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# Guidelines for the Conduct of Written Examinations at Uppsala University

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## 1 Introduction

The present guidelines are for the conduct of written examinations for students enrolled 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 responsibilities 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 must inform all 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 is used for examinations. After registering for an examination, candidates receive an anonymous examination code that they take to the examination hall.

Candidates must write their anonymous examination code on each answer sheet. Writing the code is part of the examination and must be done within the time allotted for the examination. The anonymity will be broken when the examination has been marked, before the examiner decides on grades.

If there are special reasons for doing so, a disciplinary domain board/faculty board may decide that a certain examination will be conducted without anonymous examination codes. This decision may only be delegated to a dean or to a decision-making body established by the board.

The disciplinary domain board/faculty board determines the procedures for applying anonymous examination codes. If examination places are booked through the Buildings Division's Examinations Coordination Office, the board's decision must conform with the procedures directed by the Examinations Coordination Office.

## 3 Instructions for candidates

Candidates must register for an examination session at the time and in the manner determined by the department, and bring to the examination their own pens, erasers and valid photo ID, for example, a passport, driving licence or national ID card. The ID presented must be an original document (not a copy). A residence permit is not acceptable ID.

1. Only candidates who have registered for an examination at the time and in the manner determined by the department may take the examination. It is, however, never possible to register for an examination at the examination venue.
2. Valid photo ID is required in order to take an examination. No candidate is entitled to take the examination without valid photo ID. For the purpose of confirming candidates' identity at the examination session, candidates must show their face. If necessary, an invigilator can conduct an identity check in private. Candidates display valid photo ID so as to be easily visible on their examination desks and must present their ID when they hand in their answer sheets.

3. If a candidate who is going to take an examination has a disability and has been granted special measures support by a coordination officer for students with disabilities at the Student Affairs and Academic Registry Division, the candidate must notify the department of this at the time and in the manner that the department has decided.
4. Written examinations will start at the appointed time. It is therefore important to arrive in good time, so that the invigilators have time to show candidates to their places before the examination starts.
5. Before the start of the examination, candidates must leave coats, bags and mobile telephones or other electronic devices in the place indicated by the invigilators. If the examination venue is equipped with lockers, mobile telephones and similar devices must be placed in them. 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 aids explicitly allowed for the examination papers may be used.
7. Candidates will be shown to their places by the invigilators.
8. Candidates who arrive after the appointed start time must wait outside the examination room until 25 minutes after the appointed start time. Before they are allowed in and shown to their places in the room, they must be informed of the code of conduct during the examination. Candidates who arrive more than 30 minutes after the appointed start time are not permitted to take the examination.
9. Candidates are not allowed to leave the room during the first 45 minutes of the examination. Candidates who leave the room while the examination is in progress are not allowed to return.
10. There must be order and silence in the examination room. Any candidate who fails to comply with the invigilator's instructions regarding order in the examination room may be asked by the chief invigilator to withdraw from the examination and leave the room. In that case the candidate must hand in their answer sheets with the anonymous examination code, show valid photo ID and have their name ticked off on the list of registered candidates.
11. Candidates are not allowed to pass aids to one another while the examination is in progress. Upon request, candidates must show papers or aids during the examination. Any candidate who refuses will be deemed to be obstructing the examination and will therefore be ordered to leave the examination room. Any decision to order a candidate to leave must be made by the chief invigilator.
12. If a candidate leaves their desk while the examination is in progress, in order not to be suspected of cheating they must conceal their answers in an appropriate manner so that it is not possible for anyone else to read them.
13. At the end of the examination, all candidates taking the examination must hand in their answers with the anonymous examination code written on each answer sheet and show valid photo ID. This also applies to candidates who hand in a blank answer sheet.

14. Once the candidates have handed in their answers and the invigilator has counted the number of answer sheets, candidates must sign 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, a warning or suspension for up to six months, may be taken against students who:
  - use prohibited aids or other methods to attempt to deceive during examinations or other forms of assessment of study performance;
  - disrupt or obstruct teaching, tests or other activities within the framework of courses and study programmes at the higher education institution.

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

## 4 Instructions for departments

The departments are responsible for organising and conducting written examinations, which means that the departments must:

1. inform students how, when and in what manner they are to register for examinations;
2. inform candidates for an examination about their duties and responsibilities during the examination;
3. inform candidates for an examination about the regulations concerning disciplinary measures in Chapter 10 of the Higher Education Ordinance (see above, Section 3);
4. appoint teachers responsible for the written examination;
5. be responsible for external examinees in the same manner as for their own students;
6. book examination places.

The responsible department determines whether a written examination will be conducted in an examination room that is timetabled by the Examinations Coordination Office of Uppsala University's Buildings Division. If the department books examination places 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 invigilators in some other way, the department has responsibilities equivalent to those set out in Appendix 1.

### 4.1 Responsible teacher

The teacher must inform the candidates well in advance of the written examination what aids 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 before the start of the examination and for a period of 90 minutes from that point.

Any teacher appearing in the examination room while the examination is in progress must present identification to the invigilators.

## 4.2 Secrecy for examination papers

Under Chapter 17, Section 4 of the Public Access to Information and Secrecy Act, information that is included in, or forms the basis for, an examination is subject to secrecy if it may be assumed to be contrary 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 responsible for delivering the examination manuscript under conditions of guaranteed secrecy to the person responsible for printing the papers.

Examination papers must never be left visible while printing and photocopying is taking place.

The examination papers must be kept in a sealed envelope in a locker or other space with satisfactory locking arrangements. If a self-sealing envelope is used, the seal should be reinforced with staples. The examination papers must be handed over in a manner that guarantees secrecy.

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

### 4.2.2 Handling of examination papers and answers

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

## 4.3 Transportation of examination papers and answers

If the department, against payment of a charge, desires assistance to transport examination papers to, and answers from, an examination room that is timetabled by the Buildings Division's Examinations Coordination Office, the department must notify the Examinations Coordination Office of this when booking examination places.

Appendix 3 states how examination papers and answers are to be transported to and from the examination room.

## 4.4 Review of examinations

If, after the answers have been marked, a teacher reviews an examination with the students, no one should be allowed to take the original answer sheets out of the room. Falsification of documents can be prevented by, for example, only handing out copies of the answer sheets.

## 4.5 Archiving and disposal of documents

After the examination, one copy of the examination papers must be preserved.

Candidates' answers that are kept by the departments are public documents and must be available to anyone who wishes to read them.

Provided that grades have been recorded, the Swedish National Archives decision on the disposal of documents (RA-FS 2011:2) directs that answers to questions in written examination papers may be:

- returned to the candidate  
or
- disposed of two years after grading.

## 5 Responsibility of 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 Invigilators

Where invigilators are engaged by the Buildings Division's Examinations Coordination Office, working hours are agreed in advance with the Examinations Coordination Office. Where invigilators are engaged by a department, the department is responsible for agreeing on working hours.

No invigilator is ever permitted to work alone. At least two invigilators must 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 examination places via the Buildings Division's Examinations Coordination Office, the Examinations Coordination Office appoints 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 an invigilator to perform duties equivalent to those in Appendix 6.

## Appendix 1 Booking of examination places

Examination places in examination rooms timetabled by the Buildings Division's Examinations Coordination Office must 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 room and invigilators.

Bookings for examination places may be cancelled. This must be done in writing to the Examinations Coordination Office no later than ten days before the examination, 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 rooms that are timetabled by the Buildings Division's Examinations Coordination Office, all invigilators must be engaged through or by agreement with the Examinations Coordination Office.

If a candidate for an examination has some form of disability and has been granted special measures support, the department must notify the Examinations Coordination Office of this no later than ten days before the examination takes place. If notification has been received no later than ten days before the examination takes place, the Examinations Coordination Office must see to it that the candidate is able to take the examination with the support of special measures.

The department must also:

1. See to it that a sufficient number of copies of the examination papers are available in the examination room at the time of the examination.
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 the time of the examination. The following information must be provided on the form:
  - The date and time of the examination.
  - The name and telephone number of the responsible teacher during the examination.
  - Details of all permitted aids.
  - The name of the person to whom the list of registered candidates is to 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, ordinary lined writing paper and graph paper will be provided by the Examinations Coordination Office in the case of examinations held in examination rooms 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 room. Candidates who have not registered for the examination will not be allowed to take the examination. It is, however, never possible for candidates to register for the examination at the examination venue.
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 rooms 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 venue. If the answer sheets are not collected, the chief invigilator will lock them in a locker close to the examination

room. 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 has handed 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 at the examination venue, which must be done no later than 30 minutes before 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 must be done no later than 10 minutes after the end of the examination.

If the answer sheets are not collected, the chief invigilator will lock them in a locker close to the examination room. The Examinations Coordination Office is responsible for the safekeeping of the answer sheets until an individual appointed by the department collects them.

The department must provide written notification of who will hand over examination papers and/or collect 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 must be placed in sealed, appropriate transportation packaging labelled with the name of the responsible department, and a statement of which examination papers are in the package, and in which examination room and at what time the examination is to take place. The examination papers must be delivered before the examination at the place and time directed by the Examinations Coordination Office. The Examinations Coordination Office is responsible for return transportation under the same conditions.

### **Alternative 2: The department is itself 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 the answer sheets from, the examination venue. The examination papers must be available to the invigilators in the examination room 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 must be placed in sealed, appropriate transportation packaging labelled with the name of the responsible department, and a statement of which examination papers are in the package, and in which examination room and at what time the examination is to take place.

Any person delivering examination papers or collecting answer sheets or appearing in the examination hall while the examination is in progress must, upon request, present identification to

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

If no one from the department collects the candidates' answer sheets following an examination held in an examination room timetabled by the Buildings Division's Examinations Coordination Office, the chief invigilator must lock the answer sheets in a locker close to the examination room ten minutes after the end of the examination. The candidates' answer sheets will then not be accessible until the next examination session 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 to examinations conducted in examination rooms timetabled by the Buildings Division's Examinations Coordination Office and where the Examinations Coordination Office is responsible for the examination room, the 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 room 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. examination rooms are prepared and ready for written examinations no later than 30 minutes before the start of the examination;
2. the requisite number of invigilators are present in the examination room no later than 30 minutes before the start of the examination and for the entire duration of the examination and that the invigilators are familiar with the guidelines for the conduct of written examinations;
3. special measures are taken to assist candidates with disabilities for whom the department has requested such measures, if notification of the measures has been provided in accordance with 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 (allocation of places and invigilators) in examination rooms that are timetabled by the Examinations Coordination Office;
6. timetabling procedures and guidelines are prepared for examination rooms that are timetabled by the Examinations Coordination Office;
7. wherever possible, examination rooms are timetabled according to the wishes of the departments;
8. instructions are issued for how the delivery and collection of examination papers and answer sheets at examination halls should be effected;

9. guidelines are prepared for the recruitment of invigilators and 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 must report to the examination room no later than the time stated in the work schedule.
2. Invigilators are responsible for maintaining order and for ensuring that there is silence in the examination room.
3. The invigilators show the candidates to their places in the examination room before the start of the examination. Candidates should be mixed with other candidates taking different examinations to prevent cheating. Teachers visiting the examination room must have access to the seating plan.
4. The invigilators must inform the candidates that only the aids specified on the examination papers are permitted and that they are otherwise only permitted to bring into the examination room pens, erasers, a ruler and, if required, a snack or packed lunch.
5. The invigilators must request the candidates to turn off their mobile telephones and other electronic devices and to place them in the area directed.
6. The invigilators must indicate the place to leave 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 must together check that no unauthorised aids are accessible to candidates.
8. The invigilators hand out the examination papers, rough paper and writing paper.
9. Candidates who arrive after the examination papers have begun to be handed out must wait outside the examination room until 25 minutes after the appointed start time. Before they are allowed in and shown to their places in the room, they must be informed of the code of conduct during the examination. Candidates who arrive more than 30 minutes after the appointed start time are not permitted to take the examination.
10. No candidate is permitted to leave the room during the first 45 minutes of the examination. Candidates who leave the room while the examination is in progress are not allowed to return.
11. The invigilators must keep their attention concentrated on the candidates.
12. The invigilators must circulate in the examination room.
13. During the examination, the invigilators must check the candidates' photo ID that candidates must have placed so as to be easily visible on their desks.
14. During the examination, the invigilators may make random checks to ensure that no unauthorised aids are accessible.
15. The invigilators must regularly check that there are no unauthorised aids in the toilets.

16. The invigilators must be able to present their own ID and must request ID from any teachers appearing in the examination room while the examination is in progress and from the individual collecting the answer sheets.
17. If an invigilator suspects that a candidate is attempting to deceive or cheat during an examination, by means of unauthorised aids or in some other manner, or considers that a candidate is disrupting or obstructing the examination, the invigilator must proceed as follows:
  - note down the candidate's name and the names of any witnesses;
  - request the candidate to hand over any evidence;
  - 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 ordered to leave or forced to withdraw from the examination because of suspected cheating.

Anyone who is clearly disrupting or obstructing the examination, for example by refusing to hand over evidence, can be asked to withdraw from the examination immediately and to leave the examination room, upon the decision of the chief invigilator. In that case the candidate must hand in their answer sheets with the anonymous examination code, show valid photo ID and have their name ticked off on the list of registered candidates.

18. The invigilators must inform the candidates that they must write their anonymous examination code on each of their answer sheets before the end of the examination.
19. When 10 minutes of the examination remain, the invigilators must announce this to the candidates and inform them that they must stop writing within the given time.

When the time for the examination is up, the invigilators must see to it that the candidates stop writing. If anyone fails to do so, this must be reported to the responsible teacher.
20. At the end of the examination, all candidates taking the examination must hand in their answers with the anonymous examination code written on each answer sheet and show valid photo ID. This also applies to candidates who hand in a blank answer sheet.

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

Once the candidate has handed in their answers, the invigilator must count the number of answer sheets. The candidate must confirm the number of answer sheets by signing their name in the place directed by the invigilator.

21. Invigilators must avoid eating foodstuffs before and during a working shift that may cause an allergic reaction in others. Strong odours, such as perfume, must also be avoided.

## Appendix 6 Duties of the chief invigilator

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

1. after consultation with the other invigilators, allocate the various tasks among the invigilators and schedule their breaks;
2. contact the individual responsible for the examination at 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 an examination must immediately withdraw from the examination and leave the examination room;
4. decide on the evacuation of the examination room in the event of an emergency (e.g. a 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 locked for safekeeping in a locker close to the examination room;
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 room is in good order and locked when they leave the hall.