

Rules of Procedure for Examinations

CONTENTS:

Article 1: Definition of terms	2
Article 2: Use of invigilators during examinations	2
Article 3: Responsibilities of examiner and invigilator	3
Article 4: Tasks prior to the examination	3
Article 5: Tasks during the examination	4
Article 6: Tasks at the end of the examination	5
Article 7: Rules of conduct for students during examinations	5
Article 8: Guidelines for emergencies during examinations.....	6
Appendix 1: Door policy diagram	6
Appendix 2: Official Report form	8

REFERENCES:

- Model Teaching & Examination Regulations (OER), Article 13: Registration for examinations
- Model OER, Article 24a: Invalidation of examination
- Model RRvE, Article 7: Fraud
- Model RRvE, Article 7a: Disciplinary measure in the event of an irregularity or suspected irregularity
- Model RRvE, Article 10.4: Measure in the event of unforeseen circumstances
- Model RRvE, Article 13: Procedure during examinations

Adopted by the joint chairs of the Board of Examiners, supported by the Executive Board.

Article 1: Definition of terms

- a. *Examiner*: The lecturer responsible for the course being examined. The examiner is appointed by the Board of Examiners.
- b. *Invigilator*: The person who supervises the administration of examinations under the responsibility of the examiner.
- c. *E-invigilator*: The invigilator, who has additional tasks when administering an examination using MapleTA, the general testing application of TU Delft.
- d. *List of participants*: List of students who have registered for the examination in OSIRIS, indicating: name, student number, right to additional time.
- e. *Exam ticket*: Proof of registration. Automatic confirmation from OSIRIS that a student has registered for the examination.
- f. *Card readers*: Scanners at the entrance of an examination room, for scanning students' campus cards.
- g. *Extra time declaration*: Formal declaration from Education and Student Affairs (ESA), which the student must always bring to examinations in printed form.

Article 2: Use of invigilators during examinations

Invigilators are used for examinations registered in OSIRIS for which at least 30 students have registered by 6 calendar days before the examination. FlexDelft coordinates the invigilator pool on behalf of Education and Student Affairs (ESA).

The number of invigilators is determined by the number of registrations for each examination and the number of rooms in which the examination is administered. The rule used to calculate the number of invigilators per examination is as follows:

- 30 to 49 students: 1 invigilator
 - 50 to 99 students: 2 invigilators
 - 100 to 149 students: 3 invigilators
 - 150 to 249 students: 4 invigilators
 - 250 to 400 students: 5 invigilators
 - 400 to 550 students: 6 invigilators
- Subsequently, 1 invigilator is added for every 100 students.

For digital examinations using MapleTA, at least 1 E-invigilator is used and this applies from 1 participant.

Article 3: Responsibilities of examiner and invigilator

1. The examiner is ultimately responsible for the examination questions, the completed examination papers and for ensuring that the examination is administered properly at all times. The invigilators perform tasks on behalf and under the responsibility of the examiner. They are never ultimately responsible for submitting, handing out and collecting the examination questions or the completed examination paper and scrap paper.
2. The examiner must be present for at least the first 30 and the last 30 minutes of the examination time.
3. The examiner can be reached by telephone during the entire examination.
4. The examiner or invigilator ensures that the door policy, set out in Article 13 of the Model OER, is enforced for students who have registered via OSIRIS (see Appendix for diagram). This means:
 - a. If there is a working card reader in the room, the student scans his/her campus card. If the card reader displays a green light, the student may take a seat in the room.
 - b. If the card reader displays a red light, the student must present a valid exam ticket to the examiner or invigilator before taking a seat in the room.
 - c. If the student is unable to show a valid exam ticket, the examiner or invigilator will check whether the student's name is on the list of participants, after which the student may take a seat in the room.
 - d. If the card reader displays a red light, the student does not have a valid exam ticket and is not included in the list of participants, the student may not take the examination.
5. If fraud is discovered or suspected while an examination is being taken, the examiner or invigilator will immediately inform the student in question and record this in writing in an official report as soon as possible, in accordance with Article 7 of the Model RRvE. The student may complete the examination.
6. The examiner must always have the following with him/her:
 - a. examination questions;
 - b. multiple-choice forms (if used);
 - c. list or lists of participants;
 - d. the current Rules of Procedure;
 - e. blank official report form (see Appendix 3).
8. The invigilator must always have the following with him/her:
 - a. the current Rules of Procedure;
 - b. blank official report form;
 - c. login instructions in the case of a MapleTA examination.

Article 4: Tasks prior to the examination

1. The examiner and the invigilator must be present in the building where the examination is being held at least 30 minutes before the start of the examination.

2. The examiner or invigilator picks up the key to the room from the Service Desk.
3. Upon entering the room, the examiner or invigilator checks whether:
 - a. the tables and chairs are arranged in an examination layout;
 - b. the room is in an orderly state;
 - c. there is sufficient examination paper and scrap paper available (supplies are coordinated by the Service Desk)
4. The examiner or invigilator places examination paper and scrap paper on each table, in accordance with the wishes expressed in the digital Exam Information Form (TIF) of FlexDelft.
5. The examiner or invigilator opens the doors to the room at least 15 minutes before the start of the examination, invites the students to enter and implements the door policy (see Article 3, point 4).

Article 5: Tasks during the examination

1. Students who report to the examination room more than 30 minutes after the start of the examination will no longer be allowed access to the examination room.
2. Students wishing to leave the room, either temporarily or permanently, will not be allowed to do so until after the first 30 minutes of the examination.
3. Before commencing the examination, the examiner or invigilator asks for:
 - a. silence;
 - b. all mobile devices (such as smartphones, smartwatches, etc.) and other communication equipment to be switched off and put away;
 - c. the campus card – and extra-time declaration, if applicable – to be placed on the table for inspection;
 - d. students to write their names and student numbers on all the examination paper and scrap paper.
4. Afterwards, the examiner or invigilator hands out the examination questions.
5. During the examination, the examiner or invigilator checks the campus cards and extra-time declarations.
6. Content-related questions will only be answered by the examiner – or a person responsible who has been mandated by the examiner.
7. Once a student has finished the examination, he/she submits the examination questions and the completed examination paper and any scrap paper used – at the discretion of the examiner – to the examiner or invigilator.
8. 15 minutes before the end of the examination, the examiner or invigilator alerts students that the examination will end in 15 minutes.

Article 6: Tasks at the end of the examination

1. At the end of the examination session, the examiner or invigilator announces that the time available has elapsed and asks the students:
 - a. to stop working;
 - b. to check that they have filled in their names and student numbers on all pages;
 - c. to hand in the completed examination paper and the examination questions.
2. The examiner or invigilator gives students who have a valid extra-time declaration the opportunity to spend extra time on the examination: 10 minutes longer for each examination hour.
3. The invigilators hand all examination questions, completed examination paper and scrap paper, lists of participants, and any official reports over to the examiner in the room at the end of the examination.
4. Once all students have left the room, the examiner or invigilator locks the room and returns the key to the Service Desk.

Article 7: Rules of conduct for students during examinations

1. Students must always follow the instructions of the examiner or invigilator.
2. Students must have the following with them: campus card, legally valid ID and an exam ticket (printed or digital).
3. Students who are entitled to extra time must have a valid printed extra-time declaration with them.
4. Students must arrive on time. No one will be admitted to the examination any later than half an hour after the start of the examination session.
5. Students scan their campus card at the card reader if there is one in the room. Otherwise, students report to the examiner or invigilator to present a valid exam ticket.
6. Students must switch off all mobile devices (such as smartphones, smartwatches, etc.) and other communication equipment and put them away.
7. Students place their campus card on the table to be checked.
8. Students place their printed extra-time declaration on the table to be checked.
9. Students write their name and student number on each page of examination paper and scrap paper.
10. Students may not leave the examination room, either permanently or temporarily, until half an hour after the start of the examination.
11. Students must request permission from the examiner or invigilator to *temporarily* leave the examination room after the first half hour in urgent cases. No more than one student may be absent from the room at a time.

12. From 30 minutes after the start of the examination, students may hand in the examination questions and the completed examination paper and scrap paper to the examiner or invigilator, unless the examiner decides otherwise. Once students have handed in their completed examination paper and left the room, they are no longer allowed to re-enter it.
13. Students must leave the room as quickly and calmly as possible, taking all of their personal belongings with them.
14. Students must not cause any nuisance to fellow students or other persons present in and around the examination room (talking, eating, drinking). The examiner and/or invigilator determines when there is a nuisance.
15. Students must refrain from any form of fraud.

Article 8: Guidelines for emergencies during examinations

An emergency exists if an examination is interrupted or terminated prematurely due to:

1. Fire alarm

In the event of a fire alarm, the examiner, invigilators and students (everyone present) must always leave the building immediately. The examination is terminated from that time. All examination materials must remain in the classroom.

2. Technical malfunction: electricity, network, internet, etc.

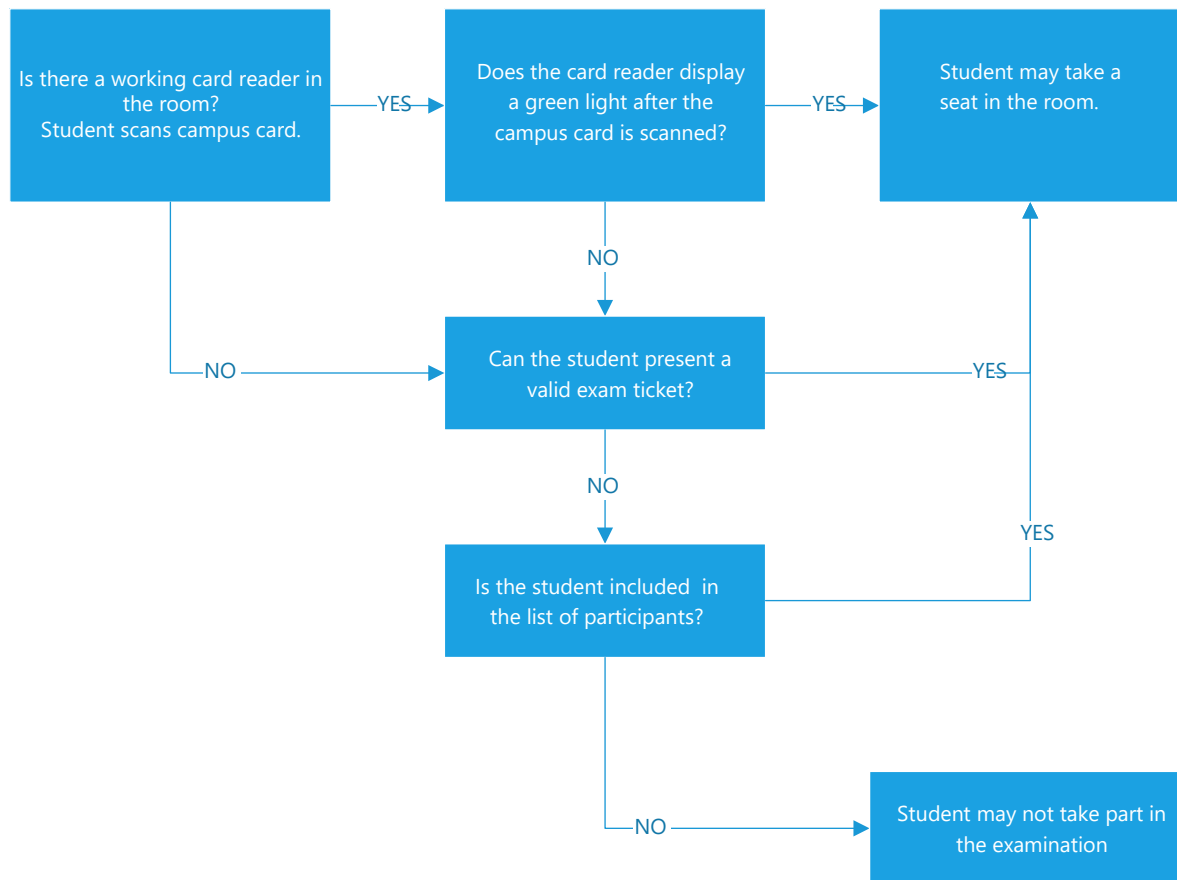
In the event of a technical malfunction, the examiner decides whether or not to terminate the examination. This is done in consultation with the ICT department if it concerns a digital examination.

3. Other emergencies during an examination

In the event of other emergencies in the examination room, the examiner decides whether or not to terminate the examination. Examples are: an invigilator or student becoming unwell, noise nuisance, water leaks/flooding, excess heat or cold.

If an examination is terminated prematurely, the Board of Examiners will decide at a later date on the validity of the examination and a possible new opportunity to take the examination.

Appendix 1: Door policy diagram



Official Report - continuation

Rules and Guidelines of the Board of Examiners, Article 8: Fraud

1. Fraud is taken to mean any act or omission by a student that makes it fully or partially impossible to properly assess the knowledge, insight and skill of that student or another student. Fraud also includes the commission of plagiarism in any form, which includes all cases in which a student implies that the work in question is his or her own when this is not the case.
2. If a student is suspected of having committed fraud, the matter will be dealt with by the Board of Examiners of the study programme on which the student is enrolled. If a Board of Examiners receives a complaint relating to fraud about a student who is enrolled on a different study programme, it will immediately pass on the complaint to the Board of Examiners of the relevant study programme.
3. If fraud is discovered or suspected while an examination is being taken, the examiner or invigilator will immediately inform the student in question and record this in writing as soon as possible. The examiner or the invigilator can ask the student to make any relevant evidence available. If the student refuses to do so, this will be noted in the report. The report and any evidence will be submitted to the Board of Examiners immediately.
4. If fraud is discovered or suspected other than while an examination is being taken, the examiner will record this in writing as soon as possible. The report and any evidence will be submitted to the Board of Examiners immediately.
5. The Board of Examiners will give the student an opportunity to add written comments to the report that was prepared by the examiner or invigilator.
6. The Board of Examiners will make a decision on the fraud and it may, depending on the seriousness of the fraud, including repeated incidents of fraud, impose the following sanctions on the student:
 - a. reprimand;
 - b. decide that no mark will be awarded to the student for the examination in question or assessment given for the practical exercise;
 - c. exclusion from the examination or practical in question for a maximum period of one year;
 - d. exclusion from one or more examination periods for a maximum period of one year;
 - e. a combination of the measures listed above.

In the event of serious fraud, the Board of Examiners is entitled to decide to propose to the Executive Board that the student's enrolment on the degree programme be permanently terminated.

7. The Board of Examiners will only take a decision as described in paragraph 6 once the student in question has been given the opportunity of having a hearing. The hearing may be omitted if the Board of Examiners has established that no fraud took place.