



Rules for course coordination and examination

This document relates to rules and responsibilities for course coordinators, examiners, assessing teachers, teaching teachers and students during a course. These rules constitute a common foundation for all teaching units at the University.

Examination is an administrative decision. Each faculty management is responsible for ensuring that Kristianstad University's "Rules for course coordination and examination" are known to students and all relevant staff.

At Kristianstad University, the task of appointing an examiner has been delegated to each respective faculty board. An appointment as examiner requires employment as teacher at the University. However, a doctoral student who is not also employed as a teacher cannot be appointed as examiner.

1. Course coordination

A course coordinator is a teacher who has overall responsibility for the course in terms of planning, continuous follow-up of its implementation, and compilation of credits awarded. The course coordinator is appointed by the programme coordinator in consultation with the head of department.

The course coordinator is responsible for:

- planning the course, establishing examination formats, and assuming special responsibility for the course's implementation in accordance with the official course syllabus, in consultation with teachers and examiners.
- ensuring that planning and scheduling documentation is available to the teachers concerned in good time before the start of the course. For courses stretching over more than one term, the documentation for the second and later terms shall be available in good time before each term.
- in good time, verifying that literature included in the course is available in print and, if necessary, as a talking book or in digital format. Information about the speech synthesisers offered by HKR, which enable the reading of digital text, should be made available in good time before the start of term.

- ensuring that a schedule for the course in question is available to students no later than three weeks before the start of the course, and no later than one week before the start of an online course. For courses stretching over more than one term, the schedule for the second and later terms shall be available no later than three weeks before each term. The schedule shall include dates for regular examinations, any examination review, and the first retake opportunity for all the examinations on each course.
- ensuring that the course syllabus for a freestanding course is available upon application deadline, 8 weeks before the start of term, and that an updated literature list is available at least 8 weeks before the start of the course. For courses that stretch over several terms, an updated literature list for the second and subsequent terms shall be available at least 8 weeks before each term.
- ensuring that the course is evaluated in accordance with the University's current quality management system.
- ensuring that the students are informed in good time, and no later than at the start of the course, of how the course/modules are examined and graded in accordance with the course syllabus.
- ensuring that written grading criteria are made available to students no later than when the assignment or instruction for each examination is made available.
- ensuring that specific instructions for the implementation of the degree project are available to students, supervisors, assessing teachers, and examiners by the start of the course.
- preparing a course report at the end of the course in consultation with the examiner.

2. Examiner's responsibility

An examiner is a teacher who sets grades for examinations and full courses. An examiner is appointed by each faculty board following a proposal from the dean no later than at the final board meeting prior to the start of the course.

An appointment as examiner requires good knowledge within the *subject area* covered by the examination, knowledge of *assessment* and current *regulations* and the meaning of *exercise of official authority*.

At HKR, the examiner shall have formal qualifications at least one academic *level above the level that the education programme/course* leads to. The exception is courses that include a degree project.

- For first-cycle courses that include a degree project (bachelor), the examiner shall have completed third-cycle education (licentiate/doctoral degree).
- For second-cycle courses that include a degree project (master), the examiner shall have the qualifications of at least an associate professor (docent).

Exceptions from the requirements set out in the previous paragraph may be made for special reasons. Such exceptions shall be justified when appointing the examiner. In general, the primary assessment when appointing an examiner is their *suitability*. For example, it is suitable for the course examiner to be involved in the course as a teacher. For courses that involve scientific methodology, it may be suitable for the examiner to have completed third-cycle education. When appointing an examiner, suitability in terms of solid subject knowledge and strong involvement in the implementation of the course may in some cases outweigh formal education. The total scope of the assignment as examiner shall be taken into account for workforce planning.

A grading decision must not be made jointly by several examiners. However, a course may have several examiners. According to the Administrative Procedure Act, equal cases must be equally assessed. In courses where several examiners set grades for different students, special strategies are therefore required to make the assessments equal. One way to promote equal assessments is for examiners to jointly develop and review assessment criteria.

The examiner's task is, aside from grading, to supervise examinations conducted during the course. The term "supervise" entails:

- participating in the continuous development of the course
- participating in the design of the course syllabus
- ensuring that the examination is conducted in accordance with the course syllabus and other regulations
- participating in the design of examination assignments and ensuring there are assessment criteria
- where applicable, being responsible for conducting a continuous dialogue with supervisors
- participating in the selection of course literature
- verifying that regular examinations, the first retake opportunity, and possible examination reviews are scheduled.

The examiner decides on grades for the examinations included in the course and the final grade for the entire course. Assessments of the course examinations provide the basis for the grade on the course. All teachers on a course can be assessors. Assessing teachers are appointed by the examiner following consultation with the programme coordinator, head(s) of department, and course coordinator. The examiner is responsible for ensuring that grades are registered in Ladok and that the course report is prepared in consultation with the course coordinator.

In these guidelines, "student" refers to an individual who is admitted to and attends higher education.

3. Rules for examination

Examination refers to all final consideration of academic achievement. In all forms of examination, the examiner must be convinced of the individual student's performance. Against this background, it is of the utmost importance that all examinations are conducted with high quality and legal certainty.

Alternative examination formats as part of the study programme are continuously developed. It is not possible to develop detailed instructions for each examination format. However, the general directions for examination set out in these rules shall, where applicable, be complied with in all examination formats.

Instructions on examination, for example when and how to register, shall be communicated to students at the start of the course. For courses that stretch over several terms, instructions relating to the second and subsequent terms shall be announced by the start of each term. When applying the following rules, it is important to consider the special needs of students with functional impairments.

1. Students are entitled to be examined on the course they have been admitted to (however, see Validity period of course syllabi). Registration for exams is compulsory.
2. The instructions prescribed by the examiner regarding the form of submissions and assessment of exams must be followed.

3. Students with functional impairments must have the opportunity for adapted examination. Reasonable support and adaptation measures are agreed in consultation between student, examiner, and coordinator for students with functional impairments.
4. Regular examination shall be offered no later than on the final day of the course.
5. A student who has passed an examination may not retake the examination to obtain a higher grade.
6. The examiner shall, in consultation with the course coordinator, arrange for a retake examination in connection with the regular examination.
7. If the number of students registered no later than two weeks before the retake date is less than three, the examiner is entitled to cancel the retake exam. However, if so, a new retake exam must be offered at a later date to those who registered.
8. Additional examination dates shall be offered to such an extent that the student has at least three opportunities during a calendar year, counting from the date of the first regular examination (canceled retake exams according to item 7 are not included). Exceptions to this rule apply to especially costly elements, where the number of examination dates has been limited (see Instructions for preparing programme syllabus and course syllabus). Any limitations shall be stated in the course syllabus. When scheduling examinations, it is important to schedule retake examinations in connection with the start and end of term, so that the student can be credited with the examination results for the "correct" academic year.
9. If a student has not utilised an examination opportunity, i.e. has not submitted a basis for assessment, the result shall not be reported as a fail.
10. The examiner shall notify the student of the results no later than 15 working days after the examination and always at least 10 working days before the retake exam. The results shall be promptly reported for registration in Ladok.
11. If a student's written examination has been lost, and it is proven that the University is at fault, a new opportunity shall be offered promptly. The student shall not have to wait for the next examination.
12. Examination results are essentially a public document, but results may not be published in such a way that it could be detrimental to the person concerned. Thus, for example, a full personal identity number may not be used to publicly post examination results.
13. Examination results are made available through the University's student portal in connection with the results being finally registered.
14. The student is entitled to meet the assessing teacher. Normally, this should happen during a so-called examination review.
15. A student who wishes to collect their own exam is entitled to do so.
16. Grading decisions cannot be appealed. However, if the examiner finds that the grading decision is clearly incorrect due to new circumstances or for some other reason, they shall change the decision, if this can be done quickly and easily and does not entail a lower grade.
17. The examiner can decide that an examination can be supplemented to achieve a passing grade. If supplementation is possible, the students shall be informed of this in writing no later than when the assignment or instruction for each examination is made available. At the same time, information shall be provided regarding time limits and methods of supplementation. When supplementation is allowed and the student is close to a passing grade on the exam, the examiner shall allow the student to supplement the examination. If the supplementation is made within the stated time and in an acceptable manner, the grade Pass will be awarded.
18. A student who has failed the examination of a certain course or part thereof on two occasions is entitled to have a different examiner/assessor appointed, unless

there are special reasons against it. A similar right applies to a change of examiner for an academic paper, degree project, or equivalent, if a student has failed a presentation on at least two occasions. Such request shall be made to the dean. Decision-making powers in such matters may be delegated.

19. A written exam is a public document once the examination has been completed. Anyone wishing to access a copy is entitled to do so.
20. Regular examinations may not be scheduled during evenings and weekends, with the exception of online courses and courses taught on evenings and weekends. No examinations may be scheduled during national holidays.
21. Degree project supervisors may not act as assessing teachers/examiners for the same project.
22. The student is responsible for submitting an approved degree project in suitable condition for archiving and possible publication in Kristianstad University's publication archive.

Change history

Revised 2020-01-02	Page 2, the text <i>one month</i> is changed to <i>8 weeks</i> . Page 4, item 10, the text <i>at least 5 working days</i> is changed to <i>at least 10 working days</i> . The change is made to comply with the document Fair Examination (UKÅ). Appendix 1, replaced.
Revised 2020-11-05	Redundant wording in the introduction removed. Section 1: Course coordinator's responsibility for course report clarified. Section 2: Examiner's responsibility for course report and assessment criteria clarified. Section 3: Clarification that cancelled retake exams are not counted among the three examination opportunities the student is entitled to.

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Appendix 1

Recommendation to course coordinators when selecting course literature

Background

Students with reading impairments (dyslexia, visual impairment, physical impairment, etc.) are dependent on being able to read their course literature by listening to it. Either as talking books (a recording of literature read aloud) or digital text read by a speech synthesiser. The Swedish Agency for Accessible Media (MTM) is responsible for producing and making required reading available to students at Swedish higher education institutions in the form of talking books. MTM adapts entire books. Using their account, the student can search MTM's library catalogue Legimus (www.legimus.se) for and download the course literature to their computer, mobile phone, or tablet.

The student, unlike students who read printed literature, is solely responsible for ordering the course literature that is not available as a talking book or in digital form via the university library. The alternative is MTM's talking book production. The production time for talking books is 8 weeks, sometimes longer.

Course literature that MTM does not adapt (articles, reports, in some cases e-books) and is available in digital form, can be read to the student using a speech synthesiser in their computer. HKR offers ClaroRead Plus for PC and MAC.

Recommendation

In order to give students with reading impairments equal opportunities to complete their studies, literature should be available in relevant formats for all students when the course starts. Therefore, the recommendation to course coordinators for both programme courses and freestanding courses is to routinely in their work with the course literature:

- Check whether the course literature is available as a talking book in the talking book catalogue Legimus or in digital form.
- Provide information about the speech synthesisers HKR offers that enable the reading of digital text.

If the course literature is not available in the Legimus talking book catalog:

- Order pre-production of the course literature no later than 8 weeks before the start of the course via the functional librarian or choose an alternative equivalent course book available in the talking book catalogue Legimus or in digital form.

Read more:

www.hkr.se/talbok

www.hkr.se/lasstod

www.hkr.se/funktionsnedsattning

Contact:

Claes Dahlqvist, Librarian with functional responsibility for adapted literature, claes.dahlqvist@hkr.se, 044-2503054