



**HÖGSKOLAN  
DALARNA**

## **Rules for examinations at Högskolan Dalarna**

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Ansvarig: Chef Avdelningen för studentservice, Chef Utbildnings- och forskningskansliet

## Rules for examinations at Högskolan Dalarna

For all examinations at Högskolan Dalarna, the following apply:

1. Grades are set on a completed course. If the course is divided into modules<sup>1</sup>, grades will also be set for completed modules.
2. Decisions on grades are made by the examiner assigned for the course.
3. The examiner must always be sure that there is enough motivation for a legitimate grading decision.
4. Students who do not fulfill the criteria for Pass at the end of the course should have a Fail grade reported in Ladok. However, this does not apply if the student has had the examination period extended, for example in cases where they have to do a make-up assignment.
5. Examination assignments that are not completed in time are judged based on criteria given in the syllabus.
6. Högskolan can apply the following grading scales: U/G/VG, U/G, U/3/4/5 and A/B/C/D/E/F. The scale used must be clear from the syllabus.
7. Grading criteria should be available at the latest at the start of the course in the form of written guidelines on the course webpage or in a course handbook, and should be communicated to students. The grading criteria must be based on the learning outcomes in the syllabus, and describe what students must do to achieve a certain grade based on the prescribed forms of examination.
8. Examination should be carried out in such a way that there can be no challenges<sup>2</sup>.
9. The forms for judging students' performance must be clearly given in the syllabus. Examination must take place in accordance with what is stated in the syllabus.

**Grades and grading**

**Grading scales**

**Grading criteria**

**Examination**

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<sup>1</sup> Division into modules in Ladok

<sup>2</sup> Administration law (1986:223), §§ 11-12

10. Group examination should be avoided as the only form of examination, but can be allowed when judgement of individual performance can be guaranteed.
11. Students must always prove their identity in examinations.
12. Students who have passed an examination do not have the possibility for a new examination in order to get a higher grade.
13. If a course is given in Swedish, a student cannot demand to be examined in another language. This also applies to national minority languages and the other Scandinavian languages.
14. If course literature is changed while the course still has the same course code, students are examined based on the literature valid at the time of the examination.
15. Invigilators and/or teachers have the right to expel a student whose behaviour is disruptive during an examination, and who does not comply with the relevant rules and/or after instructions from an invigilator/teacher.
16. The examination date, including the date for reexamination, should be given to students at the start of the course.
17. For full-time students, regular examinations should be set on Monday-Friday unless there is a special reason why not.
18. The result of an examination should be available for reporting into Ladok within 15 working days from the examination. The result should be available in Ladok for students within five working days after that. If the result of an examination does not coincide with the division of modules of the course, and therefore is not reported into Ladok, the result must be made available for students at the latest 20 working days after the examination in a way that means that only the relevant students receive the results.
19. After every examination, students have the right to have the examination gone through and receive an explanation for why a certain grade was given. In courses where it is possible to do so, solutions should be handed out or posted. The examiner is responsible for decisions on grades, but the teacher who was involved in the grading can go through the examination after consultation with the examiner.

**Expulsion of student**

**Date and day**

**Results and genomgång**

20. A student has the right to see everything that contributed to the setting of a grade, e.g. marked papers, written comments from supervisors, etc.

21. The examiner has the right to let a student who has not passed a course or module write make-up assignments in order to pass the course/module in cases where the student's performance is judged to be close to passing, and the make-up can take place immediately after the examination. These assignments should always be completed within a given timeframe. The result of a make-up assignment should be made available to a student in accordance with what is stated in point 18 in this document.

### **Komplettering**

22. For every regular examination, at least two opportunities must be offered during one year. For an invigilated written examination, the first reexamination should take place at the earliest two weeks after the result of the regular examination has been given to the students, and at the latest four weeks after.

### **Reexamination**

23. Students who have been examined twice on a course or module without passing have the right to request a new examiner, if there is no special reason why this should not happen.<sup>3</sup>

### **Change of examiner**

24. Högskolan has the right to limit the number of times a student may take an examination in order to pass a course or part of a course.<sup>4</sup> If limits have been made, the number of opportunities must be at least five. If passing a course or part of a course means a student has taken part in in-service training and passed it, the number of training opportunities or equivalent training periods must be at least two. It must be clear from the syllabus what limits there are. Limiting the number of examinations may only be done in cases where an unlimited right to examination is judged to be an unreasonable waste of Högskolan's resources.

### **Limits to number of examinations**

25. Högskolan has the right to cut short a student's in-service training or VFU early, if a student is judged to be a danger to themselves or others through clear incompetence. An early break in examination is handled in terms of grading based on what is stated in the syllabus.

### **Break in training and VFU**

26. A student's right to submit a degree thesis for examination is governed by what is stated in the syllabus.

### **Degree thesis**

27. With the approval of the course coordinator, a student can receive supervision after a course ends in cases where the supervision time has not been fully used. If there is limited time for supervision, this should be made clear in the syllabus.

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<sup>3</sup> Higher Education Ordinances (1993:100), 6 kap., 22 §

<sup>4</sup> Ibidem, 6 kap., 21 §

28. When a course is discontinued, examination should be offered at least five times during the year after the date of discontinuation. One year after discontinuation no examination should be held for that course.
29. If an examining assignment has been lost through Högskolan's fault, the student should be given the possibility to fulfill the requirements for passing using equivalent methods of examination. This must take place within five working days of the results of the examination being set, or after special agreement with the student.
30. If a student is suspected of using unpermitted aids, or of trying to deceive during an examination through other means, the incident must be reported to Högskolan's Disciplinary Board.

**Discontinuing  
a course**

**Lost  
examination  
assignments**

**Cheating, etc.**