

Guidelines for fulfilment of continuous assessment outside normal examination period

The course responsible is responsible for:

1. Reserving/ordering room and invigilators.

When there are **less than 20 students** who will be sitting for a part of a test, it is the institute's responsibility to provide the necessary room and invigilator (s) for the test. The building's caretaker must be contacted in advance to assure that the room is ready and the answering sheets are delivered to the invigilators.

When there are **20 students or more** who will be sitting for a part of a test the Department of Academic Affairs can arrange for room and invigilators. In such cases, the Department of Academic Affairs must be contacted in advance at least 1 month prior to the date of the part of a test.

2. Notifying the students about when and where the part of a test will be held (a notice about the test shall be available on the course's "room" in Fronter at least 14 days prior to the date for the part of a test).

3. Obtaining information about students who are registered for the course and who are entitled to individual facilitation during examinations (extended time, use of computer, other individual facilitation arrangements) from the department's FS administrators. The individual facilitation arrangement that is granted upon application (documentation is available at the Department of Academic Affairs) is presented in the report FS530.002 (enter "192 *", and filter on the course code). The letter "T" in the field *Type of facilitation* means extended time. The length of the facilitation period is stated in the Examination Regulations at the Norwegian University of Life Sciences with additional provisions, see ad. 4-7.

4. Copying the examination question (s) in a sufficient number and deliver them to the invigilators at least 15 minutes before the test starts. (NOTE: If examination aids (calculators, dictionaries and the like) are authorized for the test, this must be stated on the examination question sheet and be in accordance with the aid code specified under the course description in the course catalogue).

5. Lending of calculators is only accepted when the rooms used for the part of a test are not the regular examination rooms – there are calculators provided in the closets in the examination rooms. If lending of calculators are necessary, they must be collected at/returned to the Department of Academic Affairs prior/after the completion of the test in cases where the aid code for the course is:

B1: calculator handed out, no other aids

or

B2: calculator handed out, other aids specified

NB! The aid code shall be in accordance with the information stated in the course description and be applicable to all parts of a test in a course.

6. The receipt lists for attendance, breaks and submission (printed by the FS-responsible at the department) must be provided to the invigilators together with the examination question (s).

7. Informing the invigilators that the students must sign for attendance.

8. Informing the invigilators that the answers will be collected when the part of the test is finished.

9. The building's caretaker must be informed that the room must be "cleared" when the part of the test is finished.