

VU Amsterdam - Examination Regulations

The examination regulations outlined below refer to common examination rooms (rooms shared by multiple faculties) and non-shared examination rooms (rooms that are used by only one faculty at a time). In the context of clarity and the practical feasibility of these regulations for invigilators, examiners and students, the decision was made to draw up one regulation for both types of rooms. As regards common rooms, the Examination Boards are not free to deviate from the provisions outlined below as these are the Executive Board's conditions for the use of the common examination rooms. As regards examination rooms that are not shared, Examination Boards are free to make any adjustments to their own faculty's provisions they deem necessary, with the condition that the Examination Board in question must clearly indicate the deviations and communicate any deviations to the invigilators, examiners, students and other stakeholders within the faculty.¹ VU Amsterdam strongly advises avoiding or limiting deviations to the extent possible and adhering to the provisions outlined below.

Adopted by the Examination Board. Appendix to the Rules and Guidelines of the Examination Board.

In force as of 1 February 2020.

Please note: the definitions in grey in Article 1 will be adopted at a later time following the adjustments to the extra examination time that are currently being presented to the faculties for feedback.

1. Rooms, support and time slots

- a. VU Amsterdam has a range of both common and non-shared examination rooms.
- b. Exams with more than thirty participants can take place in the common examination rooms. Corporate Real Estate and Facilities provides support for examinations held in the common examination rooms.
- c. Examinations that take place in the non-shared examination rooms are supported by the faculty Education Offices.
- d. The examinations will be scheduled in time slots. VU Amsterdam uses the following time slots:

	Standard examination time	Extra examination time	Total duration of examination
Block 1 (long – 2 hrs 45 min)	8:30 - 11:15 AM	11:15 - 11:45 AM	2 hrs 45 min - plus 30 min extra time
Block 2 (short – 2 hrs 15 min)	12:15 - 2:30 PM	2:30 - 3:00 PM	2 hrs 15 min - plus 30 min extra time
Block 3 (short – 2 hrs 15 min)	3:30 - 5:45 PM	5:45 - 6:15 PM	2 hrs 15 min - plus 30 min extra time
Block 4 (long – 2 hrs 45 min)	6:45 - 9:30 PM	9:30 - 10:00 PM	2 hrs 45 min - plus 30 min extra time

- e. If multiple examinations are scheduled in common examination rooms at the same time with varying start and end times, Corporate Real Estate and Facilities will ensure that the groups of students disturb each other as little as possible when arriving and leaving.
- f. Students who have been granted extra examination time are entitled to sit their exams

¹ Various possible degrees of freedom have been included in brackets.

including the extra time in the regular examination rooms. The Examination Board shall inform the Department of Educational Planning in a timely fashion in the event that such a measure is necessary.

2. Student ID

- a. In order to participate in an examination, students must show a valid ID to the invigilator.²
- b. Students taking part in an electronic assessment should use their personal VUnetID and password. Students are responsible for memorising both codes.
- c. The invigilator checks the ID and establishes based on the attendance sheet whether a student is registered for the exam in question.

3. Study aids

- a. Students must leave all items, particularly books, notes, smartphones, or anything else that could serve as study aids, outside the examination room or put them in a place in the examination room designated by the invigilator. Aisles between the tables must be kept free at all times.
- b. In derogation of paragraph a, a study aid may be used by the student during an examination if it has been approved as such in advance by the examiner or the Examination Board. Permitted study aids are also mentioned on the front page of the examination paper.
- c. Any student who has a non-approved study aid within reach during an examination or during a visit to the toilet during the examination, is guilty of academic misconduct.

4. Time constraints

- a. The examination room is accessible to students fifteen minutes prior to the start of the examination.
- b. Once an examination has started, nobody may enter the examination room.
- c. In derogation of paragraph b, the following has been decided for students who arrive late:
 - for the common examination rooms: students stay in the waiting room. Thirty minutes after the start of the examination in question, they are all admitted to the examination room together;
 - [for the non-shared 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.
- e. Students are not permitted to leave the examination room during:
 - the last thirty minutes of the examination in the common examination rooms;
 - [the last thirty minutes of the examination in the non-shared examination rooms].
- f. Students who continue to work after the official examination time has ended are guilty of academic misconduct, with the exception of those who have been awarded extra time.

² Examples include a university registration card, passport, driving license, Academic Centre for Dentistry Amsterdam pass, ID card or public transport travel pass.

5. Visits to the toilet

- a. Visits to the toilet are permitted no earlier than one-and-a-half hours after the start time of the examination. [in the non-shared examination rooms no earlier than one-and-a-half hours after the start of the examination]
- b. Any student who has submitted a medical note to the academic advisor before an examination that states that he or she should be allowed to visit the toilet within that period of 90 minutes, may visit the toilet during the examination and the time period, as intended in the first paragraph.
- c. For each group taking a particular examination, only one student at a time may visit 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 also ensures that any student visiting the toilet during an examination does not enter into any contact with other students and is not able to use any kind of study aid.
- e. Any student wishing to visit the toilet must leave all the examination materials in place, with a blank page facing upwards at the place where he or she is sitting in the examination room.

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. The consumption of beverages during examinations is allowed. Cups, bottles, or any other beverage containers may be checked by an invigilator or examiner to see whether they have been tampered with.

7. Invigilation

- a. Examiners are responsible for the content of the examination.
- b. Invigilators work under the responsibility and authority of the examiner. The invigilators are required to follow the examiner's instructions.
- c. The examiner informs invigilators prior to the start of the examination of any study aids students are permitted to use and other relevant details for the examination.
- d. For 50 or more students, at least two invigilators are required to be present. There should be one additional invigilator for every additional 50 students. At least one chief invigilator is present per exam. The method of the exam and the number of students taking the exam may result in a deviating standard.
- e. The invigilators will ensure that the exam question papers are handed out to students at the same time to the extent possible.
- 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 conduct checks on items students use or may use during their exams.³
- h. If academic misconduct is suspected based on the 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 may be confiscated with proof of receipt. The student may complete the exam. In the event of suspected academic misconduct, the examiner decides whether there is cause to report it to the Examination Board in accordance with the applicable rules and guidelines.
- i. The invigilator will inform the examiner immediately of questions asked by students and irregularities during the exam. For this purpose the examiner will be

³ This includes bottles of water, legal codes, calculators, watches with internet function, etc.

present in the examination room during the exam or can easily be contacted by the invigilator.

8. Seat allocation

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