

Student Examination Guide





Regulations regarding written examinations

As of autumn 2008, all written examinations are anonymous, as per the Vice-Chancellor's decision of June 2006. Examinations can take different forms, e.g. laboratory work, written exercises, essays, oral, and/or written examination. This guide is based on "*Ordningsföreskrifter för studerande vid salsskrivningar*", Dnr: LiU-2014-00585.

Written examinations are monitored by supervisors in the examination room and in the corridors outside. As an examinee you are obliged to follow all instructions from the supervisor and submit to various control measures deemed necessary due to these regulations. Disobedience will be reported to the examiner or the teacher in charge, who will decide if you should be dismissed.

Signing up for written examinations

You must sign up in advance for a scheduled written examination to be guaranteed a seat in an exam room. The deadline is normally **ten days before the examination date**; however, discrepancies can occur and it is important that you check the deadline. You sign up via Studentportalen at www.student.liu.se or via the app Liuapp.

To be able to sign up for an examination you need access to the Internet and a LiU-ID, the Linköping University student account. If you are a new student you can activate your LiU-ID the day after you are registered, at one of the following locations: The Central Student Reception Desk in the Zenit Building on Campus Valla, in the Kåkenhus Building on Campus Norrköping or the Student Affairs Office at the Faculty of Medicine and Health Sciences. More information about the LiU-ID and registration is available at www.student.liu.se.

To sign up:

On the web, go to www.student.liu.se. There, click on **Studentportalen** and log in with your LiU-ID username and password.

Initially, you are presented with your personal pages, where you can find your study results, change your address and sign up for exams etc. Click on **“Exam Registration”** in the menu to the left. From the list, you can sign up to the

exams of your choice, or search for an examination by clicking on **“Search”**.

If you need to search for an examination, enter the course code, name or the date of the examination. You can use the *wild card* * (asterisk) in the search box. Remember that the subsample included in the individual courses may not show up. Instead, find the exam by writing the course name, such as **English 1**. Tick the exam you wish to register for and click on **“Register”**. In Liuapp you search for your examination and click **“Register”**.

Information of the location and time will be posted on the Studentportalen web-site no later than four days prior to the exam date. If you have registered for the exam on time you will also receive an e-mail notification to your student e-mail address about the location and the exact time of the examination.

To cancel a registration

It is very important that you cancel your registration for the examination if you cannot participate. Because locations, supervisors and material are an expense for the university, any cancellation must be done on the last registration day at the latest, usually ten days before the examination. Please cancel the registration even if the deadline has passed. Even though the costs already incurred, resources can be redistributed.



Written examination procedures



Be there on time, at least 15 minutes early. The examination starts at exactly the time stated. If you are registered and you arrive after the examination has started, you will have to wait outside the exam room for 30 minutes before being allowed to enter. If you are not registered, you can still go to the examination room and put your name on the waiting list. The waiting list will be placed outside the exam room 30 minutes before the exam starts. A non-registered student must always wait 30 minutes outside the exam room after the examination has started before being allowed to enter. If there are available seats, they will be assigned according to the waiting list. A supervisor will notify you if there is a seat available after 30 minutes of the exam time has passed.

If you arrive later than 30 minutes after the start of the examination, you do not have the right to participate, whether you are registered or not.

The written examinations at LiU are corrected anonymously. This means you will be given a AID number (anonymous identity number) when you take the exam to replace your name and personal identity number.

You are required to follow the instructions from the supervisor regarding the examination room and any seating arrangements. You must also observe the instructions regarding belongings such as coats and bags and the consumption of food and drinks (alcoholic drinks are strictly forbidden).

Identification and attendance check

You must bring your LiU-ID card - your student identity card at Linköping University. The card must be up-to-date for it to be valid as an identification card.

You must show the card to the supervisor when entering the exam room. You also have to show the card when given your AID num-

ber, which you will receive after being seated. In exceptional cases (such as loss of LiU-ID card) the following forms of identification may be accepted: a valid passport, a valid SIS-approved ID card issued by the Swedish police authorities or by a Swedish bank. If you cannot show any accepted form of identification, the examination may not be assessed. The examiner decides how to handle the exam.

Equipment

It is your responsibility to bring only permitted equipment to the examination (besides paper). You are also responsible for only having permitted aids at your desk. The supervisor will examine any equipment you bring. Should any uncertainties arise, the teacher on duty will be contacted.



Note!

The following equipment is not permitted at the examination seat:

- mobile phone (must be turned off and placed in a deposit box, or in your coat or bag in a dedicated area, or left at home)
- computer or tablet
- media player
- smart watch
- calendar

Please also note that Linköping University will **not** be responsible for lost or stolen valuables: please use the deposit boxes available in some of the exam rooms.

During the examination there must be no communication among examinees. If necessary the supervisor will act as an intermediary to facilitate exchange of equipment or writing materials. If the examinee does not follow these rules the disobedience will be reported to the examiner on duty.

Writing paper

Only paper and forms supplied by the university are allowed during the examination.

Each sheet of paper must contain: your AID number, date of examination, course code, examination code and sheet number (*special rules apply to exams on computers*). **This is your responsibility and all information must be completed during the allotted time.**

Each question must always begin on a new page. Otherwise, follow the instructions given by the teacher in charge.

Toilet break

You are not allowed to leave the examination seat during the first 60 minutes of the examination. This applies to both toilet breaks and when you want to hand in the examination. If you have to take a toilet break you have to register the break to a supervisor and follow the instructions given.





Ending the examination

The supervisor will notify you when there is 10 minutes left of the examination time. You must stop writing at the set time. If you do not stop writing your exam will be marked as a late hand-in and time and reason will be noted on the cover. An exam that is handed in late may not be judged. The examiner will decide.

You are responsible for marking the sheets you hand in with the correct identification information and sheet numbers before the examination time has ended. When you use a cover page, make sure that you state the total number of sheets that you have used for answers. Always complete and hand in the cover page, even if you have no attachments to hand in. You must show your LiU-ID card to the supervisor when you hand in your exam.



Fire alarm

In case of a fire alarm it is **absolutely necessary** that you follow the instructions given by the supervisor. If the fire alarm starts, the examination room must be evacuated. In all likelihood the examination will not continue. The supervisor will contact the teacher in charge. The examiner will decide how the examination should proceed, and is responsible for organising a replacement examination if necessary.



Suspicion of attempt to deceive

According to chapter 10 in the Higher Education Ordinance, disciplinary measures can be used against a student who:

- Uses forbidden aids and equipment, or in any other way purposely acts misleadingly during the examination or the assessment of a study achievement.
- Causes a disturbance, prevents teaching, examinations or other university related activity from taking place.

Suspicion of attempt to deceive

Only if the student is suspected of deceiving will the supervisor intervene. The supervisor continuously checks the exam room and the corridors and toilets for material that may not belong to the examination.

When an examinee is suspected of attempting to deceive, the supervisor will make a report to the teacher on duty. The supervisor also files a report to the Exam Service Office (*Tentamensservice*). The examiner contacts the student as soon as possible after the examination date to inform of the progress of the reporting.

If the examiner determines that the matter should be reported the suspicion of attempt to deceive is reported to the University Vice-Chancellor and the case is reviewed in the Disciplinary Committee. The members of the Disciplinary Committee are: the Vice-Chancellor, one legal expert, one teacher representative and two student representatives.

Possible disciplinary measures imposed as a consequence of attempt to deceive are: formal warning or suspension from participation in class and examination during a period of up to six months. The suspension is reported to the departments at Linköping University, others concerned within the University and The Swedish National Board of Student Aid (CSN). Suspension normally begins on the same day that the decision is made. Linköping University takes deception during laboratory work, written exercises, essays and oral examinations, equally seriously. For more information, see the webpage, www.student.liu.se/tenta

Contact and more information:

tenta@liu.se

www.student.liu.se/tenta

Read more at <http://regelverk.liu.se/>
(information in Swedish)

Examination guidance officers

Enquiries concerning examination can also be sent to the faculty examination guidance officer (examinationsombud):

Faculty of Arts and Sciences: examination@filfak.liu.se

Faculty of Educational Sciences: examination@uv.liu.se

Faculty of Medicine and Health Sciences: examination@medfak.liu.se

Faculty of Science and Engineering: examination@lith.liu.se

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