

# EXAMINEE GUIDELINES FOR CENTRALLY ADMINISTERED, WRITTEN AND SUPERVISED EXAMINATIONS AT THE NORWEGIAN UNIVERSITY OF LIFE SCIENCES



Established by the Committee for Course Programmes on 22 October 2003.  
Revised 20.11.08

- I. Before taking the examination, the examinee shall be familiar with the *Regulations for Examinations at the Norwegian University of Life Sciences with Supplementary Provisions* and these guidelines.
- II. Examinees wishing to take examinations are themselves responsible for registering for the exam before the specified deadline, and for making sure the registration was performed correctly. Examinees who are not listed on the registration lists will be refused admission to the examination. The Student Information Centre (SiT) or the Department of Academic Affairs must be notified of any mistakes within a specified deadline. Examinees are themselves responsible for staying informed about the venue and the time of the examination.
- III. Examinees in need of special arrangements during the examination must notify thereof within specified deadlines.
- IV. Examinees must arrive at the examination premises no later than 10 minutes before the start of the examination. No examinees are permitted to enter the examination premises before at least one of the invigilators has arrived.
- V. Examinees shall carry a valid proof of identity or student ID. On request, the examinee must present his/her ID to the invigilator.
- VI. Examinees must take along all necessary writing utensils as well as permitted aids. The examinees must inform themselves beforehand about which aids are permitted for each examination. It is not permitted to borrow aids from other examinees during an exam. When entering the examination premises, bags, jackets, and mobiles must be turned off etc. must be placed at a designated spot, while lunch bags and permitted aids can be taken to the examinees seat. Examinees are not permitted to carry mobile phones during examinations.
- VII. After an examinee has taken her/his seat, she/he may not leave it without permission from an invigilator. No examination answers can be handed in until at least 30 minutes have passed since the start of the exam.
- VIII. Examinees arriving after the examination has started, must contact the examination invigilator. If an examinee arrives more than 30 minutes after the examination has started, the invigilator contacts the Department of Academic Affairs, which decides whether or not the student is allowed to take the

examination. In any case, no additional time is granted. The necessary examination papers and cover sheets are handed out to the examinees. The exam's answers shall be anonymous. The examinees are therefore assigned an examinee number, which is used for identification. This number shall be written on all papers submitted as part of the examination answer. The total number of answer sheets shall be noted on the cover sheet.

The examinees must make sure to separate the carbon copies from the original answer sheet. Answers must be written in ballpoint pen. Examinees are themselves responsible for the papers they submit. Examinees shall only use the paper that has been handed out for the examination.

- IX.** When the examination papers have been handed out, it shall be absolutely quiet in the examination hall. Examinees are not permitted to communicate with each other in any way whatsoever, both in the examination hall and during any short breaks. If an examinee has a question, it must be addressed to one of the invigilators. If an examinee has to take a short break, he or she must notify one of the invigilators. Only one examinee can take a break at a time.
- X.** After the time allowed for the examination has expired, the examinees are only permitted to number and sort their papers, and write their examinee number on all sheets. If an examinee continues to write after the time has expired, this is considered as attempted cheating.
- XI.** When an examinee is finished answering the examination, he/she notifies one of the invigilators. The examinee must remain seated until all exam papers have been submitted, checked and signed for. Once an answer has been submitted, it cannot for any reason be returned to the examinee or exempted from marking.
- XII.** The examinee is only permitted to take the set of examination questions and the pink copy of his / her answers out of the hall after completion of the examination. Unused examination paper may not be taken out of the hall by the examinee.
- XIII.** If an examinee becomes ill during an examination, he/she must decide whether to withdraw from the exam or submit the answer for marking. If the examinee chooses to withdraw from the exam, he/she must submit the cover sheet and note that it contains zero sheets of paper. A medical certificate must be submitted to the Document Service no later than 5 working days after the aborted examination. Once submitted, an examination answer cannot be withdrawn even if a medical certificate has been presented.
- XIV.** Cheating or attempted cheating during an examination can lead to the annulment of the exam, and perhaps to the exclusion from universities and colleges for a period of up to one year.