



JÖNKÖPING UNIVERSITY

Exam regulations for students at Jönköping University

The 14th of October 2020

These instructions are based on President's decision § 755, 2018, "Regulations and guidelines for first-, second-, and third-cycle education at Jönköping University". Regulations on disruptive behaviour and cheating are found in the policy documents of the Disciplinary and Expulsion Committee. To guarantee the student's legal rights, Sweden's legislation on discrimination must be observed.

The invigilator's role is to guarantee that the examination takes place in an ordered and legally secure manner. The invigilator's instructions must be followed.

Cheating or disruptive behaviour during an exam are disciplinary offences that will be reported to the Disciplinary and Expulsion Committee. A disciplinary offence may lead to short- or long-term suspension from the university.

The exams are scheduled on the basis of set start times. It is the same times for all days, starting at 9 a.m. and 2 p.m.

Preparations

- Register for each exam no later than ten days beforehand. If you fail to register or register late, you will not be allowed to write the exam in question.
- Since hypersensitivity/allergy is relatively common, you are not allowed to bring food/snacks that contain nuts/peanuts or to wear perfume.
- Be sure you know the correct time and place.
- Be sure you know what aids are permitted. Ensure that your aids, if any, are "clean", with no forbidden notes or loose pages. Tabs and bookmarks without any text or marking other than chapter headings or equivalent are permitted.
- Bring a valid photo ID, e.g. your driving licence or passport. Without such ID, you will not be allowed to write the exam. The JU card, if marked "Identity Card" and showing your full civic registration number, may be used as an ID document at exams.
- You may bring refreshments.
- Prior to a digital exam, it is always each student's responsibility to ensure that his/her JU user account will be active at the time of the exam. This is also necessary if you need to borrow a computer. If there are any problems, please contact IT Helpdesk.

During admission

- Arrive at the latest 20 minutes before the exam starts. The door is locked at exactly the specified time.
- Before entering, tick off your name on the registration list at the entrance. If you are not on the list, you will not be allowed to write the exam.
- Those who arrive for the second admission, 30 minutes after the start, must be present outside the door so that the invigilator can verify their identity.

- Anyone arriving more than 30 minutes late will not be allowed to sit the exam. No excuses are accepted.
- Leave any outerwear and bags in their designated places.
- Seat yourself in the indicated place. Only permitted aids, ID and refreshments are allowed at the desk.
- All electronic equipment (mobile phones, smart watches, MP3 players, etc.) are to be switched off and kept with the outerwear and bags. Do not bring anything to the exam that you do not wish to leave unsupervised. Any sound coming from a mobile phone during an examination will be reported as both disruptive behaviour and attempted cheating.
 - If you consider that you have legitimate reasons to have your mobile switched on during the exam, notify the invigilator of this before the exam begins. Only exceptional reasons are accepted. The switched-on mobile (silent ringtone) is to be kept by the invigilator. If you accept a call, you must immediately stop the examination and hand in your paper.

Start

- When the invigilator locks the door and announces the start of the exam, you must immediately sit down and stay silent.
- Check that you receive the correct exam paper from the invigilator and that the paper is complete. In Inspira check that you see the correct exam.
- If you are registered to write two exams, you receive both papers at the beginning of the exam session. However, the individual finish times must be respected. In Inspira both exams will be visible.

During the examination

- No student may leave the exam room during the first half an hour.
- There must be no communication whatsoever between the students.
 - Any communication between the candidates must go through an invigilator.
- There must be no disruptive behaviour. If you feel that you are being disrupted, please inform the invigilator.
- When the invigilator is performing the ID check, have your ID readily to hand.
 - If you do not have an ID that the invigilator can accept, you will be turned away from the exam.
 - If you are not on the registration list, you will be turned away from the exam.
 - When the invigilator comes to check your ID, your name must have been entered on the first page of the exam paper.
- The invigilator may, at any time and without special reason, check what is on your desk. The invigilator may also leaf through permitted books to check that they do not contain forbidden notes and look inside pencil cases, sweet bags and the like.
- The only writing papers that are allowed are the ones with a colored corner, provided by the invigilators during the exam.
- If you visit the toilet, both name and time must be noted on the toilet list. Only one student may visit the toilet at any one time.
- If you leave the room for any reason other than visiting the toilet, you are considered to have stopped the exam and may not continue writing.

End

- The invigilator lets the students know when 30 and 10 minutes of writing time remains.
- When the invigilator announces that the time is up, you must stop writing immediately.

- Ensure that you have written your name and civic registration number on each piece of paper that you hand in. In case you have not done this when the time is up, you must continue filling in your name and civic registration number in the presence of an invigilator.
- When you hand in your paper, you must show your ID.
- Even if no questions have been answered, the pre-personalised page must be handed in.
- The number of submitted loose pages are counted by the invigilator and noted on the pre-personalised page.
- Check that the invigilator ticks off your name correctly and notes the correct number of submitted pages.
- Unless otherwise specified, you may take the exam paper with you once you have handed in your answers. You are not allowed to take the writing papers with a colored corner with you from the exam venue.
- In a digital exam, you and the invigilator are to jointly note the time of submission on the attendance list.

Special educational support

- If you have been granted special educational support owing to disability and wish to have an alternative exam arrangement, register this with the examination coordinator in the case management system no later than ten days beforehand and, for information, with the responsible teacher. You must also register for the exam as usual.
- A student with special educational support who writes a paper exam, but is entitled to use a computer, must write the entire exam either on paper or on computer.