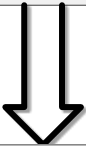


Information about (written and digital) examinations for lecturers

Faculty of Social Sciences

The timetable on rooster.vu.nl shows when and where a requested (resit/midterm)examination takes place

The (resit/midterm)examination is conducted at a shared external examination venue (Rai, Emergohal, Sportcentrum VU)



Before a written examination

- Two weeks before the examination, the lecturer will receive a message from the Education Office with information and a date for the filling of the examination boxes at the Education Office (**examinations*, answer paper**, rough paper, multiple-choice forms***, list of participants******). Transport of the examination materials to the examination venue is arranged by Campus Services.
- Three weeks before the examination, the lecturer will receive a message from the Education Office with the request to deliver the exams for students requiring additional facilities at least 10 working days prior to the examination via excie.fsw@vu.nl.
- The Education Office will organize suitable facilities for students with a disability.

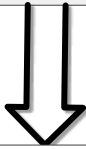
During a written examination

- The lecturer must be present in the examination room half an hour before the start of the examination and must be present for at least the first half hour of the examination.
- Invigilators are present (**via Campus Services**).
- The lecturer is at all times ultimately responsible for the proper conduct of the examination. When the lecturer leaves the examination room, he/she must be reachable by telephone for the invigilators.

After a written examination

- The lecturer will collect the completed examinations from the Education Office (the message from the Education Office indicates when this is possible). The completed examinations taken by students with special examination facilities are not in the examination boxes and can also be picked up at the Education Office.
- Exams are to be marked and grades have to be submitted within 10 working days.
- The lecturer is responsible for organizing an inspection session.
- The lecturer is responsible for archiving the examinations completed by students for a period of 2 years.

The (resit/midterm)examination is conducted at a shared internal examination venue (**DigiTent**)



Before a digital examination

- Six weeks before the digital examination, the lecturer will receive a message from the faculty supporters digital exams to make arrangements about the support, control and online preparation of the exam.
- Three weeks before the examination, the lecturer will receive a message from the Education Office with the request to deliver the exams for students requiring additional facilities at least 10 working days prior to the examination via excie.fsw@vu.nl.
- The Education Office will organize suitable facilities for students with a disability.
- The lecturer will take the examination material to the examination location (**rough paper, list of participants******).

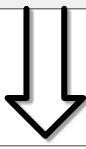
During a digital examination

- The lecturer must be present in the examination room half an hour before the start of the examination and must be present for at least the first half hour of the examination.
- Invigilators are present (**via Campus Services**).
- If a student is not enrolled for the examination, the Digitent staff member can still give the student access to the examination.
- The lecturer is at all times ultimately responsible for the proper conduct of the examination. When the lecturer leaves the examination room, he/she must be reachable by telephone for the invigilators.

After a digital examination

- The lecturer will have online access to the completed examinations. Exams are to be marked and grades have to be submitted within 10 working days.
- The completed examinations taken by students with special examination facilities can be picked up at the Education Office.
- The lecturer is responsible for organizing an inspection session.
- The lecturer is responsible for archiving the examinations completed by students for a period of 2 years.

The (resit/midterm)examination is conducted at an education room at the VU university campus



Before a written examination

- Three weeks before the examination, the lecturer will receive a message from the Education Office with the request to deliver the exams for students requiring additional facilities at least 10 working days prior to the examination via excie.fsw@vu.nl.
- If the examination takes place in more than one examination room, the lecturer will receive an allocation of the students among the rooms. The lecturer is responsible for communicating this allocation via Canvas.
- The Education Office will organize suitable facilities for students with a disability.
- The Education Office will provide the lecturer with the official report form, the form for reporting possible fraud and the list of attendance for surveillance.
- The lecturer will take the examination material to the examination location (**examinations*, answer paper**, rough paper, multiple-choice forms***, list of participants******).

During a written examination

- The lecturer must be present in the examination room half an hour before the start of the examination and must be present for at least the first half hour of the examination.
- Invigilators are present (**via Education Office**).
- The lecturer is at all times ultimately responsible for the proper conduct of the examination. When the lecturer leaves the examination room, he/she must be reachable by telephone for the invigilators
- The lecturer must be present during the last half hour of the examination to take the examination material.

After a written examination

- The invigilator provides the checkout list for the invigilators' service in the excie mailbox (1A-aisle).
- The lecturer will take the examination material with him/her. The completed examinations taken by students with special examination facilities can be picked up at the Education Office.
- Exams are to be marked and grades have to be submitted within 10 working days.
- The lecturer is responsible for organizing an inspection session.
- The lecturer is responsible for archiving the examinations completed by students for a period of 2 years.

*Via REPRO VU, repro@vu.nl examinations can be printed out, stating: course name, department cost center, number of copies, black and white or colour, double-sided or single sided and without or with staples.

** Answer paper can be obtained through your departmental secretariat.

*** Multiple-choice forms can be collected from your departmental secretariat together with a processing form. After the examination, the multiple-choice forms together with the processing form can be delivered in an envelope in the mailbox at the library on HG-1C-02. From the day after arrival, the examination will be processed by OKZ within five working days and you will receive an e-mail with the result. For more information: tentamenservice@vu.nl.

**** List of participants for the examination can be downloaded via VUnet. (For questions contact onderwijscoordinator.fsw@vu.nl)

1. Go to the dropdown-menu 'Go to'
2. Select 'List of participants'
3. Click on the course name under courses
4. Click on 'Type' and select 'Exam' (Note the date if the course name appears more than once)
5. Click on the top right on 'Attendance sheet exam'
6. The list of participants must be printed on A4, single sided, alphabetical and taken to the examination in duplicate

Contacts of the team Exam Organization

- **Campus Services:**
CentraalReserveringsBureau.fco@vu.nl
- **DigiTent:** Digitent@vu.nl
- **Exam Organization Education Office:**
excie.fsw@vu.nl
- **Faculty supporters digital exams:**
Testvision.fsw@vu.nl