

Rules of Procedure for Examinations, September 2013

Rules of Procedure for Examinations

Rules of Procedure for Examinations have been adopted to provide students equal opportunities and proper conditions for taking examinations. These Rules of Procedure apply to all written examinations given at locations designated by or on behalf of the Maastricht University Faculty or School Board of Examiners.

Section 1 General provisions

Article 1

Applicability

These Rules of Procedure will apply to all written examinations given at locations designated by or on behalf of the Faculty or School Board of Examiners offering the examination.

Article 2

Definitions

- a. Board of Examiners: the Faculty or School Board of Examiners;
- b. Examination Coordinator: the person responsible on the Board of Examiners' behalf for scheduling and organising a written examination;
- c. Head (or other) Invigilator: the person monitoring compliance with the Rules of Procedure at the examination location on the Board of Examiners' or Faculty Board's behalf;
- d. Examiner (teacher entitled to give the examination): the person designated by the Board of Examiners to give the examination.

Section 2 Participation in the examination

Article 3

Proof of identity

Only students who are validly enrolled at UM at the time the examination is given may participate in the examination. The student must provide proof of his/her identity during the examination through a UM Card or legal ID which can properly be read. This will include a valid passport, driving licence or ID card. The UM Card or legal ID must be placed on the table and be properly visible. If a student cannot provide proof of his/her identity during the examination through a UM Card or legal ID, the student may not participate in or continue to participate in the examination, and, at the Head (or other) Invigilator's instruction, must leave the room.

Article 4

Right to participate

1. The student referred to in Article 3 may only participate in the examination if the student is entitled to participate in it under specific faculty regulations.
2. After the examination has officially begun, the student may *no longer* enter into the room where the examination is being given. Regardless of the reason, the student will no longer be entitled then to participate in the examination.

Article 5

Instructions

The student must always follow the instructions of the Examination Coordinator and/or Head (or other) Invigilator.

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Article 6 Exclusion

If these Rules of Procedures are violated, the Head (or other) Invigilator can decide to exclude the student from further participating in this examination. A student who is denied entry to the room will not be given any mark for the examination in question.

Section 3 Use of examination room

Article 7 Arrangement of room

1. The room will be opened 15 minutes before the examination begins. From the time the examination room is opened, students may take a seat in the room in accordance with the room arrangement posted by the entrance to the room.
2. A seat will have been reserved for each student who has registered for the examination in conformity with the registration procedure.

Article 8 Coats/Bags under the table

Any coats or bags must be placed under the table. The auxiliary aids mentioned in Article 16 (d) (communication devices and so forth) must be stored in the bag and turned off. They expressly may not be used, unless the Board of Examiners has stated otherwise.

Article 9 Not leaving the room/seat

1. The student may not leave the room until 30 minutes after the official examination start time.
2. The student may not leave the room or his/her seat without the permission of the Head (or other) Invigilator.

Article 10 Disturbance

1. The student may not create any disturbance whatsoever for the other students/invigilators and other persons present in the examination space. The Head (or other) Invigilator will determine whether a disturbance is being created and will address the student about this.
2. The student may consume food or drinks which s/he has brought with him/her during the examination, provided this does not create a disturbance or mess.

Section 4 Turning in the examination

Article 11 Procedure

1. Beginning 30 minutes after the start of the examination, the student may turn in the examination to the invigilator for his/her course. To indicate that s/he wishes to turn in the examination, the student should raise his/her hand. The student must remain seated until the Head (or other) Invigilator has taken the finished work from the student's table. After the student has provided proof of his/her identity (see Article 3), the student will leave the room as soon and as quietly as possible. After the student has turned in the examination and left the room, s/he may not enter the room again.
2. A half-hour before the examination end time, the Head (or other) Invigilator will announce that there is a half-hour left.
3. The answer form must be turned in no later than the official end time or as indicated by the Head (or other) Invigilator.

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Section 5 Trips to the toilet

Article 12

Restrictions; medical necessity

1. The student may only go to the toilet twice during the first two hours of an examination, but not earlier than 30 minutes after the official examination start time and no later than 30 minutes before the official examination end time. If the examination lasts three hours, the student will have one additional opportunity to go to the toilet during the third hour.
2. If there is a medical necessity for the student to go to the toilet multiple times during an examination, the student must indicate this beforehand to the Head (or other) Invigilator by submitting a permission document from the Board of Examiners/Student Adviser.

Article 13

Procedure

- 1 To timely leave the examination room to go to the toilet, the student must request permission from the Head (or other) Invigilator.
- 2 No more than one student (per course) at a time will be allowed to go to the toilet.
- 3 To monitor trips to the toilet, the Head (or other) Invigilator will record who has gone to the toilet, both when the student leaves to go to the toilet and when s/he returns to the room. This will be recorded by placing two X's after the student's ID number. The Examination Coordinator will give these lists to the Board of Examiners after the examination is over. Lastly, this information will be kept by the Board of Examiners until any appeal is finally decided.
- 4 Before going to the toilet, the student will be asked to display the contents of his/her pockets and the like to check whether s/he has any impermissible materials in his/her possession (see Articles 16(b) and (c)). The student's privacy will be respected in this regard. If the student refuses to cooperate, the Head Invigilator may prohibit the student from participating in the examination further.

Section 6 Completion instructions

Article 14

Compliance with completion instructions

Instructions for completing the answer form, questions or examination booklet will be included with them. If the student fails to follow these completion instructions, uses other writing tools besides the ones permitted (see Article 16(b)) or makes notes elsewhere on the answer form, the form cannot be processed and no mark can be given. The student will be entirely responsible for the consequences of failing to comply with the completion instructions. Any supposed mistakes must be reported to the Head (or other) Invigilator.

Section 7 Fraud

Article 15

Fraud form

1. If the student is suspected of fraud, the Head (or other) Invigilator will report this on the designated form for the Board of Examiners.
2. The report will describe the actual situation encountered by the Head (or other) Invigilator, which s/he will detail. The Head (or other) Invigilator will draw up the fraud form in Dutch or English, depending on the student's spoken and written language. The Head (or other) Invigilator will make sure that the student understands the content of the report.

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Article 16

Suspicion of fraud

Fraud will be suspected if, for example, the student:

- a. exchanges information with another student or other persons in any manner whatsoever before, during or after the examination is given in the examination space;
- b. exchanges information with another student or other persons in any manner whatsoever before, during or after the student goes to the toilet;
- c. has other required items besides a pen, No. 2 pencil, eraser and UM Card or legal ID within reach (see Article 3 as well);
- d. has communication devices (mobile phones and the like), dictionaries, books, texts, other information carriers (calculators, Palmtops and so forth) and notation materials (notes may be made on the empty pages in the examination booklet or on the rough draft sheets furnished by the examination organisation) within reach, except the permissible auxiliary aids indicated on the front page;
- e. leaves the room without an invigilator's permission;
- f. goes to the toilet without an invigilator's permission;
- g. takes something out of his/her bag without an invigilator's permission.

Article 17

Seizure of auxiliary aids

1. The Head (or other) Invigilator will inform the student of the observed potential irregularity or fraud. Impermissible auxiliary aids will be seized. In principle, the student may continue taking the examination.
2. If the student objects to the seizure of the auxiliary aids, the Head Invigilator may prohibit the student from participating in the examination further. The auxiliary aids seized will be returned to the student on a date/at a time to be determined by the Board of Examiners.
3. A student who has written permission from the Board of Examiners to use auxiliary aids must notify the Examination Coordinator or Head (or other) Invigilator present before the start of any examination and must always be able to furnish a copy of this document.

Section 8 Liability

Article 18

Damage to or loss of property in the examination space

Maastricht University hereby expressly excludes any liability for damage to or loss of property which the Head Invigilator has taken custody of or seized.

Section 9 Unforeseen cases

Article 19

Consultation

In cases not provided for in these regulations, the Examination Coordinator will decide the matter in consultation with the Head Invigilator and, if possible, the Examiner.

These Rules of Procedure were adopted by the Board of Examiners on 15 August 2013 and will take effect on 2 September 2013.