Guidelines for the Conduct of Written Examinations at Uppsala University

as of Autumn Semester 2015

Adopted by the Vice-Chancellor on 23 June 2015
# Table of Contents

1. **Introduction**  
   - Page 1

2. **Anonymous examination codes**  
   - Page 1

3. **Instructions for candidates**  
   - Page 1

4. **Instructions for departments**  
   - Page 3
     4.1 **Responsible teachers**  
        - Page 3
     4.2 **Secrecy for examination papers**  
        - Page 4
         4.2.1 **Printing of examination papers**  
            - Page 4
         4.2.2 **Handling of examination papers and answer sheets**  
            - Page 4
     4.3 **Transportation of examination papers and answer sheets**  
        - Page 4
     4.4 **Review of examination papers**  
        - Page 4
     4.5 **Archiving and weeding of documents**  
        - Page 4

5. **Responsibility for the Buildings Division’s Examinations Coordination Office**  
   - Page 5
     5.1 **Examination invigilators**  
        - Page 5
      5.1.1 **Chief invigilator**  
         - Page 5

**Appendix 1** **Booking of Examination Places**  
- Page 6

**Appendix 2** **Responsibility for Handling Examination Papers and Answer Sheets**  
- Page 8

**Appendix 3** **Transportation of Examination Papers and Answer Sheets**  
- Page 8

**Appendix 4** **Instructions for the Buildings Division’s Examinations Coordination Office**  
- Page 9

**Appendix 5** **Duties of Invigilators**  
- Page 11

**Appendix 6** **Duties of the Chief Invigilator**  
- Page 13
1 Introduction

The present guidelines are for the conduct of written examinations for candidates registered at Uppsala University. For the purpose of these guidelines examination means, in addition to a written examination at the end of a course, any examination taken during part of a course (test or equivalent), but not an examination or test taken as an entry requirement or a diagnostic test.

The guidelines set out the rights and duties of university departments, the Examinations Coordination Office of Uppsala University’s Buildings Division, examination invigilators and candidates with regard to the conduct of written examinations and the handling of examination papers and answer sheets.

Departments shall inform all academic and other staff who work with written examinations about the guidelines for the conduct of written examinations.

2 Anonymous examination codes

A system of anonymous examination codes shall be used for all examinations. After registering for an examination, each candidate will be issued with an anonymous examination code which he/she shall take to the examination hall.

The candidate shall write his/her anonymous examination code on each answer sheet. The anonymity will be broken when the examination paper has been marked, before the examiner makes a decision as to grading.

A disciplinary domain board/faculty board may, if special reasons obtain, decide that a certain examination shall be conducted without anonymous examination codes. This decision may only be delegated to the Dean or other decision-making body established by the board.

The disciplinary domain board/faculty board shall determine the procedures for applying anonymous examination codes. If examination places are booked through the Buildings Division’s Examinations Coordination Office the board’s decision shall accord with the procedure directed by the Examinations Coordination Office.

3 Instructions for candidates

Candidates shall register for an examination session at the time and pursuant to the arrangement determined by the department, and bring with them to the examination venue their own pens, erasers and valid photo ID.

1. Only candidates who have registered for the examination at the time and pursuant to the arrangement determined by the department may take the examination. It is not possible for candidates to register for the examination in the examination hall.

2. Valid photo ID is required in order to take an examination. Without valid photo ID no candidate is entitled to take the examination. Candidates shall display valid photo ID so as to be easily visible on their examination desks and shall present their photo ID when handing in their answer sheets.

3. If a candidate who registers to take an examination has a functional disability and has been granted special measures support by the liaison officer for students with disabilities at the
Student Affairs and Academic Registry Division, the candidate shall notify the department to that effect at the time and pursuant to the arrangement that the department has decided.

4. Written examinations shall commence at the time officially announced for the start of the examination. It is therefore important to arrive in plenty of time, so that the invigilators have sufficient time to show candidates to their places before the examination commences.

5. Before the start of the examination, candidates shall place all coats, bags and mobile telephones in an area indicated by the invigilators. Mobile telephones must be turned off. While the examination is in progress, bags may only be opened in the presence of an invigilator.

6. Candidates may only use the rough paper and answer sheets handed out by the invigilators. Only authorised materials and items stated on the examination papers may be used.

7. Candidates shall be shown to their places by the invigilators.

8. Candidates who arrive late after the invigilators have commenced handing out the examination papers must wait outside the examination hall until 25 minutes after the official time stated for the start of the examination. Before candidates are allowed in and shown to their places in the examination hall, they shall be informed about the relevant examination regulations. Candidates arriving more than 30 minutes after the official time stated for the start of the examination are not permitted to take the examination.

9. Candidates may not leave the examination hall during the first 45 minutes of the examination.

10. There shall be order and silence in the examination hall. Any candidate who fails to comply with the invigilators’ instructions regarding the examination regulations may be asked by the chief invigilator to withdraw from the examination and leave the hall. In that case the candidate must hand in his/her answer sheets affixed the anonymous examination code, show valid photo ID and have his/her name ticked off on the list of registered candidates.

11. It is not permitted for candidates to borrow materials or items from one another while the examination is in progress. Candidates are obliged to show, upon request, paper, materials or items during the examination. Any candidate who refuses will be deemed to be seeking to obstruct the examination and will therefore be shown out of the examination hall. The decision in that respect is made by the chief invigilator.

12. If a candidate leaves his/her desk while the examination is in progress, in order not to be suspected of cheating the candidate shall conceal his/her answer in an appropriate manner so that it is not possible for anyone else to read it.

13. All candidates taking the examination shall upon completion hand in their answer sheets with the anonymous examination code written on each answer sheet and shall show valid photo ID. This also applies to candidates who hand in a blank answer sheet.

14. Once the candidates have handed in their answer sheets and the invigilator has counted the number of answer sheets, the candidate shall sign his/her name to confirm the number of answer sheets as instructed by the invigilator.
15. Under Chapter 10 Section 1 of the Higher Education Ordinance, disciplinary measures, that is the issue of a formal warning or exclusion from examinations for up to six months, may be taken against students who
− by prohibited aids or other means attempt to deceive during examinations or when academic work is otherwise assessed,
− disrupt or obstruct teaching, tests or other activities within the framework of studies at the institution of higher education.

Chapter 10 Section 9 of the Higher Education Ordinance states that if there is cause to suspect such offences, the Vice-Chancellor shall promptly be notified. The Vice-Chancellor shall decide whether the matter shall be referred to the Disciplinary Committee for a hearing.

4 Instructions for departments
The departments are responsible for organising and conducting written examinations, which means that the departments shall
1. inform prospective candidates of how, when and in what manner they are to register for examinations;
2. inform prospective candidates about their duties and responsibilities during the examination;
3. inform prospective candidates about the regulations concerning disciplinary measures in Chapter 10 of the Higher Education Ordinance, see 3 above;
4. appoint responsible teachers for the written examinations;
5. be responsible for external examination candidates in the same manner as for their own students;
6. book the requisite examination places.

The responsible department determines whether a written examination shall be conducted in an examination hall that is timetabled by the Examinations Coordination Office of Uppsala University’s Buildings Division. If the department books the examination places it requires through the Examinations Coordination Office, the instructions apply that are set out in Appendix 1 Booking of Examination Places. If the department books examination places and examination invigilators in some other way, the department has equivalent responsibilities as set out in Appendix 1.

4.1 Responsible teachers
The responsible teacher shall inform the candidates in good time prior to the written examination of which materials and items are permitted during the examination.

The teacher is responsible for ensuring that an individual with knowledge of the examination is available by telephone for the invigilators to consult 30 minutes prior to the start of the examination and for a further 90 minutes thereafter.

Teachers who are present in the examination hall while the examination is in progress shall show identification to the invigilators.
4.2 Secrecy for examination papers

Under Chapter 17 Section 4 of the Public Access to Information and Secrecy Act, all information that is included in, or forms the basis for, examination papers shall be subject to secrecy if it may be assumed to be counter to the purpose of the examination if the information is disclosed. The examination papers are therefore secret documents up until the time the examination takes place.

4.2.1 Printing of examination papers

The responsible teacher for the written examination is charged with delivering the examination manuscript under conditions of guaranteed secrecy to the person responsible for printing the manuscript.

Examination papers shall never be left visible while printing and photocopying is taking place. The examination papers shall be placed for safekeeping in a sealed envelope in a locker or other space with satisfactory locking device. If a self-sealing envelope is used, the seal should be reinforced with staples. The examination papers shall be handed over in a manner that guarantees secrecy.

Examination manuscripts, drafts and the like shall be handled under conditions of guaranteed secrecy and may not be disposed of in a waste basket but should be destroyed using a document shredder.

4.2.2 Handling of examination papers and answer sheets

Appendix 2 states the procedures that apply to the handling of examination papers and answer sheets.

4.3 Transportation of examination papers and answer sheets

If the department, against payment of a charge, desires assistance to transport examination papers to, and answer sheets from, the examination hall that is timetabled by the Buildings Division’s Examinations Coordination Office, this shall be notified to the Examinations Coordination Office when the department books examination places.

Appendix 3 states how examination papers and answer sheets shall be transported to and from the examination hall.

4.4 Review of examination papers

If, after the answer sheets have been marked, a teacher reviews the examination paper with the students, the original answer sheets should not be taken out of the room. Forgery can be prevented by, for example, only handing out copies of the answer sheets.

4.5 Archiving and weeding of documents

After the examination session one copy of each examination paper shall be placed in the past exams archive.

The candidates’ answer sheets that are kept by the departments are public documents and shall be available to anyone who wishes to read them.
Provided that examination grades have been recorded, according to the Swedish National Archives’ decision relating to weeding of documents (RA-FS 2011:2), answers to written examination papers shall be

− returned to the candidates

or

− disposed of two years after grading.

5 Responsibility for the Buildings Division’s Examinations Coordination Office

Instructions for the Buildings Division’s Examinations Coordination Office ahead of, and in connection with, examinations are provided in Appendix 4.

5.1 Examination invigilators

For invigilators who are engaged to invigilate through the Buildings Division’s Examinations Coordination Office, working hours shall be agreed in advance with the Examinations Coordination Office. Where invigilators are engaged by a department, the department is responsible for agreeing working hours with the invigilators.

No invigilator is ever permitted to work alone. At least two invigilators shall be engaged for each work session.

The duties of invigilators are set out in Appendix 5.

5.1.1 Chief invigilator

If the department books invigilators via the Buildings Division’s Examinations Coordination Office, the Examinations Coordination Office shall appoint a chief invigilator to perform the duties stated in Appendix 6.

If the department books invigilators in another manner, the department is responsible for appointing a chief invigilator to perform the duties equivalent to those in Appendix 6.
Appendix 1 Booking of Examination Places

Examination places in examination halls that are timetabled by the Buildings Division’s Examination Coordination Office shall be booked according to the instructions of the Examinations Coordination Office. The fee charged is per booked candidate hour (= number of candidates × number of hours booked). The fee includes the cost of hiring the examination hall and examination invigilators.

Bookings for examination places may be cancelled, which must be done in writing to the Examinations Coordination Office no later than ten days prior to the examination session, otherwise the department will be charged for the places. (Written examinations should therefore have been marked before the cancellation period for examination re-sits expires.)

Where written examinations are held in examination halls that are timetabled by the Buildings Division’s Examinations Coordination Office, all invigilators shall be engaged through or after agreement with the Examinations Coordination Office.

If a candidate who registers to take an examination has some form of functional disability and has been granted special measures support, the department shall notify the Examinations Coordination Office to that effect no later than ten days prior to the examination. The Examinations Coordination Office shall see to it that the candidate is able to undertake the examination with the support of special measures if the notification has arrived no later than ten days prior to the examination.

The department shall also

1. see to it that a sufficient number of copies of the examination papers are available in the examination hall for the examination session;
2. see to it that a completed copy of the form issued by the Examinations Coordination Office (available online) for each examination is available in the examination hall at each examination session. The following information must be provided on the form:
   - Details of when the examination is to be held (date and time)
   - The name and telephone number of the responsible teacher during the examination
   - Details of all permitted materials and items
   - The name of the person to whom the list of registered candidates shall be sent
   - Any further information requested by the Examinations Coordination Office;
3. see to it that a sufficient amount of rough paper and a sufficient number of answer sheets accompany the examination papers, however the usual lined writing paper and graph paper will be provided by the Examinations Coordination Office in the case of examinations held in examination halls timetabled by the Examinations Coordination Office;
4. see to it that a list of candidates who have registered for the examination is available in the examination hall. Candidates who have not registered for the examination will not be allowed to take the examination. It is not possible for candidates to register in the examination hall;
5. collect the candidates’ answer sheets no later than 10 minutes after the end of the examination in the case of examinations held in examination halls timetabled by the Buildings Division’s Examinations Coordination Office, unless an individual has been engaged through the Examinations Coordination Office to transport the answer sheets from the hall. If the answer
sheets are not collected, the chief invigilator shall place them for safekeeping in a secure locker adjacent to the examination hall. The Examinations Coordination Office is responsible for the safekeeping of the answer sheets until an individual appointed by the department collects them.
Appendix 2 Responsibility for Handling Examination Papers and Answer Sheets

**Alternative 1: The department books transport via the Buildings Division’s Examinations Coordination Office**

The department is responsible for the handling of examination papers until the department hands them over at the time and place directed by the Examinations Coordination Office. The Examinations Coordination Office is thereafter responsible for the examination papers and answer sheets until the department collects them after the examination is over at the time and place directed by the Examinations Coordination Office. The responsibility then passes to the department.

**Alternative 2: The department is itself responsible for transport of examination papers and answer sheets**

The department is responsible for the examination papers until they are handed over to the invigilators in the examination hall, which shall be no later than 30 minutes prior to the start of the examination. The Examinations Coordination Office is thereafter responsible for safekeeping of the examination papers and answer sheets until an individual appointed by the department collects them, which shall be no later than 10 minutes after the end of the examination.

If the answer sheets are not collected, the chief invigilator shall place them for safekeeping in a secure locker adjacent to the examination hall. The Examinations Coordination Office is responsible for the safekeeping of the answer sheets until an individual appointed by the department collects them.

The department shall provide written notification of who is to collect and/or hand over examination papers and answer sheets. This information is best provided together with the examination papers.

Appendix 3 Transportation of Examination Papers and Answer Sheets

**Alternative 1: Transportation booked via the Buildings Division’s Examinations Coordination Office**

The examination papers shall be placed in sealed, appropriate transportation packaging labelled with the details of the responsible department, which examination papers are in the package, and in which examination hall and at what time the examination is to take place. The examination papers shall be delivered prior to the examination at the place and time directed by the Examinations Coordination Office. The Examinations Coordination Office is responsible for the return transportation subject to the same conditions.

**Alternative 2: The department itself is responsible for transportation of examination papers and answer sheets**

If transportation is not booked via the Examinations Coordination Office, the department is responsible for transporting the examination papers to, and answer sheets from, the examination hall. The examination papers shall be made available to the invigilators in the examination hall no later than 30 minutes before the start of the examination, together with any other materials that the department wishes to have handed out to the candidates.
The examination papers shall be placed in sealed, appropriate transportation packaging labelled with the details of the responsible department, which examination papers are in the package, and in which examination hall and at what time the examination is to take place.

The individual(s) appointed by the department to deliver and/or collect the examination papers and answer sheets respectively or who are in the examination hall while the examination is in progress, shall upon request present identification to the chief invigilator. The department shall provide written notification of who is to collect and/or hand over examination papers and answer sheets. This information is best provided together with the examination papers.

If no-one from the department arrives to collect the students’ answer sheets following examinations held in examination halls that are timetabled by the Buildings Division’s Examinations Coordination Office, the chief invigilator shall place the answer sheets for safekeeping in a secure locker adjacent to the examination hall after the end of the examination. The candidates’ answer sheets will then not be accessible until the next examination takes place in the same hall or at another time agreed with the Examinations Coordination Office.

Appendix 4 Instructions for the Buildings Division’s Examinations Coordination Office

These instructions apply for written examinations conducted in examination halls timetabled by the Buildings Division’s Examinations Coordination Office and where the Examinations Coordination Office is responsible for the examination hall, the examination invigilators and transportation of the examination papers and answer sheets.

The Examinations Coordination Office does not supply invigilators or transportation for the examination papers and answer sheets if the department books the examination hall through the Examinations Coordination Office but conducts the examination itself.

In connection with the examination, the Examinations Coordination Office is responsible for ensuring that

1. the examination hall is in good order, prepared and ready for the written examination to be held no later than 30 minutes prior to the start of the examination;

2. the requisite number of invigilators are present in the examination hall no later than 30 minutes prior to the start of the examination and for the entire examination and that the invigilators are familiar with the guidelines for the conduct of written examinations;

3. special measures are taken to assist students with functional disabilities for whom the department has requested such measures, if the measures have been notified according to the Examinations Coordination Office’s directions;

4. the examination papers and answer sheets are stored securely until an individual appointed by the department collects them;

5. individual(s) are appointed to be responsible for timetabling (distribution of places and invigilators) in examination halls that are timetabled by the Examinations Coordination Office;

6. timetabling procedures and guidelines are prepared for examination halls that are timetabled by the Examinations Coordination Office;
7. wherever possible examination halls are timetabled according to the wishes of the departments;

8. instructions are issued for how delivery and collection of examination papers and answer sheets at the different examination halls should be effected;

9. guidelines are prepared for the recruitment of invigilators and that invigilators are recruited;

10. invigilators are trained;

11. invigilators are employed for each examination session;

12. a chief invigilator and deputy chief invigilator are appointed ahead of each examination session;

13. reports of any failure to comply with the guidelines for the conduct of written examinations are compiled and sent to the heads of departments concerned;

14. fees are paid to the invigilators.
Appendix 5 Duties of Invigilators

Examination invigilators at Uppsala University are subject to the following regulations:

1. Invigilators shall report to the examination hall no later than the time stated on the work schedule.

2. Invigilators are responsible for maintaining order and for ensuring that there is silence in the examination hall.

3. The invigilators shall direct the candidates to their places in the examination hall before the start of the examination. Candidates should be mixed with other candidates taking different examinations in order to prevent cheating. Teachers visiting the examination hall must have access to the seating plan.

4. The invigilators shall inform the candidates that only the materials and items specified on the examination papers are permitted and that candidates are otherwise only permitted to bring into the examination hall pens, erasers, a ruler and, if required, a snack or packed lunch.

5. The invigilators shall request the candidates to turn off their mobile telephones and to place them in the area directed.

6. The invigilators shall direct candidates to where they can place bags and coats. While the examination is in progress, bags may only be opened in the presence of an invigilator.

7. At the start of the examination, the invigilators shall collectively check to ensure that no unauthorised materials or items are accessible to candidates.

8. The invigilators shall hand out the examination papers, rough paper and writing paper (answer sheets).

9. Candidates who arrive after the examination papers have begun to be handed out must wait outside the examination hall until 25 minutes after the official time stated for the start of the examination. Before they are allowed in and shown to their places in the examination hall, the candidates shall be informed about the examination regulations. Candidates arriving more than 30 minutes after the official time stated for the start of the examination are not permitted to take the examination.

10. No candidate is permitted to leave the room during the first 45 minutes of the examination.

11. The invigilators shall keep their attention concentrated on the candidates.

12. The invigilators shall circulate in the examination hall.

13. The invigilators shall during the examination check the candidates’ photo ID that candidates shall display so as to be easily visible on their desks.

14. The invigilators may make random checks during the examination to ensure that no unauthorised materials or items are accessible.
15. The invigilators shall regularly check to ensure that there are no unauthorised materials or items in the toilets.

16. The invigilators must be able to present their own identification and shall request identification from teachers who are present in the examination hall while the examination is in progress and from the individual appointed to collect the answer sheets.

17. If an invigilator suspects that a candidate is attempting with unauthorised materials or items or in some other manner to deceive or cheat during the examination, or considers that a candidate is disrupting or obstructing the examination, he/she shall proceed as follows:

− note down the candidate’s name and the names of any witnesses;
− request the candidate to hand over any evidential material;
− if necessary, re-seat the candidates in different places;
− make a written report of the incident to the teacher responsible for the examination.

Invigilators are not permitted to carry out personal searches, to check the contents of bags or to take other coercive action.

A candidate may not be expelled from the examination or be forced to withdraw from the examination because of suspicion of cheating.

Any candidate who is clearly disrupting or obstructing the examination, for example by refusing to hand over evidential material, can be asked to withdraw from the examination immediately and to leave the examination hall upon the decision of the chief invigilator. The candidate shall hand over his/her answer sheets with anonymous examination code, show valid photo ID and have his/her name ticked off on the list of registered candidates.

18. The invigilators shall inform the candidates that they must write the anonymous examination code they have been given on each of their answer sheets before the end of the examination.

19. When 10 minutes remain of the examination time, the invigilators shall announce this to the candidates, and that they must stop writing within the given time.

When the time for the examination is up, the invigilators shall see to it that all the candidates stop writing. If a candidate fails to stop writing when instructed to do so, it shall be reported to the responsible teacher.

20. All candidates taking the examination shall after the end of the examination hand in their answer sheets marked with their anonymous examination code on each answer sheet and show valid photo ID. This also applies to candidates who hand in a blank answer sheet.

The invigilator shall tick off the candidate’s name on the list of registered candidates when the answer sheets are handed in and check that the personal details tally with the photo ID shown and that the anonymous examination code on the answer sheets tallies with the list. After the examination is over, the list shall be sent separately to the department.

Once each candidate has handed in his/her answer sheets, the invigilator shall count the number of answer sheets. The candidate shall confirm the number of answer sheets by signing his/her name as directed by the invigilator.
21. Invigilators shall avoid introducing and eating food during the work shift that may cause an allergic reaction in others. Strong smells, such as perfume, shall also be avoided.

Appendix 6 Duties of the Chief Invigilator

For each written examination session, the Examinations Coordination Office shall appoint a chief invigilator. The chief invigilator shall:

1. after consultation with the other invigilators, allocate the various tasks among the invigilators and schedule break times;

2. contact the individual responsible for the examination in the department either directly or via the Examinations Coordination Office if any problem arises that the invigilators cannot resolve;

3. decide that any candidate who is manifestly disrupting or obstructing the examination shall immediately withdraw from the examination and leave the examination hall;

4. determine a plan for evacuating the examination hall in the event of an emergency situation (e.g. fire or bomb threat);

5. see to it that answer sheets that have not been collected by the department 10 minutes after the end of the examination are placed for safekeeping in a secure locker adjacent to the examination hall;

6. be responsible for sending the list of registered candidates separately to the department in accordance with the details stated on the Examinations Coordination Office’s form;

7. see to it that the examination hall is in good order and securely locked when he/she leaves the hall.