

Rules and Guidelines of the Examination Board

Faculty of Law, Vrije Universiteit Amsterdam

Commence 1 September 2022

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1. Scope of application

Rules and Guidelines referred to in Article 7.12b, third paragraph, of the Higher Education and Research Act (*Wet op het Hoger onderwijs en Wetenschappelijk onderzoek, WHW*) are adopted by the Examination Board and further clarified as the Rules and Guidelines of the Examination Board. These Rules and Guidelines apply to the (partial) interim examinations and final assessments in the Faculty of Law's Bachelor's and Master's degree programmes.

These Rules and Guidelines apply to anyone following the degree programme in this academic year, irrespective of when the degree programme was started.

2. General

1. The terms used in the Teaching and Examination Regulation (TER) also apply to this regulation. All other terms have the meaning ascribed to them in law.
2. In the event that any provision in these Rules and Guidelines conflicts with a provision in the TER that applies to the relevant degree programme, the provisions of the TER shall take precedence.

3. Composition of the Examination Board

1. The Faculty Regulations apply to the composition of the Examination Board. At least one member of the Examination Board works as a teacher within the programme or one of the programmes to which these Rules and Guidelines apply. At least one member of the Examination Board is not affiliated with the degree programme(s). Members of the Executive Board and persons otherwise bearing financial responsibility within the institution may not take a seat on the Examination Board.
2. Before a member is appointed, the Faculty Board (FB) discusses the proposed appointment with the Examination Board.
3. A member is appointed for a period of three years and may be reappointed.
4. The members of the Examination Board are appointed by the Faculty Board.
5. The Examination Board appoints one of its members to act as chair (not the external member). The chair is responsible for the day-to-day management of the Examination Board. The chair shall designate another member to deputize in case of absence.
6. The Faculty Board is responsible for guaranteeing that the Examination Board operates in an independent and expert manner.

4. Duties of the Examination Board

The duties of the Examination Board are regulated by law. These include at the very least drawing up rules for the performance of duties and responsibilities and taking measures with regard to:

1. determining in an objective and expert manner whether or not a student meets the conditions set in the Teaching and Examination Regulation relating to the knowledge, insight and skills necessary to be awarded a degree;
2. maintaining and assuring the quality of all examinations and final degree assessments;
3. determining guidelines and instructions to assess and determine the results of examinations and final degree assessments within the framework of the Teaching and Examination Regulations;
4. granting exemptions for one or more examinations;
5. extending the limited period of validity of an examination or exemption if a student submits a reasoned request to that effect. The Examination Board can decide to permit an extension of

validity only after the student making the request has successfully completed a supplementary examination on the relevant subject matter;

6. ensuring that measures are taken in cases of academic misconduct;
7. appointing examiners to conduct (interim) examinations and determine the results;
8. granting a degree certificate, including a diploma supplement, as proof that the student has successfully completed the final degree assessment;
9. granting permission to students to complete a free study programme with an examination that leads to the award of a degree;
10. issuing a statement of results attained to persons who have successfully completed more than one examination but are not eligible for a degree certificate;
11. preparing an annual report of its activities.

5. Working method of the Examination Board

1. The Examination Board meets when its chair deems necessary. The meetings are not held in public.
2. The Faculty Board can add an Official secretary to the Examination Board.
3. In the event of a request or complaint involving a member of the Examination Board, this shall be dealt with in the absence of the member concerned.
4. The request or complaint must always include a justification of the request or a description of the complaint.
5. The Examination Board will take a decision within thirty working days of receiving a request or complaint. The Examination Board may postpone this decision and inform the interested parties of this in writing.
6. Students who take a course elsewhere within the framework of their degree programme must submit a request for an exemption or an extra examination to the Examination Board of the degree programme to which that course belongs.
7. The Examination Board of the degree programme to which a course belongs that is taken by a student who is following a degree programme elsewhere, investigates a suspected fraud by the student. The Examination Board of the degree programme that the student is following is informed of the findings. The latter Examination Board determines whether, and which, measures will be imposed on the student in the event of fraud or plagiarism.
8. If the relevant Examination Boards are both competent with regard to the subjects referred to in paragraphs 6 and 7, both Examination Boards determine in joint consultation which measures will be taken.
9. The Examination Board mandates the chair and secretary each individually to execute the duties of the Board in as far as the nature of the mandate allows and to coordinate the execution.

6. Designation of examiners

1. The Examination Board designates examiners individually.
2. Examiners are not required to have tenure with the Vrije Universiteit Amsterdam.
3. Designations are made ex officio or per request.
4. Prerequisites pertain to the designation, as described in the appendix "Requirements examiner qualification" to these Rules.

5. In preparation of the designation or the extension thereof the Examination Board investigates the suitability of the candidate-examiner, when necessary by means of consultations with the candidate, the Head of department or the Programme director.
6. The designation of an external examiner occurs only after the candidate-examiner has declared he or she will conform to the faculty rules and procedures regarding examinations and assessments, with the other prerequisites remaining in full force and effect.
7. The designations are recorded in a register.
8. The designation is temporary of indefinite.
9. The designation may apply to a specific part of the examination process: course coordination (A), supervisor and assessor of bachelor theses (B), supervisor and assessor of master theses (C).
10. When an examiner no longer meets the requirements or otherwise does not function in the appropriate manner, the designation can be revoked. Section 5 is applicable herein.

7. Registration for examinations

1. Registration for written examinations:
 - a. By registering for a subject, a student simultaneously registers for all first (constituent) examination opportunities for that subject.
 - b. Students only wishing to participate in an examination must duly register during the registration period for the subject.
 - c. Students who fail to achieve a pass grade at the first examination opportunity are automatically registered for the resit examination for the same academic year; they are not required to register for the resit themselves.
 - d. Registered students who do not participate in an examination will receive a no-show, and will not be automatically registered for the resit examination. These students must themselves register for the resit examination. In this situation, registration for the resit examination is possible up to one week before the resit.
 - e. Students who deregister for the first examination opportunity are not automatically registered for the resit examination. These students must themselves register for the resit examination. In this situation, registration for the resit examination is possible up to one week before the resit.
 - f. To be able to participate in an examination, the student must be duly registered.
 - g. A student who decides not to participate in an examination must deregister at the latest one week before the examination date.
 - h. Registered students who do not participate in an examination and do not deregister on time will receive a no-show.
2. Signing up after the deadline is not possible. A student who is not able to register before the deadline due to special, personal circumstances may submit an appeal to the Faculty Board on the basis of the hardship clause.

8. Questions and assignments, subject matter and duration of examinations

1. None of the individual questions or assignments in the examination will relate to anything other than the previously announced examination material. The main points of this examination material will be announced prior to the start of the programme component that prepares students for the examination in question. No later than one month before the date of the examination in question, students will be notified of the exact scope of the examination material.

2. In the event of a resit in a subsequent academic year, the student will sit an examination based on the material set for that examination in the academic year in question, unless the Examination Board decides otherwise at the request from the examiner.
3. The Examination Board monitors the quality of examinations and final degree assessments.

9. Completing examinations in a different form than specified in the VU Study guide

1. At an examiner's request, the Examination Board may permit a different form of examination than stipulated in the study guide.
2. At the student's request, the Examination Board may permit a different form of examination than stipulated in the study guide. Further regulation concerning this is: the student demonstrates that due to special circumstances, taking the examination in the regular manner would represent a disproportionate burden for him/her.
3. At the student's request, the Examination Board may permit a student to take an interim examination outside the normal timetable if exceptional circumstances give cause to do so. In case of an examination outside the normal timetable, the examiner determines the form of examination.
4. Based on article 3.5 sub 4 of the TER, the Examination Board may grant students an extra opportunity to sit an interim examination, in this case the examiner determines the form of examination. Per academic year a student can be granted one extra opportunity based on article 3.5 sub 4 of the TER per degree programme.

10. Oral examinations

1. Unless otherwise specified by the Teaching and Examination Regulation for the relevant educational unit, no more than one student will be examined orally at the same time.
2. The Examination Board or the examiner may, in exceptional cases, decide that an oral examination is not conducted in public.
3. A student may submit a request to the Examination Board to deviate from the requirement for a public oral examination. The Examination Board will weigh the student's interests against the interests of administering a public examination.
4. An oral examination will be taken in the presence of a second examiner.

11. Inspection and reflective discussion

1. If the student was unable to inspect his/her marked work at the designated place and time through no fault of his/her own, an alternative option for inspection will be offered.
2. Students who have attended the collective reflective discussion, or who were unable to attend through no fault of their own, can submit a request for an individual reflective discussion to the relevant examiner. The reflective discussion will take place in a manner and at a time and location to be determined by the examiner.
3. If a student intends to appeal against the way in which his/her mark was assessed, he/she will be issued with a copy of the marked work at his/her request.

12. Quality assurance

1. Quality is ensured in accordance with the provisions of the Guide for Examination Boards ('Handreiking Examencommissies').

2. The Examination Board applies the Faculty Assessment Policy Framework ('Facultaire Nota Toetsbeleid') to ensure the quality of the examinations and final degree assessments.
3. The length of each examination is such that students can reasonably be expected to answer the questions in the time given.

13. Procedure for written examination components

1. In order to participate in an examination, students must show a valid proof of registration (university registration card) and a valid ID with a signature and a photo that is a good likeness of the individual in question.
Students' work will not be assessed until it has been established that they were registered for the examination in question.
2. If a student is unable to present proof of identity, or if the invigilator has doubts regarding the student's identity, then the student must sign his or her work in the presence of the invigilator. The student's work will be assessed if:
 - a. it bears the signature as referred to above, and
 - b. the student properly identifies himself or herself to the examiner within 5 days after sitting the examination, and signs his or her work with a second signature that is identical to the first and
 - c. it has been established that the student was registered for the examination in question.
3. Participation in a digital test is not possible without the student's personal VUnet ID and password. The student is responsible for having both codes ready for use.
4. Invigilation is provided under the supervision of examiners.
5. The examiner ensures that for written examinations enough invigilators are appointed who will ensure that the examination is conducted properly.
6. Students are obliged to follow the instructions of the invigilator(s).
7. Students arriving after the examination has started will not be admitted, unless granted permission to do so by the examiner.
8. The examiner ensures that all students sitting a given examination have the same period of time in which to complete the questions.
9. The examiner is physically present at the location of the examination during the first half hour of the exam and for the remaining duration of the exam (including the extra time period) reachable by phone. To this end the examiner informs the head invigilator at which telephone number (s)he can be reached.

14. Mutatis mutandis provision for shared examination locations

1. Examinations held in examination locations where other faculties' examinations are being held simultaneously, are also subject to the Exam regulation VU 2020. Where this regulation deviates from the provisions in Article 13 or in the Procedural Rules of these Rules and Guidelines, the Exam regulations VU 2020 shall take precedence.
2. In the case of examinations held in shared locations, at least one examiner representing the department responsible for the examination in question must be reachable by phone for the duration of the examination (including the extra time period).
3. The examiner can, when the exam takes place in a shared location, transfer the responsibility for appointing invigilators to the designated central organization unit.

15. The assessment of examination components

1. The examiner assesses the examination component within the period specified in article 3.4 sub 1 of the TER. In case of force majeure the examiner may request the Examination Board to extend the period.
2. The assessment of examination components takes place in accordance with the appendix to these Rules and Guidelines.
3. Students pass an examination component when it is assessed with a grade of at least six.
4. The assessment of examination components takes place in accordance with standards which have been recorded beforehand as much as possible and which may be adjusted in accordance with the results of the assessment of the component.
5. An examiner will only assess those theses for which (s)he has approved the subject beforehand and has made arrangements for the supervision with the student in question.
6. On the basis of the method of assessment, it should be possible for students to determine how their grade for the degree component was derived.
7. Students who participate in an examination, but who fail to submit any work for assessment will be awarded a grade of 1 (one) for the component in question.

16. Graduation

1. The Examination Board will determine the result of the final degree assessment if it establishes that the student has passed all of the educational units in the programme. The final degree assessment takes place on the date on which the final examination has been successfully taken.
2. A degree certificate will only be issued once the Executive Board has certified that the student has met all procedural requirements, including payment of tuition fees.
3. The student may ask the Examination Board not to proceed with issuing the degree certificate. Any such request must be submitted within 10 (ten) working days after the student is informed of the intended graduation date or meets the requirements for graduation. The Examination Board allows graduation to be postponed provided the postponed graduation date falls within the nominal duration of the programme plus one year. The Examination Board may decide differently in exceptional cases.

17. Free programme

1. Subject to certain conditions, the student has the option of compiling a study programme of the student's own choice which deviates from the study programmes prescribed by the degree programme.
2. The composition of such a programme requires the prior approval of the Examinations Board.
3. The free programme is compiled by the student from educational units offered at Vrije Universiteit Amsterdam or another institution of higher education and must at least have the same scope (size, breadth and depth) as a regular Bachelor's or Master's programme. The student ensures that the proposed Bachelor's study programme enables him/her to proceed to at least one Master's programme. In doing so, the student is not obliged to take the relevant Master's programme.

18. Judicia

1. The Examination Board awards a classification of "cum laude" ("with merit") if the candidate:
 - a. has passed each degree component at the first attempt and

- b. was awarded a grade of at least an 8,0 for the thesis, and
- c. was awarded a grade of at least a 7,0 for the other degree components, and
- d. was awarded a weighted¹ grade average of full 8,0 for all degree components.

The weighted grade average is not rounded.

Extra-curricular courses are not included in the calculation for “cum laude”.²

The “cum laude” classification is recorded on the degree certificate.

2. The Examination Board awards a classification of “summa cum laude” (“with distinction”) if the candidate:

- has passed each degree component at the first attempt and
- was awarded a grade of at least a 9,0 for the thesis, and
- was awarded a grade of at least an 8,0 for the other degree components, and
- was awarded a weighted³ grade average of full 9,0 for all degree components.

The weighted grade average is not rounded.

Extra-curricular courses are not included in the calculation for “summa cum laude”.⁴

The “summa cum laude” classification is recorded on the degree certificate.

3. When applying the criteria for awarding a degree classification as stated under paragraph 1 or 2, any exemptions granted and appraisals not expressed as a number (VD = Pass) are disregarded, with the exception of exemptions relating to a previously written thesis. Any such previous thesis must have been awarded a grade of at least an 8,0 for the judicium “cum laude” and at least a 9,0 for the judicium “summa cum laude”.
4. When applying the criteria for awarding a degree classification as stated under paragraph 1 or 2, the end results of the degree components as they are registered in the official student information system SAP are used. Only the results obtained with the first participation in the examination are included for the calculation of the judicium.
A student participates in an examination as soon as the examination location is entered or, in case of a digital examination, when the examination is opened in the digital examination software programme. For papers and practical assignments, a student participates when a final version is submitted for assessment.
5. When a student pursues two specializations, a judicium can be awarded in case the student meets the criteria for the judicium on the basis of the results of one of the two specializations.

19. Degree Certificate and statement

1. The Examination Board grants a degree certificate as proof that the student has passed his/her final degree assessment. The Examination Board adds a diploma supplement to the degree certificate that provides information on the nature and content of the degree programme completed. The diploma supplement is drawn up in Dutch or English and complies with the European format.

¹ Students who started the degree programme before 1 September 2021 can request the Examination Board to determine the judicium on the basis of an unweighted grade average.

² This applies to all students who started the program after 1 September 2018 and for all students who graduate on or after 1 September 2019.

³ Students who started the degree programme before 1 September 2021 can request the Examination Board to determine the judicium on the basis of an unweighted grade average.

⁴ This applies to all students who started the program after 1 September 2018 and for all students who graduate on or after 1 September 2019.

2. Those who have passed more than one examination but who are not entitled to a degree certificate as referred to in paragraph 1 may, upon request, receive a statement issued by the relevant Examination Board which lists the examinations passed, specifying the educational units concerned, the number of credits thus obtained and when the examination results were achieved.

20. Exemption and replacement assignment

1. A request for exemption from an examination must be submitted before the start of the relevant component to the Examination Board via the appropriate form on the VU website.
2. After consulting the relevant examiner, the Examination Board can grant exemption from an examination or practical on the basis of a successfully completed course component of a university programme that is equivalent in content, level and study load to the component for which the exemption is requested.
3. Students wishing to meet the requirements of certain exams by studying at another faculty or university, in the Netherlands or abroad, must request permission from the Examination Board beforehand.
4. Students can request that the Examination Board provides a replacement assignment for practical components. If the Examination Board accepts this request, it will in consultation with the examiner determine which substitute requirements the student must meet. In all cases, the student must meet the final attainment levels for the degree programme.
5. An exemption that has been granted based on study results obtained at a foreign university is registered as a 'pass' or 'fail'.
6. For the Master's programmes a maximum of 12 EC of the curriculum can be accumulated through granted exemptions.
7. Exemption of the free electives component(s) of the Master's programmes can be granted on the basis of a completed academic Master's programme, to a maximum of 12 EC. Further regulation concerning this is: the full free elective(s) part of this academic Master's programme must be filled with educational component(s) completed with a passing grade.
8. This exemption does not apply to the Bachelor's or Master's thesis.

21. Academic misconduct, fraud and plagiarism in examinations and final degree assessments

1. Academic misconduct, fraud and plagiarism are defined as any act or omission by a student that partially or entirely precludes making an accurate assessment of their knowledge, understanding and skills, or those of another student.
2. Academic misconduct and fraud include:
 - a. being in possession of aids or resources (pre-programmed calculator, mobile phone, books, outlines, notes, etc.) which are not expressly permitted during the examination;
 - b. copying from or exchanging information with another student during the examination;
 - c. assuming someone else's identity during the examination;
 - d. allowing someone else to assume your identity during the examination;
 - e. obtaining details of examination questions before the date or time at which that examination is scheduled to take place;
 - f. modifying, extending or changing a section of the examination after it has been submitted for final assessment.

3. Plagiarism includes the following:
 - a. using or copying another person's written work, data or ideas without providing full and appropriate source references;
 - b. failing to show clearly in the text, for example through the use of quotation marks or an appropriate layout, that words are being cited directly from another author, even where correct source references have been included;
 - c. paraphrasing the contents of other people's texts without appropriate source references;
 - d. submitting (parts of) a text that has previously been submitted for an earlier assignments for a separate examination component;
 - e. copying work from other students and presenting this work as one's own;
 - f. submitting assignments that have been obtained from a commercial agency or that have been written by someone else (whether or not in exchange for payment).

Electronic detection software programs may be used to detect plagiarism in texts. When submitting a text, the student implicitly consents to the text being entered into the database of the detection program concerned.

22. Procedures and penalties for breaches of the rules

1. If the examiner ascertains, or has good reason to suppose, that academic misconduct has taken place, he/she must report this to the Examination Board in writing within five work days. The Examination Board will inform the student of this report in writing.
2. The invigilator or the examiner can request that the student hand over the incriminating material relating to the breach of Rules in question. Any refusal to do so will be recorded in the report referred to in paragraph 1.
3. If the breach of Rules is observed during an examination, the student is given the opportunity to complete the examination in the remaining time allotted.
4. The Examination Board gives the student the opportunity to submit a written reaction to the report referred to in paragraph 1 within a reasonable period of time to be determined by the Board.
5. After the period of time referred to in paragraph 4 has elapsed, the Examination Board invites the examiner and the student to a meeting to exchange their respective views and to answer questions posed by the Board.
6. If the Examination Board is convinced that academic misconduct, fraud or plagiarism has been committed, a penalty will be imposed, within six weeks of the date on which the period of time referred to in paragraph 4 elapses.
7. In cases of academic misconduct, fraud and plagiarism, with due regard to the principles of legal fairness and proportionality, the Examination Board can declare the examination or the assignment to which the academic misconduct, fraud or plagiarism relates to be invalid or assign a grade of zero, and may also exclude the student from the following relevant examination.
8. In the event of serious or repeated academic misconduct, fraud or plagiarism, the Examination Board may exclude the student from participating in one or more examinations for a maximum of one year.
9. If very serious academic misconduct, fraud or plagiarism is identified, the Examination Board can advise the Executive Board that the relevant student's registration should be terminated permanently.

10. The Examination Board grants no exemptions regarding the sitting of examinations which are held in another faculty during the period in which the student is debarred from sitting examinations. Debarment by the Examination Board of another faculty also applies within the Faculty of Law of VU University Amsterdam, for the same period and for the same components.
11. In urgent cases relating to academic misconduct which are not covered by these Rules and Guidelines, the Examination Board will make a decision with due regard to the principles of an appropriate procedure.

23. Irregularities

If the Examination Board concludes that one or more degree component examinations, or an entire examination, were not completed in the prescribed manner or that an examination component or examination was not held in the proper manner, it can declare the examination, or the relevant part thereof, invalid.

24. Retention periods

Bachelor's theses and final assignments and Master's theses are retained for a period of at least seven years. Examination assignments are retained for at least seven years, with effect from the 1 January immediately after they were drawn up. Exam question answers, including assignments and other written materials for which a full or partial examination mark has been awarded, are retained for a period of at least two years after the student's registration comes to an end. For the purpose of programme re-accreditation, an arbitrary selection of work is retained for seven years. In relation to the remainder, the Examination Board follows the terms stipulated in the Vrije Universiteit Amsterdam's list of retention periods.

25. Annual Report

By 1 November, the Examination Board will compile a report on its activities during the previous academic year. The Examination Board will send the annual report to the Faculty Board. On request, the annual report or parts of it can be made available to interested parties.

26. Amendments to these Rules and Guidelines

No amendments are made in relation to the current academic year, unless there is a reasonable expectation that this will not infringe the interests of the students.

27. Unforeseen circumstances

In any circumstances not covered by these Rules and Guidelines, or in circumstances where the provisions in these Rules are unreasonable or unfair to the student, the decisions of the Examination Board will be final.

28. Date of commencement

These Rules and Guidelines come into force on 1 September 2022.

Adopted by the Examination Board on 1 September 2022.

Appendix to article 15, The assessment of examinations, paragraph 2

The following grades can be awarded for academic performances:

- whole numbers ranging from 1.0 to 10;
- the intermediate half numbers, such as 6.5, with the exception of 5.5

No grade of less than 1.0 is awarded, unless as a sanction for academic misconduct, fraud or plagiarism.

In the table below, the columns are as follows:

1. Points: the total number of points that can be awarded for an examination (derived by totaling the points awarded for each question or assignment);
2. Grade: the figure derived from the number of points awarded, entered into the computer (in accordance with the way in which the computer has been programmed).

The table shown below is based on a scale with a 100-point maximum. By doubling the number of points, a scale with a 50-point maximum can be converted to a 100-point scale. By halving the number of points, a scale with a 200-point maximum can be converted to a 100-point scale. If the assessment involves a multiple choice examination, a correction for the probability of guessing the correct answer is applied before the table is used. As a starting point (which may be waived, provided that a justification is given), the following method is used for this purpose. First, the average probability of guessing the correct answer is determined on the basis of the number of possible answers, divided by the number of questions. For example: there are 40 questions and 150 possible answers. This means that there are an average of 3.75 possible answers per question. So, per question, the probability of guessing the correct answer is $1/3.75 = 26.66\%$. This probability of guessing the correct answer is then used to determine the number of correctly answered questions that do not count towards the final grade. In the example: $26.66 \times 0.4 = 10.66$. In accordance with the table, 55% of the remaining 29.34 questions (= 16.14) must be answered correctly to get a passing grade. In total, therefore, $10.66 + 16.14 = 26.8$ (rounded up to 27) questions must be answered correctly to get a passing grade. Another way of putting it is to say that the passing grade is 27 questions.

points	grade	points	grade	points	grade
40	4	50	5	60	6
40.5	4	50.5	5	60.5	6
41	4	51	5	61	6
41.5	4	51.5	5	61.5	6
42	4	52	5	62	6
42.5	4.5	52.5	5	62.5	6.5
43	4.5	53	5	63	6.5
43.5	4.5	53.5	5	63.5	6.5
44	4.5	54	5	64	6.5
44.5	4.5	54.5	5	64.5	6.5
45	4.5	55	6	65	6.5
45.5	4.5	55.5	6	65.5	6.5

46	4.5	56	6	66	6.5
46.5	4.5	56.5	6	66.5	6.5
47	4.5	57	6	67	6.5
47.5	5	57.5	6	67.5	7
48	5	58	6	68	7
48.5	5	58.5	6	68.5	7
49	5	59	6	69	7
49.5	5	59.5	6	69.5	7
50	5	60	6	70	7

Explanatory note: The 40-50 and 60-70 series illustrate the normal system of grading and rounding off, which is also used above 70 and below 40. The 50-60 series is anomalous since, in accordance with a decision by the Executive Board dd. 20 April 2000, grades between 5 and 6 cannot be awarded.

Words, rather than numbers, can also be used to grade components designated by the Examination Board. These are as follows: Exemption (VRS), Fail (OV), Pass (V) Good (G), Pass (VLD) or Fail (NVLD). The corresponding English terms are, respectively: Exemption, Fail, Pass and Good, Pass and Fail

Rounding numbers

Up to 1,25 → 1	From 5,5 to 6,25 → 6
From 1,25 to 1,75 → 1,5	From 6,25 to 6,75 → 6,5
From 1,75 to 2,25 → 2	From 6,75 to 7,25 → 7
From 2,25 to 2,75 → 2,5	From 7,25 to 7,75 → 7,5
From 2,75 to 3,25 → 3	From 7,75 to 8,25 → 8
From 3,25 to 3,75 → 3,5	From 8,25 to 8,75 → 8,5
From 3,75 to 4,25 → 4	From 8,75 to 9,25 → 9
From 4,25 to 4,75 → 4,5	From 9,25 to 9,75 → 9,5
From 4,75 to 5,5 → round down to 5	From 9,75 to 10 → 10

Rounding with more than 2 decimals

When the examination result has more than 2 decimals, a 2-tier rounding is applied.

Firstly, the result is rounded to 2 decimals using the mathematical rules for rounding. When the 3^e decimal is a 0, 1, 2, 3 or 4, the 2^e decimal remains unchanged. When the 3^e decimal is a 5, 6, 7, 8 or 9, the 2^e decimal is increased by 1. The decimals following the 2^e decimal are dropped. Next, the final result is determined following the rounding rules in the table above. *)

Examples : 7,72633 becomes 7,73 and then 7,5 following the table above. 5,49198 becomes 5,49 and then 5.

*) the result of the first rounding can be submitted to SAP, SAP will then perform the second rounding step itself. This way, students will see the result after 1 rounding step on Canvas.

Procedural Rules

The Examination Board has drawn up the following Procedural Rules.

- In accordance with the Teaching and Examination Rules (TER) of the programme in question, if candidates register for, and sit, examinations without having met the entry requirements, then their examination papers will not be graded.
- Students should be present well in advance.
- Students arriving after the examination has started will not be admitted, unless granted permission to do so by the examiner.
- All examination candidates must take their places in their allotted examination hall and must be in possession of a valid university registration card.
- This university registration card must be clearly visible on the desk, for monitoring purposes.
- Any books, notes, extracts etc. must be kept in a closed bag, unless their use is explicitly authorized by the examiner or prescribed.
- Law-books may contain (self-made) tabs, if necessary with an article reference (juncto). It is not allowed to write anything in the law-books (no keywords, no article references, underscores and highlights are allowed); checks will be made for compliance with these rules once the examination has started.
- When jurisprudence books are allowed during the examination, they may contain (self-made) tabs with the name of the judgement, but no article references and no keywords. It is not allowed to write anything in the jurisprudence books (no keywords, no article references, underscores and highlights are allowed); checks will be made for compliance with these rules once the examination has started.
- No visits to the toilet are permitted, unless approved by the invigilator.
- No more than one individual may visit the toilet at the same time.
- Examination stationery and notepaper are provided. Students are not permitted to use their own jotting pads or writing paper.
- A ballpoint or fountain pen should be used during the examination and all answers must be in clearly legible handwriting, unless it is a digital examination.
- No talking is allowed once the first examination sheet has been distributed.
- No candidates may leave the examination hall during the final 20 minutes of the examination.
- At the end of the examination, both the examination stationary and all other pieces of paper provided (notepaper) must be handed in. Students who fail to submit any work for assessment will be awarded a grade of 1 (one).

For an examination which is taken digitally with the use of Online Proctoring, the following procedural rules apply:

- The student must begin the examination within 30 minutes of the start of the examination period.
- Before beginning the examination, the student must perform a desk scan and show a valid VU registration card or ID to the camera. Instructions can be found in the [VU Amsterdam Student Guide Online Proctoring](#).
- Only explicitly permitted materials are allowed to be present during the examination.
- The rules regarding law and jurisprudence books described above are in force fully.

- The student must be visible via the webcam for the duration of the examination, the head and eyes must be clearly visible.
- No visits to the toilet are permitted, unless a toilet facility has been granted.
- No other persons are allowed to be present in the room where the examination is sat during the examination.
- Talking is not allowed during the examination.
- AirPods, Ear pods and headphones are not allowed.
- The examination must be submitted no later than 15 minutes after the examination period has ended.

Requirements examiner qualification

General

1. Comprehensive knowledge of faculty policy regarding examinations and assessments.
2. A good knowledge of the Rules and procedures for the preparation and conducting of examinations.
3. A good knowledge of the criteria which apply to the assessment of written papers.

Course coordinator (A)

1. Comprehensive and extensive knowledge of the study subject(s) to be examined.
2. Comprehensive knowledge of the curriculum and the learning objectives of the course which derive from the curriculum.
3. Experience in translating the course subject into written and oral examination questions on different levels: reproductive, insight, application, analysis, synthesis and evaluation, both with regard to open and closed questions.
4. Experience in developing examinations, such that the knowledge of the students is measured in a reliable and valid way.
5. Experience in assessing answers to examination questions.
6. Experience in translating the course subject into topics for written papers and in the assessment thereof.
7. Knowledge relating to quality analysis of examinations and the ability to perform this analysis or have it performed.

Supervising and assessing bachelor theses (B)

1. Knowledge of the theses topics which are suitable.
2. Some experience in conducting scientific research relevant to the discipline.
3. Experience with students guidance, focused on skills and knowledge development, during their process of writing written papers.
4. Experience with the assessment and grading of written papers

Supervising and assessing master theses (C)

1. Comprehensive knowledge of the theses topics which are suitable.
2. Extensive experience in conducting scientific research relevant to the discipline.
3. Extensive experience with students guidance, focused on skills and knowledge development, during their process of writing written papers.
4. Extensive experience with the assessment and grading of written papers.