Exam rules EUR 2025-2026

This is a translation. In the event of a conflict between the English translation and the Dutch version, the Dutch version shall prevail.

Context

The Exam Rules are established annually.[1] E&S (policy department) is responsible for drawing up the Examination Rules each year, with input from the Examination Boards via the OSE and OVE and the Examination Organisation.

These Exam Rules apply to exams in which the programmes make use of the shared facilities of EUR and to exams that are taken online using online proctoring.

The Examination Board publishes the rules in the Rules and Guidelines or refers to the Exam Rules EUR.

If there are other circumstances for which these Exam Rules are not adequate, the Examination Board will include deviating provisions in its own Rules and Guidelines. These deviating provisions prevail over the Exam Rules.

Definition

- Exam: a written (midterm) test, taken on a Chromebook, a fixed PC or via paper2scan (paper), in the form of an open or closed book exam. 'Exams' also include digital tests that are taken on a PC or laptop using an assessment system and online proctoring software.
- Invigilator: An invigilator is a person who is responsible for supervising exams. The invigilator ensures that these exam rules are complied with, assists in handing out and taking exam materials and keeps an eye on the exam candidates to detect fraud.
- Invigilator 1: among the invigilators present, at least one pre-designated person, namely invigilator 1, is authorised to coordinate the course of events during the examinations, even if an examination is held in several rooms at the same time.

1. General provisions about examinations

1.1 Only students who have registered for a test or exam on time are entitled to have the grade or result obtained registered. An exception is made for students who receive written permission from the Examination Board or the education management to participate or students who still register via the Osiris Webshop. Conditions and administration costs may apply.

1.2 If the application is made via OSIRIS Student according to the faculty rules, the registration period is open from 26 working days to 5 working days before the exam.

1.3 After the end of the regular registration period, it may still be possible to register via the Osiris Webshop, provided that it is in accordance with the faculty rules, up to and including the day on which the exam is taken. For this, € 20.00 must be paid per exam.[2] The proof of payment must be taken with you to the exam, so that it can be shown to invigilator 1 prior to the start of the exam if the student's name does not appear on the list of participants or in the assessment system due to the late registration. The payment of the administration costs serves for the complete administrative processing of the exam registration, including the processing of grades. If the student pays shortly

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[1] Until the 2024-2025 academic year, the Examination Rules EUR was called the Order Rules for Examinations. This has been amended because there is also a 'Rules of Procedure' at EUR.
[2] Article 4 Contribution for late registration for an examination, *Regulations on other contributions from students in higher education*

before taking the exam, it is not a given that the student will be assigned an exam location and will be on the list of participants. The student is allowed to participate in the exam. In this situation, no extra time or other facilities can be claimed.

1.4 The student must be present on time and immediately check after arrival (in the case of a digital exam) whether the exam is visible in the assessment system (such as ANS). In the event of problems, the student must immediately report this to an invigilator. For exams on paper, so-called the paper2scan exams, reporting immediately to an invigilator is a must if the student has paid an administration fee for the exam registration shortly before taking the exam. If the student does not see the exam location in Osiris Student, they can assume that the late registration has not yet been processed.

1.5   If, in contravention of any of the preceding paragraphs of this article, the student nevertheless takes part in the examination, the result obtained shall be invalid, unless the Examination Board decides otherwise.

1.6   Students who take an exam on campus can see in Osiris Student in which room, block and at what time they are assigned. The faculty can communicate additional information about the exam. Students must keep an eye on the (faculty) means of communication themselves.

1.7   For both physical and digital exams, it is still possible to start the exam up to 15 minutes after the start of the exam; after that, unless invigilator 1, in consultation with the examination organisation, gives permission for late participation in the exam, as a result of demonstrable serious collective (traffic) nuisance. Permission for late participation does not entitle the student to a later end time of the exam.

1.8   No appeal is possible against the decision that no exam can be taken due to late arrival.

1.9   The following may only be present on the student's table: a valid proof of identity, (non-electronic) writing utensils, food and drinks for personal use (one cold snack and one bottle/can of non-alcoholic drinks are allowed, but the consumption of these may not cause any nuisance in any way, at the discretion of the invigilator). Alcohol and drugs are prohibited.

1.10   Every student must be able to identify themselves by means of a valid ID[3] (a valid passport, ID card, driver's license or residence permit issued by the IND). Students who take exams for an Erasmus MC program can identify themselves with an Erasmus MC card in addition to the above-mentioned identity documents. Participation in an exam is not allowed if none of these identity documents can be shown to the invigilator or the online proctoring software. A student may have his or her ID brought by a third party during the exam before the end of the exam (i.e. the official end time of the exam). The third party brings the proof of identity to the Exam Centre and hands it in to the invigilator. If the student is unable to show their proof of identity in time, the Board of Examiners may declare the exam invalid.

1.11   For a number of exams, a simple or graphing calculator or the use of certain sources is allowed. The examiner must indicate this in advance and it must be explicitly stated on the cover page of the exam. Sources that are allowed during an exam may not be annotated, unless this is explicitly allowed and stated on the cover page of the exam.

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[3] The proof of identity is valid for six months after the expiry date.

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1.12   Equipment and other permitted resources may be borrowed from another student, provided that the transfer takes place before the exam starts. If there is information on it that could be used for fraud, both the owner and the user are responsible.

1.13   The mobile phone must be switched off from the start of the exam and stored – not on the body. The use of mobile phones and other electronic communication devices during (online) exams is prohibited (unless used as a second camera). Violation of this paragraph can be regarded as a suspicion of fraud and can be submitted to the Examination Board for decision.

1.14   Watches (including smartwatches), electronic writing instruments (smart pens) and digital (wireless) earplugs are not allowed during the exam. They should be stored - not on the body, and out of sight before entering the exam room.

1.15   Students with a campus ban imposed by or on behalf of the Executive Board are not allowed to participate in exams during the period in question.

1.16   The EUR copyright statement applies to exams: 'No part of exams may be reproduced, stored in an automated database and/or published in any form or in any way without the prior written permission of the author of Erasmus University Rotterdam'.

1.17   If technical problems occur during a digital exam through no fault of the student, which are not resolved quickly, the end time of the test for this student should be extended proportionally if possible.

2. Specific provisions on physically held examinations in (among others) the Exam Centre

2.1   Physical exams are held in various halls and halls of the Woudestein complex of the EUR. The most commonly used exam location is located in the S-building (Exam Centre).

2.2   QR codes are displayed on monitors at the entrance to the Exam Centre, which grant access to Osiris Student. The information on Osiris Student is at all times the most up-to-date information, please do not take screenshots of this to miss any changes to the location. This information can be found on Osiris Student from 21:30 on the day prior to the exam for at least the morning exams of the next day.

2.3   Exams are also taken in the halls at Erasmus MC and at external locations. In those cases, communication about exams is via the website, the schedule, e-mail, and/or an invigilator.

2.4   On behalf of the Examination Boards, invigilators appointed by the central examination organisation are responsible for maintaining order during examinations. In the Exam Centre and in other (large) halls, several invigilators are present during the exams.

2.5   Before, during and after the exam, the invigilators in their block are responsible for maintaining order. In case of suspicion of fraud, the invigilator draws up a fraud form. The student(s) involved may continue the exam. The Examination Board will then decide on a possible sanction.

2.6   At the beginning of each exam, at least one examiner (lecturer) is present for at least thirty minutes in one of the rooms where the exam is taken. In exceptional cases, this can be deviated from, as long as the teacher is immediately available for consultation (via Microsoft Teams). In

addition, if enabled by the faculty, it is also possible to communicate via the chat function in the assessment system.

2.7   In order to ensure a calm and orderly course, students must arrive in the exam room on time and take a seat. The students are asked to follow the instructions of the invigilators. The location will be opened thirty minutes prior to the exam.

2.8   To prevent fraud, the invigilators can assign students a place within the block. This can prevent students from sitting together all the time.

2.9   Any coats present may be hung over the chair. Bags and such should be closed and out of reach under the table. Weekend bags, suitcases and other large objects must be handed in to invigilator 1.

2.10   Students are asked to be quiet in the exam halls. It should be quiet in the exam hall before, during and also after the exam. During the exam, all forms of communication are prohibited, except for those with the invigilator, employees of the examination organisation and the examiner.

2.11   In the event that a student needs more time (more than 15 minutes) due to registering in the test software in the exam hall (due to the lack of registration via OSIRIS, the so-called 'deductible exams'), the student will be assigned a place by an invigilator. Only the remaining exam time is then available to take the exam. In case of force majeure, invigilator 1 can make an exception to the end time.

2.12   It is not allowed to go to the toilet in the first hour and the last half hour of an examination, except in special (medical) circumstances, requested in advance by the student from and assigned by the Board of Examiners. One toilet visit per person is possible per physical exam, whereby permission is granted to no more than one person at the same time per block. The toilet visit must be reported to the block invigilator and his instructions must be followed.

2.13   Prior to and during a visit to the toilet, the invigilator can check students for the presence of mobile phones/smartwatches by means of mobile detection equipment. Wearing mobile/digital communication equipment (on the body) leads to a fraud record.

2.14   The student may not leave an examination hall earlier than one hour after the start of the examination. The student who hands in the exam (to the invigilator) ensures that they cause as little inconvenience as possible to the other students and leave the exam location as quickly as possible.

2.15   Scrap paper, exam papers, answers and other exam-related documents are not allowed to leave the room during and after the exam. A student may take the scrap paper with them after an examination (when the entire duration has elapsed) if this is clearly stated on the cover page of the examination.

2.16   Only the paper provided by the university may be used during an examination. The use of your own paper is not permitted. Only the fixed PC, laptop or Chromebook provided by the university may be used during a digital exam, unless it is explicitly stated that your own laptops may be used.

2.17   In the case of a paper2scan exam or for the use of scrap paper in a digital test, students are asked to use pens[4] . Students of Erasmus MC will be awarded a pen, this does not apply to the Woudestein location. Students of Erasmus MC who have received permission from their Examination Board may also use a marker pen.

2.18   The end time of an exam is also the end time at which all exam results must be submitted. All forms to be submitted (in the case of P2S) must be provided with the student number, name, (and possibly) signature and thus be taken by the invigilator. The student must sit until the P2S exam and/or the scrap paper has been handed in and signed.

2.19   Due to a quiet end of an exam in an exam hall, students are not allowed to get up or leave the room in the last 15 minutes of an exam. After the exam time has expired, the proctor collects the exam and/or allowed scrap paper and signs off the submitted exam, or establishes that the student has logged out of the test software.

2.20   Students who are entitled to additional facilities can take exams in another room. They must have received permission from the Board of Examiners of their programme or faculty before the end of an application period. When a student registers for an exam, they must also indicate in OSIRIS that they wish to make use of the additional facility. The entry into force of a decision on the granting of an assessment facility is five working days after the decision has been taken. The student is responsible for keeping an eye on the status of the facility and must reapply for it in good time when the facility has ended.

2.21   The starting time of the exams for students with additional facilities in special rooms is the same as that of the exams in the regular exam halls. The extension of the time is determined in the decision of the Examination Board.

2.22   The student who participates in an exam must follow the instructions of the invigilators. If instructions from an invigilator are not followed, the invigilator will draw up a report about this. The Board of Examiners will be informed of this report and may impose a sanction or measure on the basis of this.

3.   Specific provisions on digitally administered exams with online proctoring

Since 2022-2023, in order to be allowed to take an exam via online proctoring - via Osiris Zaak or in another established way - a student must apply for an individual test facility, which must be granted by the Board of Examiners, after obtaining advice from the study advisor. Bachelor's or (pre)master's programmes offered entirely online are excluded; For this purpose, online proctoring is requested by the faculty.

3.1   If a student has been assigned online proctoring as an assessment facility via Osiris Zaak, the student will do a system check of the online proctoring software before the start of the exam.

3.2   The student is responsible for providing a laptop or fixed PC on which the exam can be taken and, if required, a suitable smartphone that can be used as a second camera.

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[4] Pencils do not work for paper-2-scan exams. For P2S exams, the use of a pencil or marker is not recommended due to the quality of the scanning.

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3.3   The student is requested to perform a system check well before the start of the exam in order to test his laptop or PC for audio, webcam, screen sharing and internet connection. If required, the system check also includes a test of the smartphone used as a second camera.

3.4   The exam will be taken digitally at a location of the student's choice, as long as this location meets the following conditions:
1. The student must sit at an empty desk or empty table (unless explicitly communicated otherwise, see 3.9).
2. The room in which the student takes the exam must be well lit.
3. The student must be alone in the room during the exam.

3.5   The student is responsible for a good and stable internet connection throughout the exam.

3.6   The room should be as quiet as possible. There should be no noises from inside the room.

3.7   The student must remain in view of the cameras at all times during a digital exam and must not turn away from the webcam. The student is not allowed to leave the room during the exam. This also applies to a visit to the toilet, unless explicitly communicated otherwise.

3.8   It is not allowed for persons other than the student to be in the room where the student is taking an exam. The student must prevent other people from entering the room (for example, 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) books, (scrap) paper and an (electronic) pen, calculator, notes, mobile phone, watch/smartwatch, headphones (in-ear or on-ear), an extra screen, an extra laptop or other devices.

3.10   One cold snack and one bottle/can non-alcoholic drinks (without wrappers) may be on the table.

3.11   At the start of a digital test, the student must show the table including any objects on the table and the room in which the test is taken, by means of a room scan.

3.12   In the event that a student starts an exam late due to technical problems, the examination organisation or the study programme may give the student extra time. This extra time will not be more than the time lost due to the technical problems. Students should take into account that they have 30 minutes to log in – after the start of the exam. After this, the exam is closed at all times.

3.13   During the exam, the student has the option to request (technical) support via the chat tool of the online proctoring software. If the chat tool has not been used, it is in principle not possible to solve any (technical) problems that have arisen during the exam after the exam.

3.14   The end time of the exam is also the end time at which all exams must be submitted digitally by logging out of the test software and the online proctoring software, with the exception of what is stipulated in art 3.12

3.15   Students who are entitled to extra facilities are offered extra time to take an exam. This extra time is added to the official end time of the exam. Students with extra time should check whether the extra time has been granted at the start of the exam. If this is not the case, the student must indicate via the chat tool that the extra time has not been granted. If the chat tool was not

used during the exam, it cannot be taken into account afterwards that you did not receive extra test time.

3.16   After the exam, the images of online proctoring are viewed. The images may be kept for a maximum of 12 weeks, after which they will be destroyed.

3.17   In the event that an Examination Board needs images for the assessment of a complaint, an appeal or a suspicion of fraud, the images will be kept until the handling of the complaint, the appeal or the suspicion of fraud has been completed and/or a decision has been taken.

4.   General provisions on fraud and misconduct and penalties that may result therefrom

4.1   Fraud is understood to mean: the act or omission of a student as a result of which it is or has become reasonably impossible for the examiner/examination board to form a correct opinion about the knowledge, insight and skills acquired by the student or about the knowledge, insight and skills of fellow students.

4.2   Cases with suspected fraud are reported in writing (via scan in e-mail) to the Board of Examiners of the study programme or faculty by means of a form filled in by the invigilator or examination organisation in the examination hall. Suspicion of fraud is reported digitally to the Board of Examiners when a suspicion of fraud is detected after viewing the images after an exam with online proctoring.

4.3   In the case of online proctoring, the images are viewed by employees of the online proctoring software. In cases that may indicate fraud, the images are forwarded to the examination organisation. The examination organisation and/or the Examination Board will review the images and filter the images for actual suspicion of fraud versus the behaviour of students that is allowed (for example, because students already have permission to use additional materials). Based on the images, the Examination Board will decide whether there is actually fraud and a measure or sanction may be imposed.

4.4   Technical irregularities in online proctoring, for which the Board of Examiners can be called in, are:

- faltering or stopped webcam, audio or internet connection;
- loss of connection with the online proctored exam;
- failure of screensharing; freezing the image.

Policy on this is determined per programme or faculty.

4.5   Inadmissible behaviour (insofar as this may result in a suspicion of fraud or an unassessable examination) for which the Board of Examiners can be called in includes:

- participating in an online proctored exam without (correctly) setting up audio, screen share, webcam and, if required, a second camera;
- doubts about identification, for example when the proof of identity is not legible;
- The images identify a person other than the student;
- the student makes noise, such as talking;
- the student is insufficiently visible;
- the student leaves the room or is out of view from the webcam;
- someone other than the student is in the room;

- headphones, smartwatch/pen, or earbuds (for music) are detected;
- suspicious behavior, such as staring at objects other than the screen for a long time;
- using a mobile phone for uses other than the second camera;
- the active use of other applications or websites.

5. Cancellation of exams in the event of an emergency

5.1 A calamity occurs when an unexpected event occurs that could (possibly) lead to a disruption of the order in the exam halls and/or the entire EUR campus. A calamity also occurs if an unexpected event occurs that may affect the taking of an exam from the campus that requires access to, for example, test software or online proctoring.

5.2 If, prior to an examination, there is doubt as to whether an examination can take place due to an emergency, the examination organisation will coordinate with the programme management of the relevant faculty(ies). The programme management can contact the Examination Board about this.

5.3 If there is an emergency during an examination, the examination organisation will decide on the course of the examination. The examination organisation is in contact with the relevant examination board(s) about this.

5.4 In the event of an emergency, the Executive Board may decide to cancel an exam, for example in the event of a closure of buildings. This will be communicated to the Examination Boards as soon as possible.

5.5 The cancellation - applicable to the exam on the EUR campus/external location, but also to the exam taken via online proctoring - will be announced on the index page of the EUR website, the news pages of the Service Desk and on Osiris Student. Where possible, students will receive an email or text message about the cancellation.

5.6 If an emergency occurs or is to be expected during an exam in an exam hall, those present must leave the exam room immediately by order of the (coordinating) invigilator or an employee of the examination organisation, leaving the examination results behind.

5.7 The coordinating invigilator or an employee of the examination organisation ensures that the examination hall or halls are closed if possible, so that the exam questions and the examination procedures are safe.

5.8 The examiner, in consultation with the Board of Examiners, will determine as soon as possible after the cancellation on the basis of the examination results already made and/or submitted, whether a final result for the examination can reasonably be determined. If the examiner concludes that no final result can be determined, he or she will inform the Examination Board of this.

5.9 As soon as possible after the cancellation, the Programme Board or the Examination Board will determine, in consultation with the responsible examiner(s), the date on which the new examination will be held, preferably within two weeks of the original examination date. This article deviates from the provisions of the OER regarding the announcement of examination schedules. The new exam date will be published on Osiris Student.

6. Complaints about exams

All complaints regarding exams or taking exams can be submitted via legal.procedures@eur.nl or via the complaint form that students can request from the course invigilator during the exam. This is then submitted to the relevant examination board or to the examination organisation.
The EUR website contains extensive information on what to do in the event of a complaint.