

RULES

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Examination Rules – Undergraduate (First-Cycle) and Graduate (Second-Cycle)

1 Introduction

An important part of the university's quality management is to ensure legally secure, fair examination because the examination is both an exercise of public authority and a part of the student's learning process. Regulations for examination can be found in the Higher Education Ordinance (1993:100) and in the Swedish Administrative Procedure Act (2017:900). The Swedish Higher Education Authority (UKÄ) has also produced a guide for legally secure, fair examination. The policy document *Rules for Examination – Undergraduate (First-Cycle) and Graduate (Second-Cycle)* draws largely on the UKÄ guide. This document also includes education at the preparatory level, i.e. foundation year (*basår*) and equivalent.

According to the provisions in the Higher Education Ordinance, examination is when a specially appointed examiner decides on a grade for each student based on the form or forms of assessment of students' performance that are specified in the course syllabus.

The course syllabus is the legal document in which the forms of assessment for each course are presented and is the document that prospective and current students can refer to when it comes to assessment. It is therefore necessary that all crucial information about assessment is included in the respective course syllabus.

This document states the rules that apply to students, teachers and other staff, which means that several perspectives are represented.

2 The university's responsibilities and obligations

Conditions and times for examination

The forms for assessing student performance (forms of assessment) must be clearly stated in the syllabus for the current course; see the section titled "Forms of assessment".

Students must receive information about the conditions and times that apply to the examination and the study aids that are permitted well in advance of the examination. This normally takes place no later than the start of the course, but always no later than three weeks before the relevant examination date.

Instructions for or questions in an examination may not be changed after the examination has begun.

In the selection and design of examinations, equal treatment aspects must be taken into account in accordance with the Discrimination Act and the university's governing documents regarding equal opportunities and gender equality.

Examination in a course advertised as running during the day should not be scheduled after 17:00 (5 p.m.). For full-time students, the regular examination should be held Monday to Friday where possible.

Placements (VFU) and comparable course components can be scheduled freely in the hours of operation of the place where the placement will take place. This can also mean at the weekend.

Before an examination, the teacher in charge must state in what way and at what time they will be available for questions, etc.

Examinations and assessments of student work must always be carried out in such a way that there is no suspicion of conflict of interest. An examiner, assessing teacher or placement supervisor who is aware of a circumstance that may mean they are biased in a grading-related matter is obliged to report this to their immediate manager¹.

The student is always examined according to the learning outcomes stated in the course syllabus.

Examination occasions

For each examination occasion, at least three examination occasions must be offered over a period of one year (twelve months) from the start of the course. An examination occasion is counted as having been offered to a student as soon as it has been announced, even if the student does not use it or disregards it.

For examination occasions where three opportunities in one year are not practically feasible (for example, outdoor components that require a certain season) or would be unreasonably burdensome (for example, certain clinical tests and placements [VFU]), exceptions can be made. That said, there must always be genuine opportunities for re-examination, if possible, every semester and never fewer than one per year. Decisions not to offer three examination occasions in one year are made by the examiner.

Unless otherwise stated in the course syllabus, a student has the right to take an unlimited number of examinations to obtain a passing grade in a course or part of a course. However, the university has the right, in exceptional cases, to limit the total number of times a student may take an examination. Decisions on limiting the number of examination occasions must be made restrictively, and the number must be stated in the course syllabus. If a limitation is made, the total number of examination occasions must be set to at least five².

Courses that include a placement (VFU) or equivalent must have at least two assessments/periods. The syllabus must state this³.

In cases where the course syllabus states that the number of examination occasions is limited, an examination occasion is considered *used* if the student receives a fail; this includes students who participated without reporting a result. At a placement or equivalent, an examination occasion is considered used if the student attended the placement location and took part in activities for at least one day. However, an examination occasion is not considered “used” if the student is absent from it.

Re-examination

In addition to the first (*ordinarie*) examination occasion, additional occasions must be offered within a reasonable time, taking into account the design of the course/programme and the student’s study situation, but no earlier than two weeks after the student has been notified of the results from the first examination. The opportunity for a re-examination must normally be offered within eight weeks from the date of the first examination occasion. For examinations conducted in May and June, the first re-examination may be offered up to three months after the first (*ordinarie*) examination. No later than the time of the first examination occasion (*ordinarie examinationstillfälle*), the student must have been informed about when there will be a new examination occasion. For examinations involving others, exceptions to the time specifications may be made.

¹ According to the Swedish Administrative Procedure Act, Section 16

² Rättssäker examination, (UKÄ)

³ Higher Education Ordinance, (1993:100), Chapter 6, Section 21

Re-examination should normally be offered at least twice in one year (12 months) from the start of the course in which the student was first registered. The university has the right to limit the number of re-examinations that the student can participate in over the course of one year; however, the number offered should normally be at least two. For examinations where two re-examination occasions (in addition to the regular examination) in one year are not practically feasible (for example, outdoor conditions that require a certain season) or would be unreasonably burdensome (for example, certain clinical tests and placements that require extensive collaboration with external actors), exceptions can be made. A limit on the number of re-examinations in one year is decided by the examiner.

In the case of re-examination, another form of assessment may be used if it is clearly inappropriate or unreasonable for the examiner to use the form specified in the course syllabus. In the event of recurring deviations, the syllabus should be changed. A change to the form of assessment in the event of re-examination is decided by the examiner.

Language

Before each course, it must be clear which language will be used for the examination. There is no obligation to examine in a language other than the one stated for the course. That said, the student may, upon agreement with the examiner, be granted permission to write, for example, their degree project in English.

Students whose mother tongue is Danish or Norwegian should, where possible, be allowed to use their own language in examinations held in Swedish. The examiner makes a judgement in each case.

If proficiency in another language is a course objective, the examination may take place either entirely or partly in that language.

A student is never entitled to receive an interpreter's assistance with translation during an examination.

Force majeure or mistakes on the part of the university

If the examination in the course syllabus is impossible or clearly inappropriate as a result of force majeure (natural disasters, government intervention, war, labour dispute, or similar), essential adjustments may be made. Decisions are made by the head of school.

If the higher education institution makes a mistake in a way that makes it impossible to assess an examination (for example, the loss of an examination after its completion, but before a grade has been set), then the student must be offered a new examination in an appropriate form. This must be done within five working days of the error being discovered or after special agreement with the student concerned. Decisions are made by the examiner.

Discontinuation of a course

After a decision to discontinue a course, the university must offer three examination occasions, spaced over one year from the date of discontinuation. If the course has several examination components (modules), three opportunities for each one must be offered.

One year after the decision to discontinue the course, the university no longer has obligations as per the course syllabus. This means that a student's rights according to the syllabus cease to apply.

Compulsory course/programme components

Mandatory components in the course must be stated in its syllabus. When a course syllabus states that students must complete a course component to receive a grade of Pass in the course, this compulsory component is part of the examination.

Compulsory components may only be set when the student's presence in real time is necessary for the examiner to be able to assess whether the student has achieved the course objectives. A student who has not completed a compulsory component should normally still be allowed to participate in other examination components. Otherwise, the course syllabus should make clear that the completion of the

compulsory component is an absolute requirement for the student to be allowed to participate in other examination occasions. However, the final grade for the course cannot be set until at least one grade of Pass is available in all course modules. For grade reporting, see the section titled “Grades and grading”.

If a student does not receive a grade of Pass on a compulsory component, the same rules apply for re-examination as for other forms of assessment. If alternative assignments are regularly used instead of re-examination for compulsory components, the course syllabus must state this.

Students can seek exemption from compulsory components by contacting the examiner. However, special reasons for exemption are required, and the student must be able to achieve the objectives of the course in another way. It is the examiner who makes the decision on exemption.

3 Student’s responsibilities and obligations

Registration for the examination

It is the responsibility of each student to find out which requirements apply for each examination by reading the course handbook and/or the instructions for the assignment.

Registration for a supervised (invigilated) exam is always required. Students register according to the instructions on the university’s website. For supervised (invigilated) exams, registration opens one month before the exam date and closes two weeks before the exam date. No late registrations will be accepted. Students who did not register for an exam cannot take it even if a place is available. For other forms of assessment, registration may be required or offered.

Once registration is complete, the examination will be visible on the student website. A student who has registered for an examination is deemed to be informed about the rules and conditions that apply to the examination.

Identification (ID)

Students must always be able to identify themselves at an examination. Accepted identification documents are as follows: Swedish driving licence, national ID card, passport (Swedish or international), and Dalarna University keycard. The identification document must be in such a condition that identity can be determined. In the event of examination at another institution (for example, a placement [VFU]), it is the institution that determines which identification documents it will accept.

Students’ ID must be checked unless the examiner deems it to be clearly unnecessary for the entire group. Exceptions to identification cannot therefore be made for individual students in a group. A student who is unable to prove their identity upon request is not permitted to take the examination.

Students must always be able to show their face to the examination invigilator/teacher during an examination. For all online examinations, students must have a webcam that ensures that their faces are visible throughout the examination.

Examination in another location

Written supervised (invigilated) examinations may, upon agreement, take place at another location in Sweden or in another country. Examinations elsewhere in Sweden are held at, for example, another university, an authority, or a learning centre. Examinations in another country can take place at, for example, a Swedish embassy or a higher education institution that Dalarna University collaborates with. Examination at another location is only permitted if Dalarna University approves the place in advance.

The student contacts the place that has been approved by Dalarna University for the examination to investigate examination possibilities and to fill in the necessary information in the form when

registering for the examination. Any costs associated with examinations at another location, such as payment for the examination location, are to be covered by the student.

Examination at another location must be written at the specified time, Swedish time +/- one hour. In the event of a time difference that means the entire examination is held at night at the examination location, the examiner may, in exceptional cases, permit a different time for an individual student.

Examinations at another location should not be confused with online exams; see section 4.

Adapted examination for students with targeted study support

Students who have documented disabilities and who have received a decision on study support from Dalarna University must be given the opportunity to take an adapted examination. Reasonable support and adaptations are agreed upon between the student, the examiner, and the disability coordinator.

For examinations where registration is required, the student is responsible for ensuring that the university is made aware of any need for adaptation at the time of registration. For other forms of assessment, the student is responsible for contacting the course coordinator well in advance of the start of the course. For adaptation of the placement (VFU), the student is responsible for contacting the course coordinator when the placement is being planned.

Decisions on adaptation are made by the examiner.

Students who require special arrangements for examinations or who require medical-technical equipment must contact the examination coordinator at the time of registering for the exam. For forms of assessment where no registration is required, please contact the course coordinator.

4 Forms of assessment

The syllabus must state all forms of assessment used in the course. An examination can be conducted in writing, orally or in another form; it can be individual or in a group; and it can take place on campus, remotely or at an external party. Below are special provisions for certain forms of assessment. However, it is entirely possible to use forms of assessment other than these.

To give students the opportunity to anticipate what applies to examinations in each course and thereby ensure fairness, it is important that the course syllabus clearly states which forms of assessment are used.

The design of the course determines which forms of assessment are appropriate. The examination should be designed in such a way that the performance of each individual in relation to established learning outcomes can be assessed, including in group examinations.

Deviation from the forms of assessment established in the course syllabus is not permitted. Exceptions *can* be made in connection with re-examination; see the section titled “Re-examination”.

Special provisions for certain forms of assessment

Written exam on campus or at another location

1. Special regulations for written exams on campus or at another location are available on the student website. It is the student's responsibility to ensure that they follow both these rules and the instructions provided by the examination invigilator or equivalent.
2. The written exam is anonymous. That is to say, the teacher grading the exam does not know who has written it.
3. Students need to arrive early for the exam so that they can present their ID and receive an anonymity code. Doors close 10 minutes before the official start time of the exam. Any late students will be admitted as a group 30 minutes after the official start time. If a student arrives late, they are not entitled to extra time beyond the official finish time. Students may not commence an exam after the first 30 minutes have elapsed.

4. Students may not leave the exam until at least 60 minutes have elapsed from its official start.
The examiner has the right to change the amount of time for an exam if the exam is 120 minutes long or less. How much time students have to complete an exam must be made clear in the instructions for the exam.
5. Students may only use the paper and cover sheet that the examination invigilator gives them.
6. They must take valid photo ID with them to the exam. In addition, students may bring a pen and eraser, unless stated otherwise. They may also take study aids permitted by the examiner and stated in the exam registration. Students are responsible for ensuring that no other study aids are at their desk. All equipment that enables students to communicate with others is considered a possible study aid.
7. If students need to use the toilet facilities during the exam, they must inform the examination invigilator and also present their ID. The student's absence is noted to be from the time they leave until the time they return to the exam room.
8. When students have completed the exam, they must give it to the examination invigilator. The material they hand in must include the cover sheet that shows the anonymity code, the number of pages they are submitting and the answer sheets showing the anonymity code, page number, question number and course code.

The same applies to students who do not answer any questions and instead hand in what is termed a blank examination. Students must fill in all of the above within the official time for the exam. When students hand in their completed exam, they must present valid photo ID and sign the name list of examinees.
9. When a student has finished their exam, they must remove all their material from their desk. It is important that students do not take any material – exam questions, answer sheets, note-taking sheets – from the exam room: they must leave all of it at the designated place. Once they have done this, they must leave the exam room immediately. If, at the end of the exam, they do not stop writing when the examination invigilator tells them to, the examination invigilator will register their exam as late when it is handed in. It is then up to the examiner to decide whether the exam will be marked and graded.
10. If there is a fire alarm (or similar situation), everyone must vacate the room. The exam will be terminated. The examination invigilator will direct students to a location where they must remain until an update is received from emergency services. The examination invigilator will take the list of examinees and any exams that have already been submitted. If possible and if there is no risk of danger, the examination invigilator will collect exam papers. The examination may not continue after this. Instead, the examination invigilator will contact the teacher in charge and inform them that the examination was terminated. A new date for the examination will be organised as soon as possible after this.

Supplement for digitalised written exams

1. Special regulations for digitalised written exams are available on the student website. It is the student's responsibility to ensure that they follow both these rules and the instructions provided by the examination invigilator or equivalent.
2. The doors close 10 minutes before the scheduled time, and no later admission is permitted.
3. When students have completed the exam, they must notify the examination invigilator by raising their hand. The examination invigilator will check students' ID and ensure that the completed exam they submit is in the system. The same applies to students who do not answer any questions and instead hand in what is termed a blank examination.
4. If a student submits their exam after the official time for completion, their exam will be registered as late. The examiner will then decide whether the exam can be marked and graded.

Online exams

1. Specific regulations for online exams can be found on the student web. It is the student's responsibility to ensure that they follow both these rules and the instructions provided by the examination invigilator or equivalent.
2. No later than 30 minutes before the start of the exam, students must be in the examination room with valid photo ID and working equipment. If a student is not at their desk 30 minutes before the start, there is no guarantee they will have the full time to write the exam.
3. Ten minutes before the start of the exam, the room closes. Students who are not present when the exam starts will not be permitted to take the exam.
4. The lighting in the student's room must be good enough for their face and ID to be visible so that the examination invigilator can ensure correct identification.
5. During ID checks, the examination invigilator must create a breakout room where only they can see the student's face and ID.
6. Students must be contactable by phone at all times during the exam.
7. There should be nobody else present in the room besides the student. If necessary, children below school age can be present.
8. In addition to a computer used to take the exam, with a minimum screen size of 13 inches, the student must have an external webcam or another device with a camera to film themselves. The camera must be directed so that the examination invigilator can see the student and their screen at the same time. In addition, the student must have the equipment required for both incoming and outgoing sound to function satisfactorily. It is up to students to ensure that they can hear exam information from the examination invigilators throughout the exam.
9. Students who need to use toilet facilities during the exam must inform the examination invigilator. They can be away from the camera for a maximum of five minutes.
10. If the student disappears temporarily from the examination room, for example, due to a loss of network connection, the examination invigilator must immediately call the student. If the student is absent from the examination room for more than five minutes, the examination invigilator must inform the student that there is a risk that the exam will not be marked and graded. It is the examiner who makes the decision on this.
11. When the student has submitted the exam, the student must notify the exam invigilator, who will verify how many pages the submitted exam contains before the student is allowed to leave the examination room.
12. The examination room may not be vacated until 30 minutes have elapsed from the start of the exam.

Written examination assignment

1. The examiner decides on the time and form of submission.
2. Students' assignments should be checked with text-matching tools before assessment.
3. If the method of submission has not been specified, the assignment must be submitted into the learning platform's submission folder or equivalent. A submission folder may not be used by a student for anything other than the submission of assignments.
4. Normally, re-examinations are offered in the form of a new submission opportunity. The examiner can decide if a re-examination can take place on an ongoing basis. The examiner also decides whether the student can use previously submitted assignments for a re-examination or whether a completely new assignment is required. If the student is offered a re-examination or the opportunity to supplement their exam but does not do so within the

specified time or in the prescribed manner, the assignment will receive the grade of Fail. To supplement an examined assignment, see section 5.

Supplement for degree project/independent work

1. The criteria for assessment should be clear to the student. It is also important that there is continual dialogue between the supervisor and examiner while the work is being completed to ensure there is agreement on what is required of the student.
2. The difference between the role of the supervisor and the role of the examiner must be made clear to the student.
3. In a course that includes independent work, examination can take place throughout the course, that is, not just when the final version of the work is submitted. It must be made clear to the student whether continual examination is what applies.

Continual assessment

1. Students must be informed in advance about what is to be assessed and what is included in the continual assessment. For example, which teaching sessions are part of the assessment? What skills will be assessed? Are seminar assignments and oral presentations included in the continual examination, or are they counted separately?
2. The examiner can decide on the maximum amount of permitted absence. Unless stated otherwise, up to 20% absence from examination occasions does not prevent a student from achieving a grade of Pass.
3. If a student does not receive a grade of Pass for the continual examination, the same rules apply to re-examinations as for other forms of assessment. If the course is held every semester, the examiner can direct the student to the next course instance for the re-examination. Otherwise, a specially organised re-examination in an appropriate form is required according to the examiner's decision.

Placement (VFU)

1. During the placement (VFU), the student must follow both the governing documents available at Dalarna University and those available for the organisation where they will complete their placement.
2. Host organisations for placements can set additional requirements that the student must meet so that they can complete their placement there, such as vaccination requirements or an extract from the criminal records registry.
3. The university has the right to prematurely terminate a student's placement, work-based training or equivalent if the student is deemed to pose a danger to themselves or others due to obvious incompetence in accordance with what is stated in the course syllabus. The examiner makes the decision on this.
4. If a course includes a placement or similar, it must be clear from the course syllabus that the examiner has the right to decide to terminate a placement⁴. Unless stated otherwise in the course syllabus, students will receive a grade of Fail if their placement is terminated.
5. Teachers conducting the assessment assess the student's performance in relation to the course's learning outcomes based on information from the placement supervisor, or equivalent, and provide supporting documentation to the examiner, who decides on the grade.

⁴ See Rättssäker examination (Fair Examination), UKÄ.

5 Grades and grading

Examiner's role

The Higher Education Ordinance states that grades must be set by a teacher as examiner, who has been specially appointed by the higher education institution. Nobody besides the examiner can make decisions concerning individual students' grades; nor can the examiner's decision be subject to review by anybody else at the university or through an appeal. The examiner is fully responsible for the grading process, for the fairness of the examination and for grading decisions in a course, even if the teacher who is completing the assessment is involved in the process. It is the examiner's responsibility to collect the necessary supporting documentation for a fair setting of grades.

The document that regulates the competence required to be an examiner is the policy document *Regler för kompetenskrav för ämnesansvarig och examinator på grund-, avancerad- och forskarutbildningsnivå, programansvarig på grund- och avancerad nivå, samt studierektor för forskarutbildningsämne*.⁵ The examiner may not delegate the following to anyone else:

- Determining each student's grade once the course has ended.
- Ensuring that the examination in the course takes place in an equal and fair manner.
- Explaining individual grading decisions when a student requests this.
- Making all other decisions about the grades of individual students.
- Making decisions where governing documents state the examiner is the decision-maker.

The examiner cannot delegate the actual grading decision; that said, the assessment of examinations can be delegated.

Grading

Each course has one or more modules, and each must be graded. Based on assessment data from the teacher doing the assessment, grades are reported in Ladok for each completed module. The appointed examiner then confirms the grade in Ladok. When grades are set for all modules in the course, grades are set for the entire course.

A course or module is considered completed if the student has completed at least one examination, regardless of whether or not they received a grade of Pass or Fail within the course or module. If the student has taken part in an assessment but has not fulfilled all the requirements for the module, a failing grade must be reported for that module, even if the student received a grade of Pass in the assessment.

If the student does not take part in any form of assessment, then no grade is reported. If a grade of Fail on a module is reported, a new grade (Fail or Pass) for the module in question cannot be set until the student redoes all the examination components on which they received a grade of Fail.

Grading scales and criteria

The university must apply one of the following grading scales, from lowest to highest grade:

- U/G/VG
- U–G
- U/3/4/5
- F/E/D/C/B/A

The grading scale used in a course must be stated in its syllabus.

At the start of the course at the latest, grading criteria for all examinations in the course must be available to the student. The grading criteria must be based on the intended learning outcomes stated in

⁵ C 2023/1565

the course syllabus and must describe what is required of the student for them to achieve a certain grade.

In the case of oral examinations, clearly expressed grading criteria are more important. The opportunities to review the grading decision are facilitated if the examination is documented by the university.

Documentation

A student has the right to access documentation relating to a matter of grading, such as examination assignments that a teacher has assessed, written comments from supervisors, etc.

A student always has the right to communicate with the higher education institution in Swedish, regardless of whether the course was held in Swedish, English or another language, and regardless of whether the examination is in Swedish or not. Swedish may also be used when the student requests a review of the grade⁶.

After each examination, students have the right to receive a run-through of their results. In courses where this is possible, answers must be shared or posted.

The examiner does not have to explain or, thus, justify the grading decision for each student. However, an explanation should be able to be provided afterwards if the student requests it. Such a request must be made soon after the student has been informed about their grade. The distribution of results and notification of grades must take place in forms that ensure fairness and the integrity of students.

Information about time

Students must be informed in advance about the consequences if they do not submit an examination on time, as well as the conditions that apply in the case of re-examination. As a general rule, examination assignments that are not carried out and submitted within the set time and in the correct form will not be assessed. The examiner can decide on exceptions.

Unless there are special reasons, the results of an examination must be made available to students no later than 15 working days after the examination. In the event of a delay, they must be notified. The same time limit also applies to other grade-related matters, such as the review of a grade, calculated from the time the case is initiated.

In cases where solutions are distributed or posted, this must be done when the results are made available to individual students.

Change of examiner

A student who twice fails an examination module (i.e., receives a grade of Fail (*underkânt*) in Ladok on two occasions) has the right to request that a different examiner grades the same module upon a subsequent attempt, unless there are special reasons that prevent this. Special reasons could be, for example, that no other teacher is available who has the necessary competence.

In cases where the course syllabus states that the number of examination opportunities is limited to two (see section 2 titled “Re-examination”), it may be possible for a student to change examiners after a failed examination.

The decision to change the examiner is made by the head of school.

Supplementing the examined assignment

The examiner has the right, but not the obligation, to allow a student who has not passed a course or module to complete supplementary work in order to pass the course/module. This applies only if the examiner assesses that the student’s performance is close to a passing grade and if supplementation can take place close to the examination.

If there is an opportunity for students to submit supplementary work, then this must be offered to all students whose performance is comparable. Supplementary work must always be completed within a

⁶ Rättssäker examination (Fair Examination) UKÄ

specified time.

Grades: review, correction and changes

A student cannot withdraw their submitted examination. Nor can a decided grade be changed or lowered at the student's request.

If a reported grade contains an obvious inaccuracy due to a typing error, calculation error, mix-up of names or similar oversight by university staff, the decision may be corrected by the examiner both to the advantage or disadvantage of the student. Before making a correction that is to the disadvantage of the student, the examiner must give the student the opportunity to comment.

A grading decision cannot be appealed. However, a student has the right to have a grade reviewed and, in some cases, changed according to provisions in the Higher Education Ordinance. The right to a review cannot be restricted; however, the burden of proof can be affected if, for example, the examination has been returned to the student. If an examiner finds that a grading decision is obviously incorrect because of a change in circumstances or some other reason, beyond those mentioned above, then they must change the decision if this can be done quickly and easily and if it does not mean lowering the grade⁷.

If the university's Disciplinary Board makes a ruling (suspension or warning) about cheating in an examination, the examiner may review the corresponding grade decision with reference to the ruling and may change or lower the grade to the student's disadvantage.

If a student has been reported for cheating but the matter has yet to be processed by the Student Disciplinary Board, then any suspicion cannot affect the grade: that is to say, a student is not to receive a grade of Fail based on the suspicion of cheating.

Grade improvement assessment (*plussning*)

Students who have received the grade of Pass cannot be granted the opportunity to improve their grade on an assessment, so-called *plussning*.

6 Disruptive behaviour and suspicion of cheating

Disruption during examination

Students are required to follow the instructions for examinations. The examination invigilator, teacher, placement supervisor or equivalent has the right to exclude a student who is behaving disruptively or who does not comply with the established rules of conduct. If the behaviour is very disruptive, a security guard may be called.

Students who behave in a disruptive manner will be reported according to current procedures for investigation and possible referral to the Student Disciplinary Board.

If a student is excluded from an examination, the examination is considered terminated for that specific student. The examiner assesses and grades any submitted work in its current state. In the event of disruptive behaviour during the placement, the examiner will decide, in consultation with the placement location, whether the current placement attempt should be terminated.

If a student is reported for disruptive behaviour, the examination will not be graded while the disciplinary matter is being processed. Reporting and making results available will only be done after the disciplinary case has been resolved.

Suspicion of cheating during an examination

It is the student's responsibility to check which aids are allowed at each examination. If cheating is suspected during an examination, the teacher or the examination invigilator may ask the student to

⁷ Higher Education Ordinance, Chapter 6

hand over any suspected unauthorised aids, and may also, for example, assign the student to another desk to write the exam. A student cannot be forced to hand over suspected unauthorised aids.

A student may not be excluded from or forced to terminate an examination solely due to a suspicion of cheating. Any suspicion of cheating is reported according to current procedures for investigation and possible referral to the disciplinary committee.

However, if it is clear that the suspected cheating will not affect the assessment of the examination task, that is, the examination should clearly receive a grade of Fail, the examiner may correct and grade it without waiting for the decision in the disciplinary matter. In other cases, when a student is reported for suspected cheating, the examination will not be assessed while the disciplinary matter is being processed. Reporting and making results available in these cases is only done after the disciplinary case has been resolved.

7 Destroy and preserve personal data

Destroy and preserve

The National Archives regulates which public documents may or may not be discarded or returned, covering the process from student admission and throughout their education. How Dalarna University applies these is regulated in its information management plan.

Process personal data

If an examination is based on collected personal data, the same personal data may be used for a maximum of five examination occasions within the space of, at most, three years from when the data collection began. After that, this personal data may not be stored, and any further examinations will require new data collection. If it has not been possible to offer five occasions within three years, the examiner may decide on a limited time extension.