Decision

Present: Lars Carlsson, Vice-Chancellor, in charge of decision
Raine Larsson, Controller
Rickard Sewerin Ekström, Student Union
Birgitta Munkhagen

Examination rules

The Vice-Chancellor decides that the following rules shall apply in examinations at Kristianstad University.

1. The examinee shall comply with the invigilator's instructions and take the seat shown by the invigilator.

2. Outer garments, bags and pencil-boxes must not be brought to the examination seat but be kept at a place shown by the invigilator.

3. Mobile phones and other technological equipment must be switched off and must not be brought to the examination seat. Permitted aids, see item 7.

4. When several different examinations are simultaneously being held in the examination room, it is the examinee's duty to see to it that s/he receives the right examination paper.

5. All examinations start at the appointed time. Anyone arriving more than 30 minutes late forfeits the right to take the examination.

6. Examinees must not leave the examination room during the first 30 minutes of the examination. This also applies to anyone intending to hand in a blank examination paper.

7. Permitted aids in an examination are stated either on the examination cover sheet or on the item sheet. Other aids must not be brought to the examination seat. The University provides extra writing paper.

8. Only in exceptional cases can an examinee borrow aids from other examinees. The invigilator arranges such loans. Borrowing a pocket calculator is not permitted.

9. A break is offered during the examination. The break takes place in complete silence and in groups of no more than 5 students.

10. Cheating is reported and can lead to suspension without a mark. The Vice-Chancellor deals with cases of cheating. Decisions on suspension are made by the Disciplinary Board.

11. Everybody shall finish the examination at the end of the examination time. Extra time is not permitted.

12. The examinee is obliged to show an approved photo ID when the examination paper is handed in. The examinee is not entitled to have her/his examination paper marked unless an approved ID card is shown in connection with the examination. A teacher can however certify the examinee's identity by signing the form for "Legitimation saknas" ('ID missing'), and the examination paper will then be marked. If the examinee's identity can be certified neither through an ID card nor through a teacher's certificate, the examination paper and a form stating that the ID is missing will be taken by the examination coordinator, who will keep the examination paper in a safety cabinet.

This decision annuls decision no. 91 from 2001.

Lars Carlsson

Copy to:
First Class
Ulrika Linder
Dept. secretary
Student Union