



JÖNKÖPING UNIVERSITY

## **Examination Rules at Jönköping University**

### **Compulsory registration for examinations and re-examinations**

Jönköping University students must be registered in the course in order to become registered for the examination.

A student must register online (LADOK on the web services: <https://lpw.hj.se> English version of the page) at least 10 days before the examination date;

A student has to report to the invigilator at the examination room who checks his or her name in the registration list.

If a student registers himself for the examination and his name is not on the registration list, he can prove he registered it by showing the “Examination Signup Confirmation”. The “Examination Signup Confirmation” can be printed from LADOK on the web once the student has registered for the examination.

Students registered will be invited to take seats in the examination room.

If a student fails to register on time, no late registration is possible as registration closes down automatically 10 days before the date of the examination. Please be advised that there are **NO** exceptions!

Please respect this policy and take responsibility for your own actions. Make sure that you register in advance for each exam you are planning to take.

# Examination Regulations at Jönköping University

(October 4, 2010)

The following regulations apply to written examinations, based on the President's Decision §445,

2009 "Regulations and guidelines for education at first-, second- and third-cycle levels at Jönköping University" and "Application directives for examination at Jönköping University".

The duty of the invigilator is to supervise candidates during the examination and maintain orderly conduct. This is in the interest of all students. Directions from the invigilator shall be followed. Cheating and disorderly conduct during the examination are disciplinary offences which may be reported to the Disciplinary Committee and may lead to dismissal from the University for a shorter or longer period.

## Before the examination

- Candidates must sign up for the examination no later than 10 days prior to the date of examination. Candidates who fail to sign up in time or sign up late will not be permitted to attend the examination.
- It is the candidate's responsibility to know the right time and place for the examination.
- Candidates must bring a valid photo-bearing identification document. Without an ID document the candidate will not be allowed to attend the examination. The University's access card is *not* a valid ID document. A xerox copy of a foreign passport, signed and stamped by the University, is a valid ID.
- Candidates must also bring their valid Student Union membership card (Mecenat card).
- Any aids permitted in the examination room must be "clean" i.e. without unauthorised notes or loose-leaf pages. Tabs and bookmarks *without text or markings other than chapter headings or similar* are permitted.
- Candidates may bring refreshments which they are expected to consume quietly.

## Entering the examination room

- Candidates are advised to arrive in good time for the examination. The door will be locked exactly at the appointed hour.
- Before the candidate enters the room, the candidate must check off his/her name on the name list at the entrance. A candidate whose name is not on the list may not attend the exam. Candidates are advised to arrive in sufficiently good time to locate and mark their name on the list before the appointed hour.
- A candidate who arrives less than 30 minutes' late will be let in 30 minutes after the start of the examination
- A candidate who is more than 30 minutes' late will not be permitted to attend the examination. No excuses whatsoever will be accepted.
- Outdoor clothes and other personal belongings, except for permitted aids and ID documents, must be deposited in the assigned place.
- Candidates should sit down at a desk designated for their course. Only permitted aids, ID document and refreshments are to be displayed on the writing desk.
- All electronic equipment (cell-phone, laptop, mp3 player, etc.) must be switched off and

left with the candidates' outdoor clothing and personal belongings. *Any cell-phone signal during an examination will be regarded as both a disturbance and an attempt at cheating.*

o If a candidate thinks he or she has legitimate reasons to have their cell-phone switched on during the examination, this must be reported to the invigilator *before* the start of the examination. Only exceptional reasons will be accepted. A switched-on cell-phone with the sound signal turned off must be kept *with the invigilator*. If the candidate accepts a call, then he or she must immediately terminate the examination and hand in his or her papers.

### **Start of the examination**

- When the invigilator locks the door and announces the start of the examination, candidates must immediately sit down at their desk and be quiet
- Each candidate should ensure that they have received the right examination paper from the invigilator and that it is complete.

### **During the examination**

- Candidates are not allowed to leave the room during the first half hour.
- Communication of any kind between candidates is strictly forbidden.
  - o If there is a legitimate need to communicate with a fellow student, this must be done through the invigilator, in a language understood by the invigilator.
- Disorderly conduct is not permitted.
  - o Disorderly conduct is what any other candidate perceives as disruptive and which can be avoided.
  - o Involuntary sounds (coughing, sounds of writing, etc.) may be accepted within reasonable limits.
  - o If a candidate feels disrupted, this should be reported to the invigilator.
  - o If a candidate is told to cease disturbing others, the candidate must *immediately* stop his or her disruptive behaviour.
  - o If the candidate continues to be disruptive in spite of being told to stop, the candidate will be reported for breach of discipline.
- Candidates should display their ID document and Student Union membership card (Mecenat card) when the invigilator wants to check it.
  - o If the candidate does not have an ID document that can be accepted by the invigilator, the candidate will be dismissed from the examination room.
  - o If the candidate's name is not on the signing-up list, he or she will be dismissed from the examination room.
  - o When the invigilator checks the candidate's ID document, the name must be written on the cover/front page of the exam paper. If the examination is anonymous, the same name must be filled in on the code paper and the same code be written on the cover/front page.
- The invigilator may, at any time and without any specific reason, check what candidates have on their desks. The invigilator may also leaf through permitted books to check that there are no unauthorised notes, or look in pencil-boxes, sweets bags, etc.
- Only writing paper issued during the examination is permitted.
- If a candidate visits the lavatory, the name and the time must be recorded on the lavatory list.
- Only one student at a time may leave the examination room if the lavatory is outside the room.

- If a candidate leaves the room for any other reason than a lavatory visit, the candidate has thereby terminated the assessment and is not permitted to continue writing.

### **End of the examination time**

- The invigilator announces when 30 and 10 minutes are left of the examination time
- When the invigilator announces the end of the examination time, candidates must immediately stop writing and put down their pens.
- It is the responsibility of each candidate to ensure that he or she hands in all the material he or she wishes to be considered by the examiners and that every page handed in has the candidate's name and personal identification number (or code, in the case of an anonymous examination).
- Candidates must show their ID document if the invigilator so demands. The cover/front page with each candidate's name must be handed in even if he or she has not answered any questions.
- In the case of an anonymous examination the paper with the candidate's personal code must be handed in even if he or she has not answered any questions.
- The number of loose pages handed in will be counted by the invigilator and recorded on the cover/front page.
- If answers were written in an examination booklet, the number of loose pages in the booklet will be counted by the invigilator and noted on the front page if it differs from that of a complete booklet.
- Candidates should check that the invigilator has ticked their names off the list correctly and has noted the correct number of pages handed in.
- Candidates may keep the question-paper for the examination that has just been completed.

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## **Cheating**

### **Plagiarism**

The meaning of plagiarism: The false assumption of authorship: the wrongful act of taking the product of another person's mind

Avoid plagiarism by keeping careful notes that distinguish between your own musings/thoughts and material you gather from others. You must make references when you use what the author has written.

## **Cheating at Examinations**

Cheating at examinations is not tolerated at JU. Evaluation of a student's performance is based on her/his actual knowledge, while dishonest behavior such as cheating is strictly forbidden.

There is a number of measures introduced in order to prevent this sort of behavior:

- No other aids are allowed to be used at examinations except those specified on the first page of the examination form
- Students are assigned to a specified seat through number- laps or other means
- An invigilator performs thorough control of calculators or other electronic device

### **The following behavior is considered as cheating**

- Talking in the examination room
- Possession/ Use of mobile phones (mobile phone detectors are installed inside and outside examination rooms)
- Showing notes to other students
- Use of non-authorized aids, such as notes, non-authorized programmed calculators, etc.
- Non-authorized aids, such as notes hidden in an authorized aid, e.g. law book, etc.

### **The procedure following the case of cheating**

- Invigilator informs the student that he/she has exhibited a cheating behavior and that this case is to be reported and the examination will not be graded
- *If a suspicion arises that a student used non-authorized aids, the teacher responsible or an officer from the Student Services will be called upon in order to judge the situation.*
- The invigilator writes a report about the case. The report is sent to the Director of Undergraduate and Master programs, who immediately informs the teacher responsible or program director and requires them to submit another report. The Director of the Undergraduate and Master Programs presents the case at the Disciplinary Board.
- The possible outcomes of the Disciplinary Board decision may result in suspension or termination of a program.
- Coordinators at home universities are informed about the decision.