

# VU Amsterdam - Examination Regulations

*These examination regulations apply to both centrally supported examination rooms (supported by IT and Corporate Real Estate and Facilities) and faculty supported examination rooms. In the interests of clarity and for the practical implementation of these examination regulations by invigilators, examiners and students, the decision was made to draw up one set of regulations for both types of rooms. As regards centrally supported examination rooms, Examination Boards are not free to deviate from the provisions outlined below as these are the Executive Board's conditions for the use of these examination rooms. As regards faculty supported examination rooms, Examination Boards are free to make any adjustments to their own faculty's provisions as they deem necessary in such cases, on the condition that the Examination Board in question clearly indicates these deviations and communicates any deviations to the invigilators, examiners, students and other stakeholders within the faculty.<sup>1</sup> VU Amsterdam strongly advises avoiding or limiting deviations as much as possible and adhering to the provisions outlined below.*

*Adopted by the Executive Board on 13 December 2022.*

*Appendix to the Rules and Guidelines of the Examination Board.*

In force as of 13 December 2022.

## 1. Rooms, support and time slots

- a. Vrije Universiteit Amsterdam has a range of both centrally supported examination rooms and faculty supported examination rooms. Corporate Real Estate and Facilities (FCO) and the Information Technology service department (IT) provide support for examinations held in the centrally supported examination rooms.
- b. Examinations that take place in the faculty examination rooms are supported by faculty Education Offices.
- c. Examinations will be scheduled in the following time slots:

	<b>Standard examination time</b>	<b>Extra examination time</b>	<b>Total duration of examination</b>
Block 1 (long – 2 hrs 45 min)	08:30 to 11:15	11:15 to 11:45	2 hrs 45 min - plus 30 min extra time
Block 2 (short – 2 hrs 15 min)	12:15 to 14:30	14:30 to 15:00	2 hrs 15 min - plus 30 min extra time
Block 3 (short – 2 hrs 15 min)	15:30 to 17:45	17:45 to 18:15	2 hrs 15 min - plus 30 min extra time
Block 4	18:45 to 21:30	21:30 to 22:00	2 hrs 45 min - plus 30 min extra time

<sup>1</sup> Items from which it is permissible for Examination Boards to deviate are indicated below in square brackets.

(long – 2 hrs 45 min)			
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- d. When multiple examinations with different start and end times are scheduled in centrally supported examination rooms at the same time, Corporate Real Estate and Facilities will ensure that the different groups of students disturb each other as little as possible when arriving and leaving.
- e. Students who have proof of having been granted extra examination time are allowed to sit their exams, including the extra time, in the regular examination room.

## 2. Student ID

- a. In order to participate in an examination, students must show the invigilator a valid ID.<sup>2</sup>
- b. Students taking part in a digital examination should use their personal VUnetID and password. Students are responsible for memorising both codes.
- c. Invigilators will check students' IDs and use the attendance sheet to verify that each student is registered for that particular exam.

## 3. Study aids

- a. Students must leave all personal belongings – especially books, notes, smartphones, smartwatches or anything else that could serve as a study aid – outside the examination room or put them in a place in the examination room designated by the invigilator. The aisles between the tables must be kept free at all times.
- b. In derogation to paragraph a, students may use study aids may during an examination if they have been approved as such in advance by the examiner or the Examination Board. Permitted study aids are also listed on the front page of the examination paper or the official report of the exam.
- c. Any student who has a study aid, that is not permitted, within reach during an examination or on a visit to the toilet during the examination, shall be guilty of academic misconduct.

## 4. Time constraints

- a. The examination room will be accessible to students fifteen minutes prior to the start of the examination.
- b. Once an examination has started, no one is permitted to enter the examination room.
- c. In derogation to paragraph b, the following applies to students who arrive late:
  - for the centrally supported examination rooms, students must stay in the waiting room; thirty minutes after the start of the examination in question, they will all be admitted to the examination room together.
  - [for faculty supported examination rooms, students will be admitted up to thirty minutes after the start of the examination in question.]
- d. Students are not permitted to leave the examination room during the first thirty minutes of an examination.

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<sup>2</sup> Examples include a university registration card, passport, ID card, driving licence or ACTA pass.

- e. Students are not permitted to leave the examination room during
  - the last thirty minutes of the examination in centrally supported examination rooms.
  - [the last thirty minutes of the examination in faculty supported examination rooms.]
- f. Students who continue to work after the official examination time has ended will be guilty of academic misconduct, with the exception of those who have been awarded extra time.
- g. In the case of an emergency or technical problem that hinders a student or group of students from writing an examination for any period of time, the examiner may deviate from the final time of the examination, as long as the new end time falls within the maximum time slot.

### **5. Visits to the toilet**

- a. Visits to the toilet are permitted no earlier than 90 minutes after the start time of the examination. [In faculty supported examination rooms, no earlier than 90 minutes after the start of the examination.]
- b. Any student who has submitted a medical note to the academic advisor before an examination stating that they should be allowed to visit the toilet within the initial 90-minute period may visit the toilet during the examination within the time period referred to in the first paragraph.
- c. For each group sitting a given examination in the same examination room, only one student at a time may use the toilet.
- d. Any student wishing to go to the toilet must show the invigilator that they are not carrying any study aids. The invigilator will also ensure that students who visit the toilet during the examination do not have contact with any other students and are not able to use any kind of study aid.
- e. When students leave their seats to visit the toilet, they will ensure that the chances of another student looking at their exam are minimal or nil, while leaving all examination materials behind where they were writing the exam.

### **6. Food and drink**

- a. Students are not permitted to eat in the examination room, unless they have been granted permission in connection with a disability or medical condition.
- b. It is only permitted to bring drinks into the examination room in a covered cup, mug or bottle. The invigilator or examiner may check to see whether the covered cup, mug or bottle has been tampered with by the student.

### **7. Invigilation**

- a. Examiners are responsible for the content of examinations.
- b. Invigilation is carried out under the responsibility and authority of the examiner. Invigilators are required to follow the examiner's instructions.
- c. The examiner will inform invigilators in writing or otherwise prior to the start of the examination of any study aids students are permitted to use, and other relevant details about the examination.

- d. For 50 or more students, at least two invigilators are required to be present. There should be one extra invigilator for every additional 50 students. At least one chief invigilator is present for each exam. The procedure for conducting interim examinations and the number of students taking the examination may result in a deviating number of invigilators.
- e. Invigilators will ensure that the exam question papers are handed out to students at the same time as much as possible, or that students start digital examinations at the same time.
- f. Students are obliged to follow the instructions of the examiner and the invigilator(s).
- g. To prevent academic misconduct, examiners and invigilators are allowed to check items students are using or are permitted to use during their exams.<sup>3</sup>
- h. If academic misconduct is suspected based on irregularities noted by the examiner or invigilator, then the examiner or the invigilator on the examiner's behalf must notify the student in question of this suspicion. Any materials or resources used in the suspected academic misconduct will be confiscated with proof of receipt. The suspected student may complete the exam. In the official report of the exam, the invigilator will state the student's name, the time it occurred and the alleged misconduct. In the event of suspected academic misconduct, the examiner will decide whether there is cause to report it to the Examination Board in accordance with the applicable rules and guidelines.
- i. The examiner will be present in the examination room during the exam or can be reached directly by the invigilator in case of irregularities during an exam.

### **8. Seat allocation**

The Examination Board may allocate students a specific seat in the examination room. The Examination Board shall inform invigilators of this in a timely fashion.

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<sup>3</sup> This may include such things as drink bottles, telephones, reference books, calculators, smartwatches, etc.