



GÖTEBORGS UNIVERSITET

Guidelines

dnr G8 471/10

## Rules for examinations

Published [www.styrdokument.adm.gu.se](http://www.styrdokument.adm.gu.se)

Decision-maker Vice-Chancellor

Contact person Malin Eriksson

Date of decision 15 November 2010

Period of validity Until further notice

In the event of problems of interpretation or differences between the Swedish and English text, the Swedish text which constitutes the basis of the information shall always take precedence.

Summary This document contains the rules that students must observe during examinations.



## GÖTEBORGS UNIVERSITET

### **Rules for students during examinations at the University of Gothenburg**

Peace and quiet must be observed in examination halls in order to create the most favourable conditions possible for good examination results.

Students are obliged to follow the directions of invigilators and the written instructions given in connection with examinations in examination halls.

Examination halls are intended for sitting examinations. No activities other than those relating to the written assignment may take place during examination times.

#### **1. Information to students**

Students must inform themselves of the rules that apply when sitting examinations in examination halls.

#### **2. Late arrival**

Students must be at the examination hall in plenty of time before the stipulated examination time. The examination hall will be closed 15 minutes after the stipulated time. Students who arrive at the examination hall after it has been closed will have forfeited their right to sit the examination in question and can therefore be denied entry to the examination hall.

#### **3. Identity checks**

Students must show an approved identity document.

Approved identity documents are an EU passport, a driving licence, a post office/bank ID card or some other approved and valid identity document issued by a Swedish authority. For students from outside Europe, another photographic identity document that the invigilator deems to be equivalent can be accepted.

Students must write their name and civic registration number or code number on their examination paper in accordance with the instructions on the endpaper of the examination paper or in accordance with the invigilator's instructions.

Students must be able to prove their identity, which means – among other things – that students must be able to show their faces to an invigilator where appropriate for positive identification. See also the “*Dress policy at the University of Gothenburg*”.

#### **4. Position in the examination hall**

Students must preregister for examinations in accordance with instructions from the department. Students who wish to sit an adapted examination in connection with a documented impairment must notify the department of this no later than four weeks before the examination.

Students must follow written directions and directions issued by invigilators in relation to their position within the examination hall, as well as other rules.

---

Seats are reserved for preregistered students. Students who have not preregistered will only be permitted to sit the examination if there is sufficient space and sufficient copies of the examination paper.

#### **5. Personal belongings**

Students must leave personal belongings such as bags, briefcases, outer garments, etc. in a designated place in the examination hall.

If students bring mobile phones, computers or other technical equipment, these must be switched off and stored with other personal belongings, or alternatively placed on the floor at the desk.

If there are storage lockers, these should be used.

#### **6. Permitted aids**

Only aids that have been specified in advance by the member of teaching staff responsible as permitted aids may be taken into the examination hall. Checks will be carried out.

Personal computers, translation pens and electronic dictionaries are never permitted as aids in university examination halls.

#### **7. Writing paper**

Only writing paper that has been provided in the examination hall may be used. Students may not therefore use writing paper that they have brought with them, either for rough workings or for final answers.

#### **8. Prohibition on leaving the examination hall until after 60 minutes**

Students who choose to end their examination sitting may not leave the examination until 60 minutes after the beginning of the examination.

Students may not normally leave the examination hall for toilet visits during the first or last hour of the examination.

Smoking is not permitted during the examination time.

#### **9. Prohibition on students talking to each other**

During the examination time, there is a total prohibition on students talking to each other, both in the examination hall and during toilet visits.

#### **10. Examination papers may not normally be taken away**

After completing the examination, after the end of the examination time and in those cases where students end their examination sitting early, students must leave their papers with an invigilator. "Blank" papers must also be handed in.

#### **11. Conclusion of examination sittings**

Students must end their examination sittings at the stipulated time. Writing

time also includes showing identification details to an invigilator during an examination sitting.

**12. Disruptive behaviour**

Students who behave in a disruptive manner and who fail to obey the invigilator's instructions may be dismissed. Disruptive behaviour may lead to disciplinary measures.

**13. Suspicions of misrepresentation (cheating), etc.**

---

In the event of suspicion of an attempt to mislead in connection with a written assignment (cheating) or any other event that could be subject to disciplinary measures, a note will be made of the student's name, civic registration number and details of the event, and copies will be made of all examination materials. The matter will then be referred to the relevant department for a decision on further action.

#### **14. Sanctions**

In the event of suspicion of an attempt to mislead in connection with a written assignment, or in any other case where disciplinary measures may come into question, the department will refer the matter to the Vice-Chancellor.

The Vice-Chancellor may issue a warning or refer the matter to the University's Disciplinary Board. Disciplinary measures are a warning or suspension from studies for a certain period of time (up to a maximum of six months).

A decision to suspend a student means that the student may not participate in teaching, tests or other activities within the framework of education at the University. Students are not entitled to student grants for the period to which suspension relates. See also the "*Procedure for disciplinary measures at the University of Gothenburg*".