’ responsibilities

The school is responsible for the administration relating to written examinations 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 examinations are to be designed, planned and conducted in such a way that the students can take the examination under the same conditions and that attempts to deceive are as far as possible prevented.
The school is obliged to ensure that:
- the number of invigilators (in the examination room, corridors and toilets) is sufficient at each written examination
- the invigilators on duty have received the invigilator training given at central level
- inform the invigilators of changes in relevant legislation and KTH’s code of practice.

- Students at KTH may **not** act as invigilators.

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

When the work period begins the school shall provide all invigilators with full information about what applies in the case of the examination in question and the materials that are needed as follows:
- examination outline
- Information on permitted aids
- duration of the examination
- information on whether different examinations are being held in the same room and if they end at different times
- name and telephone number of teacher on duty
- list of names and personal identity numbers of preregistered students
- details of in which room each student is seated
- list of names and personal identity numbers of any students suspended from education for a disciplinary offence or non-payment of fees
- diagram of where students are seated in the room
- the total number of places in the room and the number of places that can be assigned to non-preregistered students
- toilet list
- rules of conduct
- Information on whether the examination is divided into several parts for which different regulations apply, e.g. permitted aids for different parts of the examination. If the examination consists of several parts, information about how switching between the parts is to be done is also to be provided.
- any necessary loaned aids and rough paper and writing paper

Mandatory preregistration using KTH’s system for registration for examinations applies for all examinations during the examination period. Preregistered students are guaranteed a place until 30 minutes after the stated starting time. Non-preregistered students may only sit the examination if places are available and must produce valid course registration transcript. Valid course registration transcript is either an extract from Ladok generated by the student showing details of registration on the course in question for the current term and a control number or a signed course registration transcript from the department.

It is the duty of the school, **at the latest on the day preceding** the examination, to inform preregistered students of their assigned places in the examination room. The assigned number of places in the examination room may never be exceeded to accommodate non-preregistered students.

Visits to the toilet are always to be permitted at examinations of over 60 minutes’ duration.

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

The school shall have established procedures for storing both examination papers and the students’ examinations submitted to the invigilators and the invigilators’ handing in of the students’ submitted examinations. 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 examination and is to ensure that no errors exist in the examination or in the information to be provided relating to the written examination.

It is the duty of the examiner to, in accordance with the school’s procedures, ensure that full information is provided regarding what applies in the case of the examination in question. The examiner shall therefore, in those parts where he/she is responsible for decisions, provide the school with necessary information where the following is to be stated:
- duration of the examination
- permitted aids
- name and telephone number of teacher on duty
- if the examination consists of several parts and if aids are permitted in only one or several parts, and when switching 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 at the examination. These are to be clearly stated in the course plan, course PM and in the examination outline. The main rule is that permitted aids additional to 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 at the examination (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 plan that the students’ answers are to be submitted in English. If this is the case, except where stated in the course plan or special regulation appended to the course plan, this is to be stated in the examination outline.

The examination outline shall always contain the following:
- course code
- name of course
- permitted aids
- date and time of the examination

Visits to the toilet are always to be permitted at examinations of over 60 minutes’ duration.

Teacher on duty

A teacher shall be appointed for every examination who is to be available by telephone for the entire duration of the examination to be able as necessary to clarify any issues relating to the examination. The teacher on duty shall immediately attend the examination room if this should be necessary. Where complementary information is provided during the examination, this information is to be given to all examinees so that they sit the examination on equal terms. Invigilators have the right to request that an examiner or teacher on duty produce ID on any visit to an examination room.

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

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

**Run-through of the examination**

After the examination, the examiner shall offer the students a run-through of the examination. This can be done either at a specially arranged seminar or by means of written suggested solutions accompanied by an opportunity for the individual student to put questions to the examiner.

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

**Marking of examinations and correction of results**

A student has the right to have his/her written examination marked and graded without unreasonable delay. The students are to be informed of the results within approximately three weeks (15 working days) of the examination but at the latest 7 days before the registration date to retake the examination. Individual students are informed of their results under their Person menu / Programme.

**Suspected attempts to deceive, or disrupt or obstruct an examination**

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

If suspicion of attempting to deceive or disrupt or obstruct an examination is reported by an invigilator or if the examiner is in some other way is caused to suspect 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 the invigilator shall ensure that the course of events and any witnesses’ testimonies are noted down and that any evidence is documented.

**Invigilators’ responsibilities**

The provisions apply to anyone acting as an invigilator at KTH (in examination rooms, corridors and toilets). Invigilators have a duty to be familiar with the applicable legislation in force and KTH’s code of conduct concerning written examinations. All invigilators must undergo the invigilator training given by KTH at a central level.

**Preparations for examinations**

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 examination in question in accordance with the procedures at the school concerned. The working hours are the same throughout KTH and are based on the invigilators having the opportunity to familiarise themselves with what applies for the examination in question and carry out all necessary preparations before the published starting time. It is the duty of the invigilator to carefully study the information provided by the school about what applies for the examination in question. The invigilator shall check that his/her watch/clock shows the correct time according to the speaking clock.

All necessary preparations shall have been completed in such good time that the examination
Preregistration for examinations is mandatory at KTH and a precondition for being guaranteed a place. An invigilator is given a list of preregistered students with details of in which room each student is seated and the number of available places in each room by the school.

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

Preregistered students are guaranteed a place until **30 minutes** after the examination has started. Non-preregistered students may only sit the examination if places are available and must produce valid course registration transcript. Valid course registration transcript is either an extract from Ladok generated by the student showing details of registration on the course in question for the current term and a control number, or a signed course registration transcript from the department.

A student who arrives after the starting time is to wait outside the examination room until 30 minutes after the published starting time. Students who arrive later than 30 minutes after the examination’s starting time may not sit the examination.

Students are admitted to the examination room as follows:

**Admittance 1**

The invigilators are to admit preregistered students to the examination room approximately 10 minutes before the published starting time. Students’ photographic ID is checked and each student is ticked off on the list of preregistered students. Valid photographic ID is a passport, a Swedish driving licence or other approved Swedish identity document. Only students with valid photographic ID may sit the examination.

As a reminder to the students, the invigilator is to inform them of the examination’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. In the case of anonymous examinations, this information is replaced by a personal code. The students shall also be that they are to state the number of answer sheets they hand in and which questions they have answered on the cover sheet.

The invigilator shall also tell the students to take out the materials they need during the examination, including permitted aids, and then place their personal belongings, for example briefcases and coats, so that the invigilator can observe them at all times. The invigilator may never allow students to place briefcases/bags and coats close to where they are seated. In the case of a split examination this also applies to permitted aids during any part of the examination that is to be done without aids.

Mobile phones are always 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 above-listed personal belongings. The invigilator shall inform the students of this.

The invigilator shall also remind the students that during the examination briefcases, bags, etc 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 verbal information is to be given clearly and in English on courses given in English.

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

The students shall place their photographic ID visibly on their desks.
Non-preregistered students may be admitted at the time of the first admittance only if places are available when the examination begins and must produce valid photographic ID and valid course registration transcript for the course in question. A queue list of non-preregistered students is to be drawn up.

**Admittance 2**

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

Corridor staff are to check that students have valid photographic ID and ticking off students on the list of preregistered students. If places are available in the examination room after this check, non-preregistered students may also be offered places according to the list that was drawn up. Non-preregistered students must produce valid course registration transcript for the course in question and valid photographic ID.

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

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

**Invigilators’ duties during the examination**

No student is permitted to leave the examination room during the first 60 minutes. During the first hour of the examination the invigilator shall check the examinees’ photographic 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 students are seated.

During the examination the invigilator shall ensure that he/she is able to observe the examinees at all times. During the examination the invigilator may not under any circumstances devote him- or herself to any private occupation but shall have his/her attention concentrated on the examinees and shall at appropriate intervals move around the room.

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

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

At the beginning of the examination the invigilator shall check the students’ places and aids they have with them to be certain that they have no prohibited aids. Random checks shall be made during the examination. 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.

Corridor and toilet staff shall when the examination begins check the toilets that are available to the students during the examination.

In the event of suspicion or discovery of prohibited aids, collaboration or similar, 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 on duty
- note down the student’s name, the name of any witness and witness’s account
- decide whether the student needs to be moved
- note down the course of events as soon as possible

N.B. Body searches, inspections of the contents of cases/bags or other coercive measures are not permitted.

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

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

N.B. Violence or coercion may not be used against an uncooperative student. Should the student refuse to leave the examination room, the teacher on duty shall be summoned to decide whether a security guard is to be summoned.

The invigilator shall in writing and on the relevant form report events that may constitute attempts to deceive and disruption or obstruction of an examination to the examiner and may under the disciplinary procedure be summoned 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 examinations of over 60 minutes’ duration. 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 are to ensure that no conversation takes place between students in conjunction with visits to the toilet. Toilets are to be inspected during ongoing examinations and always when suspected attempts to deceive give cause.

The invigilator shall contact the teacher on duty when necessary, e.g. when students have indicated errors in the examination questions, 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 examination. It is therefore important that the teacher on duty be contacted immediately and by copying, photographs or other appropriate means document the prohibited material.

In an emergency (e.g. fire alarm), the invigilator shall immediately terminate the examination 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 (e.g. medical emergency), the invigilator shall take the action required by the situation that has arisen.

When 10 minutes remain of the examination, the invigilator shall inform the examinees of this and that they need to cease writing within that time and that the examination otherwise risks not being marked. Should a student not cease writing at the stated time, this shall be noted and the examiner informed.

If an examination is terminated and the students have left the room, the examination may not be resumed. In case of serious accident and need for ambulance, the fire service 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 occurred
- where it occurred (school, section, address, building, etc)
- where you can be reached (telephone number)

Important telephone numbers:
112 Police, ambulance and fire service
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 pass card matters

**Handing in answers**

When students hand in their answers, the invigilator is to check their photographic ID, mark the student’s name on the list of preregistered students with a “X”, 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 examination room without filling in the cover sheet. This also applies to students who do not hand in any answer sheets. These students shall thus hand in only a covert sheet. The name and personal ID number that the students have stated on their answer sheets is also checked.

Students may not retain the examination outline or writing or rough paper and shall after handing in their answer sheets immediately collect their personal belongings and leave the examination room.

When the students hand in their answer sheets at the end of the examination, the invigilator shall organise the handing-in procedure in such a way that the above tasks can be carried out in a secure manner and with observation of those examinees who are still writing maintained.

**After the examination**

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

**Students’ responsibilities**

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. From the current regulations it follows for example that the students are to sit examinations on equal terms. Students have a duty to be familiar with and follow the rules that apply to education and examinations at KTH.

**Before the examination**

**Mandatory preregistration** via KTH’s system for examination registration applies at every written examination during the examination periods and at less extensive examinations, e.g. partial exams and similar examinations. Application periods for examinations are set for every academic year. Preregistered students are to be informed of in what room the examination is to be held at the latest by the day preceding the examination. Preregistered students are guaranteed a place until 30 minutes after the examination’s starting time (by the invigilator’s watch/clock). Non-preregistered students may only sit the examination if places are available and must produce valid course registration transcript. Valid course registration transcript is either an extract from Ladok generated by the student showing details of registration on the course in question for the current term and a control number or a signed course registration transcript from the department.

Students are to produce valid photographic ID at the time of the examination. Valid photographic ID is a passport, a Swedish driving licence or other approved Swedish identity document. Only students with valid photographic ID may sit the examination.
Students are admitted to the examination room at two times (admittance). Preregistered students are admitted to the examination room approximately 10 minutes before the published starting time. Non-preregistered students may be admitted at the time of the first admittance only if places are available when the examination begins and must produce valid photographic ID and valid course registration transcript for the course in question.

Students who arrive after the examination’s starting time are to wait outside the examination room until 30 minutes after the published starting time, at which time the second admittance takes place. Late-arriving preregistered students and non-preregistered students are to report to the corridor staff. Non-preregistered students can be offered places if places are available after producing valid photographic ID and valid course registration transcript for the course in question.

Students who arrive later than 30 minutes after the examination’s starting time may not sit the examination. Any student suspended for a disciplinary offence or non-payment of fees may not sit the examination. Students must sit in their assigned places in the examination room – they are never allowed to choose their own seats.

Before the examination students must familiarise themselves with and follow the instructions for the examination. This among other things includes an obligation to know what aids are permitted. Before the examination begins, students must always check that they have brought only permitted aids. Details of what aids are permitted can be found in the course plan or in an attachment indicated in the course plan. Only such aids, except for writing instruments, that have been approved by the examiner in advance may be brought to the examination room.

Mobile phones are always 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 above-listed personal belongings. Invigilators are 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 examination**

Students must always follow an invigilator’s instructions. Failure to comply may result in the student being forced to terminate the examination and leave the examination room.

Students shall place their photographic ID visibly on their desks and leave it there for the entire duration of the examination.

Students must show any personal 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 examination.

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 examination, in the examination 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.

A student may not borrow any aid from another person during an ongoing examination without the cooperation of the invigilator. This also applies to writing instruments. Calculators may never be borrowed from anyone else. Nor may briefcases/bags or similar 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 examination room.

In an emergency (e.g. fire alarm), students must follow the invigilator’s order to immediately terminate the examination and evacuate the examination room as instructed by the invigilator.
A student may not leave the examination room until 60 minutes after the published starting time. This also applies to students who do not intend to complete the examination (do not hand in any answer sheets).

Visits to the toilet are always to be permitted at examinations of over 60 minutes' duration.

Students must write their name and personal ID number – in the case of anonymous examinations the personal code that was issued – 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 examination 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 remain. Students must cease writing within the period stated or risk the examination not being marked. Should a student not cease writing at the stated time, this shall be noted and the examiner informed.

Students must hand in their answer sheets to the invigilator in person. Students may not retain the examination outline or used writing or rough paper and shall after handing in their answer sheets immediately collect their personal belongings and leave the examination room.

Individual students are informed directly of the results of examinations or other course components upon which grades are based after approximately 3 weeks (15 working days) via Personal menu / Programme on KTH’s website.

**Suspected attempts to deceive, or disrupt or obstruct an examination**

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

A person who has grounds for suspecting that a student has for example attempted to deceive or disrupted or obstructed an examination 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 deceive may continue with the examination and thus may not be refused admittance or forced to terminate the examination solely for this reason. The examination is however normally not graded until the matter has been dealt with by the President or the Disciplinary Board. If an attempt to deceive is suspected, the invigilator may decide to move the student in question.

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