



## INSTRUCTIONS REGARDING THE TEMPLATE FOR EXAMINATION QUESTIONS

- **Considerable caution must be shown regarding security when preparing, printing out, copying and storing examination question sheets.**
  - Physically secure computers when absent – local computers are not secure
  - Do not leave exam question sheets lying on or around the printer, and do not leave printer while making copies
  - Be aware that some printers and photocopiers have memory
- Exam question sheets shall be printed and copied in the departments. *Make five extra copies!* **On the envelope, please list; Course code, examination date, number of copies and the code for use of permissible examination aids.** The exam questions sheets must be delivered to the Dept. of Academic Affairs **at least three (3) weekdays prior** to the examination.
- Registration lists (List No. 1 – Exam notification) contain information about how many students wish to receive their examination questions in Bokmål and Nynorsk, respectively (the two official versions of Norwegian). If at least one student wishes to have the questions written in Nynorsk, the questions shall be provided in both Bokmål and Nynorsk. If sufficient space is available, both language alternatives should be written on the same page. If the questions cover several pages, the pages are to be copied and stapled together (or make two-sided copies). If the examination questions cover more than one page, all pages are to be numbered and the total number of pages shall be stated.
- The heading of the exam question sheet **shall** include the following information; **Course code, course name, examination date, duration of examination (hours), responsible teacher's name and internal phone number, perhaps also mobile phone.**
- If the examination consists of several parts, information must be provided on how much each part will count toward the grade.
- **The stated use of examination aids shall comply with information provided by the online version of the course catalogue, and must be listed in the heading on page 1 of the exam question sheet:**

”Supplementary Provisions for Chapter 12

**Ad. 12-1** *All aids that students bring to exams shall be individually controlled by the invigilators.*

**Ad. 12-2** *The following codes designate the combinations of permissible aids:*

*A1: no calculator, no other aids*

*A2: no calculator, specified other aids*

*B1: calculator handed out, no other aids*

*B2: calculator handed out, specified other aids*

*C3: all types of calculators, all other aids*

**Ad. 12-3** *Any use of mobile (cell) phones or other electronic aids containing communications equipment in or outside of the examination premises is considered as cheating.*

*By all types of calculators is meant pocket calculators or small PCs that are not connected to the power supply or a printer, that do not communicate with other units, that do not make a noise and that only consist of a single object."*

The Dept. of Academic Affairs has simple calculators at its disposal for use in examinations. **Any specific examination aids to be handed out (tables, rock samples etc.) must be mentioned in the heading on page 1 of the examination sheet. Also, the Dept. of Academic Affairs must be notified of such aids upon submission of the questions.**

- Exam question sheets **shall be signed by the teacher(s), and if possible, the examiner. Typewritten names alone will not be approved as signatures.**
- **The responsible teacher must be present in her/his office/accessible via phone or mobile phone on the day of examination (incl. lunch)** in order to be able to respond to any uncertainties or questions from the students. If the teacher is unable to do so, he or she must **make sure to find a substitute!**
- Everyone at the departments dealing with examination questions is bound by **the duty of non-disclosure.**
- The Dept. of Academic Affairs has published a **template for examination questions** on the website of the Student Information Centre (SiT), to be accessed under "Forms" in the left-hand menu. See item 4, "Examiners and assessment".