

EUR Examination Rules 2020 - 2021

Study programme or faculty Examination Boards are responsible for determining the rules for examinations. The Examination Board preferably publishes the regulations in the Regulations and Guidelines¹ or as part of the Course and Examination Regulations (OER).

General agreements have been made with the Examination Boards to safeguard that all tests and examinations at Erasmus University Rotterdam are conducted in a similar way, and regulations have been formulated relating to arrangements during tests and examinations, the so-called Examination Rules. These Examination Rules apply when study programmes use the collective facilities at campus Woudestein for tests and examinations or use online proctoring for tests and examinations that are conducted online.

The Examination Board will include different provisions in its own Regulations and Guidelines should these Examination Rules prove insufficient in certain circumstances. These deviating provisions prevail above the Examination Rules. The Examination Rules can be found below.

Definitions

In these regulations an 'examination' is understood to be: a written test, partial test or examination taken on paper, on a desktop PC or on a laptop in an open or closed-book form, with open and/or multiple-choice questions. 'Examinations' also include online tests taken on a desktop PC or laptop using a test system or online proctoring (online surveillance) software.

1. General provisions regarding examinations

1.1 Only students who have enrolled for a test or examination in time are entitled to have the obtained mark registered. An exception is made for students who have received written permission from the Examination Board to be added to the list of participants. Conditions and administration costs may be associated with this.

1.2 If, in accordance with faculty regulations, enrolment takes place via OSIRIS Student, the enrolment period will be open from 26 working days to 5 working days prior to the examination. Enrolment is also possible via the Service Desk (the ESSC) during this period.

1.n Depending on the faculty regulations, it is possible to enrol via Osiris Student at the end of the standard enrolment period until the day on which the relevant examination is to be taken. A fee of € 20.00 per examination is charged for this. The student should preferably take evidence of payment to the examination and present this to the invigilator in case the student's name is missing from the list of participants due to the late enrolment.

1.3 If a student breaches one of the previous paragraphs of this article and still participates in the examination, the mark obtained will not be valid, unless the Examination Board decides otherwise.

1.4 Important information regarding the location, time and any changes to the examination is available for students on the SIN-channel 'Examination locations' (and/or other faculty online communications). Students should register on this channel via SIN-online and monitor all faculty communications.

¹ It is recommended that the Examination Rules are included as attachment to the Regulations and Guidelines.

1.5 Both on-campus and online tests or examinations may be started up to 15 minutes after the start of the examination. After these 15 minutes, the examination cannot be started unless the invigilator gives permission to start the examination late due to demonstrable and serious traffic or other disruption. Permission for late participation does not entitle a student to end the examination later.

1.6 It is not possible to appeal against the decision to refuse late participation in an examination following late arrival.

1.7 The only items permitted on a student's table are: a valid ID, writing equipment, food and drink for own consumption and proof of enrolment.

1.8 All students should identify themselves when asked by presenting at least one of the following IDs: a physical university student card, valid ID card, driving licence, residence permit or passport. In addition to the above-mentioned forms of identity, students sitting an Erasmus MC study programme examination can also present an Erasmus MC card as proof of identity. If none of these forms of identity can be shown to the invigilator or on the online proctoring software, the student may not sit the examination.

1.9 A standard or graphing calculator or certain sources may be used in some examinations. The lecturer should indicate this in advance, and this should also be stated explicitly on the examination cover sheet. Sources permitted during an examination may not contain notes unless this is explicitly permitted and stated on the examination cover sheet.

1.10 Students may not borrow devices and other permitted sources from other students unless these are handed over prior to the start of the examination. If borrowed devices or sources contain information that could enable fraud, both the owner and borrower will be held responsible.

1.11 One cold snack and one bottle/can of drink is permitted, but no disturbance of any kind may be caused to others when consuming these, with this being at the invigilator's discretion. Alcohol and drugs are prohibited.

1.12 Where an adequate storage system is available for personal property of students taking the examination, mobile phones may not be taken into the exam room. In other cases, mobile phones must be switched off on entry to the exam room and at the start of an online examination. Moreover, the telephone must remain out of reach throughout the examination and may not be carried on the student's person. It is forbidden to use mobile phones and other electronic communication devices at/during examinations. Violations will be viewed as suspected fraud and will be presented to the Examination Board for decision-making.

1.13 Watches/smart watches may not be worn throughout the examination. Watches/smart watches must be stored in a jacket or bag and remain out of sight.

1.14 Students issued with a campus ban by or on behalf of the Executive Board may not sit examinations that require their presence on campus within the period of the campus ban.

2. Specific provisions regarding campus-based examinations in exam halls

2.1 On-campus tests and examinations are held in various rooms and halls on EUR's Woudestein complex. The most commonly-used examination location is the Van der Goot Building ground floor.

- 2.2 On the day of the test or examination, monitors will indicate any changes at the entrance of the Van der Goot Building. This information will be available on the SIN channel 'Examination locations' from 9.30 pm, in any event for the following morning's examinations.
- 2.3 Tests and examinations are also held in Erasmus MC rooms and at external locations such as the Margriethal in Schiedam. In these cases, communications regarding tests and examinations will be available via website, e-mail, from the invigilator and/or via posters near the doors of the examination location.
- 2.4 The central Department for Exam Administration-appointed invigilators are charged with maintaining order during the examination, on behalf of the Examination Board. Several invigilators will be present during examinations in Van der Goot Building, the Sports building and other large rooms. One of the invigilators will be authorised in advance to coordinate proceedings during the examinations, also if examinations are held in various languages simultaneously.
- 2.5 Invigilators are responsible for maintaining order in their section prior to, during and after the examination. If fraud is suspected, the invigilator will complete a form about this. The student or students involved may continue the examination. The Examination Board will decide on any sanctions later.
- 2.6 At the start of each examination, at least one examiner (lecturer) must be present in one of the rooms in which the examination is being held. Exceptions are permitted in exceptional circumstances as long as the lecturer can be contacted immediately.
- 2.7 With a view to calm and orderly proceedings, students should arrive at and take their seat in the exam hall in time. Students are requested to adhere to instructions issued by the invigilators.
- 2.8 Invigilators can assign students to certain seats to prevent fraud. This can prevent that students always sit together in the same section.
- 2.9 Where an adequate storage system is available for students' personal property outside the exam room, jackets and bags may not be taken into the exam room. In other cases, jackets should be hung over chairs. Bags and similar items should be closed and placed out of reach. Weekend bags, cases and other large objects should be handed to the invigilator.
- 2.10 Students are requested to remain quiet in the exam rooms. The exam rooms should be quiet prior to, during and after the examination. All forms of communication are prohibited during the examination, apart from communications with the invigilator and lecturer.
- 2.11 If a student needs more time in the exam hall (more than 15 minutes) due to problems with logging onto the test software (in connection with a missing enrolment via OSIRIS, the so-called 'own risk examinations'), the invigilator will allocate a place for the student. Only the remaining examination time will then be available to sit the examination.
- 2.12 The exam hall in Van der Goot building is equipped with camera surveillance.
- 2.13 Toilet visits are not permitted in the first hour and last half hour of an examination, apart from in extreme medical or other circumstances. The student must notify the invigilator of this in advance. One toilet visit per person is allowed for campus-based examinations, with no more than one person per section being given permission at the same time. The invigilator should register the toilet visit, and the student should follow the invigilator's instructions.

2.14 The invigilator can use mobile detection equipment prior to and during a toilet visit to check whether students have mobile phones or smartwatches.

2.15 The student may not leave the exam room earlier than one hour after the start of the examination. Any students handing in examination papers early should ensure that they cause minimum disruption to other students.

2.16 Students may not take note paper, exam questions, answers and other exam-related documents from the room during or after the examination. Students may only take note paper with them at the end of the examination (after the full exam duration has elapsed) if permission for this is stated clearly on the examination cover page.

2.17 Only paper issued by the university may be used during an examination. Students may not use their own paper. Only the laptop provided by the university may be used during an online examination, unless it is stated explicitly that laptops may be used.

2.18 For paper examinations or when using note paper during an online test, students are requested to take their own functional pens and, for multiple-choice examinations, pencils and a rubber. Erasmus MC students will be issued with a pen. Erasmus MC students who have received permission for this from their Examination Board may also use a marker pen.

2.19 The examination end time is also the end time at which all examination answers must be handed in. All paperwork must state the student's number, name and signature (if necessary) before being handed to the invigilator.

2.20 To make sure the examination ends quietly, students are not permitted to stand up and walk out of the exam hall during the final 15 minutes of an examination. Once the exam time has elapsed, the invigilator will stop the examination or ensure that students log out of the test software.

2.21 Students who are entitled to additional provisions can sit the examination in another room. They should have received permission for this from their study programme or faculty Examination Board prior to the end of the enrolment period. If students wish to use additional provisions, they should indicate this in OSIRIS when enrolling for an examination.

2.22 The examination start time for students using additional provisions in special rooms is the same as the examination start time in the standard exam rooms. The end time is half an hour later.

2.23 Students participating in an examination should adhere to instructions issued by the invigilators. If an invigilator's instructions are not followed, the invigilator will produce a report about this. The Examination Board will be informed of this report and, if there is evidence of fraud, sanctions may be imposed.

3. Specific provisions for online examinations with online proctoring

3.1 Students who enrol for an online test within the enrolment period will receive a link to the online proctoring software system check at least 72 hours prior to the start of the examination.

3.2 Students are requested to conduct a laptop or desktop PC audio, webcam, screen sharing and internet connection system check prior to the start of the examination.

3.3 Students are responsible for providing a laptop or desktop PC on which they can take the examination. If this is not possible, the student can submit a request in OSIRIS Zaak to sit the examination on campus.

3.4 The examination can be taken online at a location of the student's choosing as long as this location meets the following conditions:

1. The student should be seated at an empty desk or table (unless explicitly communicated otherwise, see 3.9).
2. The room in which the student is taking the online test should be well lit.
3. The student should be alone in the room throughout the examination.

3.5 Students are responsible for ensuring a good internet connection throughout the examination.

3.6 The room should be as quiet as possible. No sounds may be heard in the room.

3.7 During an online test, students should remain in front of the camera at all times and should not turn away from the webcam. Students may not leave the room during the examination. This also applies to toilet visits, unless explicitly communicated otherwise.

3.8 Other persons are not permitted to enter the room in which the student is taking the examination. The student should prevent other persons from entering the room, for instance by hanging a note on the door.

3.9 The following materials may not be used and may not be present unless explicitly communicated otherwise: study and other books, note paper and a pen, calculator, notes, mobile phone, watch, headphones (in-ear or on-ear), an extra screen, an extra laptop or other devices.

3.10 One cold snack and one bottle/can of drink (both without wrapping) may be placed on the table.

3.11 At the start of an online examination, the student should do a webcam scan to show the table, any objects on the table and the room in which the test is being taken.

3.12 If a student starts an examination later due to technical problems, the Department for Exam Administration or the study programme can allocate the student extra time. This extra time will not be more than the time lost due to the technical problems.

3.13 During the examination, the student has the option to request technical support via the online proctoring software chat tool.

3.14 The examination end time is also the end time at which all examinations must be submitted digitally by logging out of the test software and online proctoring software.

3.15 Students who are entitled to additional provisions will be offered extra time to take the examination. This extra time will be added to the examination's official end time.

3.16 At the end of the examination, all the online proctoring images will be viewed. The images may be saved for up to six weeks, after which they will be deleted.

3.17 If the Examination Board needs images to assess a complaint, an appeal or suspected fraud, the images will be saved until the complaint, appeal or suspected fraud has been concluded and/or a decision has been made.

4. General provisions relating to fraud or misconduct and related sanctions

4.1 Fraud is understood to mean: a student's acts or omissions that make it impossible for the examiner/Examination Board to form a sound opinion of the knowledge, understanding and skills that he/she has acquired or of the knowledge, understanding and skills of his/her fellow students.

4.2 Where fraud is suspected, a written report will be made (via scan in e-mail) to the study programme or faculty Examination Board using a form completed in the exam hall by the invigilator or Department for Exam Administration. Where fraud is suspected or observed on viewing the images of an online proctoring examination, the Examination Board will be informed digitally.

4.3 Employees of the online proctoring software company will view the images of examinations taken using online proctoring. Images that could indicate fraud will be forwarded to the Department for Exam Administration. The Department for Exam Administration will view the images and filter the images for actual suspected fraud versus conduct permitted by students (for example, if students already have permission to use additional materials). The images that remain will be forwarded to the study programme or faculty Examination Board. The Examination Board will decide whether the student has actually committed fraud and may impose a sanction.

4.4 Technical irregularities during online proctoring for which the Examination Board can be involved:

- faltering or stopped webcam, audio or internet connection;
- loss of connection with the online proctored examination;
- loss of screen sharing; frozen image.

Policy concerning this will be determined per study programme or faculty.

4.5 Unacceptable conduct for which the Examination Board can be involved:

- concerns regarding identification, for example if the ID is not easily legible;
- a person other than the student is identified on images;
- the student makes a noise, such as talking;
- the student is not visible enough;
- the student leaves the room or moves out of the webcam frame;
- someone other than the student enters the room;
- headphones, smartwatch or ear plugs (for music) are detected;
- suspicious behaviour, such as staring at other objects than the screen for long periods;
- the use of a mobile phone; the use of other apps or websites.

5. Cancellation of examinations in the event of emergency

5.1 An emergency is an unexpected event that may cause disruption in the exam room or to the entire EUR campus. An emergency is also an unexpected event that can affect the procedure of an examination on campus, for instance where access to test software or online proctoring is required.

5.2 If an emergency occurs prior to the start of an examination, it is primarily for the Examination Board to decide, in consultation with the Department for Exam Administration, whether the examination should be cancelled.

5.3 If an emergency occurs but there is insufficient time for consultation with the Examination Board, the Department for Exam Administration is authorised to decide whether the examination should be cancelled. In all cases, the Department for Exam Administration will try to contact the Examination Board where possible.

5.4 The cancellation will be announced on the index page of the EUR website, the Service Desk news pages and on the SIN-channel. Where possible, students will receive an e-mail or SMS regarding the cancellation.

5.5 If an emergency occurs or is expected during an examination in an exam room, those present must leave the exam room immediately when requested by the coordinating invigilator or Department for Exam Administration employee. Students should leave behind any answer scripts.

5.6 The coordinating invigilator or a Department for Exam Administration employee will ensure that the exam room or rooms are locked if possible, to ensure that exam questions and answer scripts are safe.

5.7 As soon as possible after the cancellation, the examiner will use the answers already completed and/or submitted answer scripts to decide whether a final examination result can reasonably be determined. If the examiner reaches the conclusion that a final result cannot be determined, he/she will inform the Examination Board of this.

5.8 In consultation with the responsible examiner(s), the Examination Board will arrange a date for a new examination as quickly as possible following the cancellation, preferably within two weeks of the original examination date. The new examination date will be published on SIN-online and the on Department for Exam Administration's website.

6. Complaints about examinations

All complaints relating to examinations or sitting examinations can be submitted via legal.protection@eur.nl. Detailed information about how to submit a complaint can be found on the EUR website [legal protection](#).