

UNIVERSITY OF TROMSØ

EXAMINATION REGULATIONS

Before the examination question papers are distributed

Examination candidates must arrive in sufficient time and **sit at their respective places no later than 15 minutes prior to the start of the examination. The desks which may be used are marked with a sign and copies of these regulations are placed on them.** Examination invigilators will show candidates where to place outdoor clothing and bags. Candidates are not permitted to take jackets, coats, bags, mobile phones, pagers and the like to their desks. The following items are permitted at the examination desk: food, drink, writing utensils, identification and permitted examination supports.

Candidates granted **special arrangements** will be shown to places marked with their name.

Electronic examination supports such as mobile telephones and pagers are not permitted. In the event that a candidate brings such items to the examination, they must be switched off and placed in the candidate's jacket, coat or bag or handed to an examination invigilator.

Examination supports: All permitted examination supports shall be listed on the examination paper. Items not listed on the cover page of the examination paper are not permitted. Candidates shall follow such stipulations and not enter into discussions about to what extent specific examination supports should in fact be permitted.

For examinations in law, particular books and publications are permitted examination supports. These shall be approved in advance. Routines are in place for the submitting, approving, safe-keeping and issuing of such books and publications.

Any candidate found in possession of an examination support not specified on the examination paper, or which has not gained prior approval, will be regarded as an attempt to cheat.

Identification: Candidates must have a valid form of identification at their desk. Any candidate unable to present valid identification should expect to be excluded from the examination.

Examination progress

Examination question papers will be distributed precisely at the examination's stated start time. Answer papers and rough paper will also be distributed. The candidate must produce identification and sign the examination candidate list for attendance and will at this time be issued a **candidate number**, which must be entered on the cover sheet. Candidates must note and retain their candidate number until they have received the examination result. **Candidate numbers will not be provided over the telephone.** Examination results are stated by candidate number on lists displayed on notice boards in the relevant faculty. Examination results will also be published on studweb.

Candidates must write their examination answer in black ink using a felt tip or ballpoint pen. The reason for this is that several copies of your examination answer must be produced before it is sent to the examiners. Answers written in pencil or various types of blue ink have been known to produce copies of poor or unclear quality, which has caused problems with assessment.

Copy of answer paper: Candidates wishing to retain a copy of their examination answer may request blank paper and carbon paper from the examination invigilators prior to the start of the examination.

Toilet visits: When visiting the toilet during the examination, candidates may close the cubical door, but not lock it. Exceptions to this rule may be made if the examination invigilator is of the opposite gender.

Breaks: Any smoking break or break of another nature should be limited to 10 minutes' duration. (This does not apply for candidates who have been granted "resting time".) Candidates having breaks at the same time shall not attempt to communicate with each other in any way. Candidates are not permitted to go to the kiosk/shop during their break. If the candidate departs the examination building during the break, he/she must remain in the vicinity of the door. During breaks, candidates shall not have access to newspapers, other written material or electronic equipment.

Withdrawal during an examination: Any candidate wishing to withdraw during the examination must complete the form "Withdrawal during an examination". This procedure must also be followed if the basis for withdrawal is sickness. In these circumstances, the candidate must submit a medical certificate within 48 hours in order to have the right to implement a re-sit examination.

A candidate choosing to withdraw from the examination or who has submitted his/her examination answer is not permitted to leave the examination venue until a minimum one hour has elapsed since the start of the examination (quarantine period).

Conclusion of the examination

Examination invigilators will inform the candidates when the examination time has elapsed. Candidates will then have an additional 15 minutes during which they must complete the header section on all sheets forming part of their examination answer, including the cover sheet.

The following details must be entered in the header section of all sheets: candidate number, date, page number and course code. The candidate's name shall *not* be entered. Candidates may only submit complete sheets of paper. Page numbers may be corrected using correction fluid/tape, or by crossing out the incorrect page number and clearly writing the correct page number beside. Candidates shall number pages in numerical order and not utilise "A" and "B" pages.

The additional 15 minutes may only be used for the above-mentioned task. **Candidates are not permitted to continue working on their examination answer once the examination time has elapsed, e.g. proof reading, correction or errors etc.** This also applies where the candidate has chosen to utilise the actual examination time for page numbering etc.

It is the candidate's own responsibility to have his/her examination answer ready for collection when the additional 15 minutes has elapsed. In other words, it is not the examination invigilator's responsibility to prepare/number an examination answer which the candidate has not completed within the allocated time. *In instances where a candidate has not finished preparing/numbering his/her examination answer when the extra 15 minutes has elapsed, the examination invigilator shall confiscate the examination answer. Such answers will be placed in an envelope in the condition in which they are confiscated, the envelope shall be sealed and the following details shall be written on the envelope: candidate number, time and a brief explanation of why the examination answer is not correctly prepared.*

Candidates must then depart the examination venue as soon as their examination answer has been submitted or immediately after the initial one-hour quarantine period.

Candidates are not permitted to remove the university's answer sheets, written or unwritten, from the examination venue. This will be the subject of specific checks.