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Regulations for written examinations at Stockholm University

These regulations principally apply to written examinations in an examination room but are also applicable to other forms of examination such as unsupervised examinations, memoranda, laboratory work, etc. They have been approved by the Vice-Chancellor in order to counteract the occurrence of cheating and/or disruptive behaviour during examinations. It is the responsibility of each department at the onset of the course, and in conjunction with the handing out of the examination task, to inform the examinees of the regulations (preferably orally and in writing, as well as in the form of information on the course website). By department is also meant the corresponding unit within the University. It should be emphasised that it is of the utmost importance that it be made clear to examinees and invigilators alike which are the regulations that apply in the examination situation so as to ensure a fair examination.

Chapter 1: Regulations for examinees

1. The responsibility of the examinee to comply with the regulations

The examinee shall comply with the invigilator's instructions and orders. The examinee shall allow the invigilator to check identity documents and any material brought to the examination room.

2. Identity inspection and signature

The examinee shall present approved identity documents. Approved identity documents include a driving licence, a passport and an ID card with current validity. Approved identity documents also include a report to the police stating that the examinee's ID document has been lost or stolen. This report may not be more than three months old. Foreign identity documents, preferably passports and ID cards, will also be approved. The examinee shall write his/her name and personal identity number (or in the case of an anonymous exam other identification codes) according to the invigilator's instructions.

3. Seating in the examination room



Seating plans must always be posted before examinations take place in an examination room. The names of everyone who has registered for the exam must be written on these lists and it must be easy for the examinees to see which seat has been allocated to them. Examinees who have not signed up in advance will only be allowed to partake in the examination in as far as there is space and will be allocated seating by the invigilator. In the case of examinations with less than 25 examinees exception will be made from the rule of seating plans.

4. Personal belongings

The examinee shall comply with the invigilator's instructions as to where to put bags and other personal belongings. Mobile phones and other prohibited technical equipment shall be turned off during the examination and stored with personal belongings.

5. Assistive devices

Only assistive devices or material that have been approved by the invigilator beforehand may be brought to the examination. In so far as an assistive device can store, render, or convey information, for example a calculator with a capacity to store data, the prerequisite for approval also applies to information that is in, or can be rendered or conveyed by, the device. It is particularly important to emphasise that mobile phones may never be approved of as assistive devices.

6. Paper

Examinations may only be written on paper that is handed out by the invigilator. This also applies to scrap paper.

7. Prohibition to leave the examination room earlier than after 30 minutes

An examinee who does not wish to complete the examination may leave the examination room no sooner than after 30 minutes of the allocated time has passed. An examinee who turns up after 30 minutes of the allocated time has passed may only participate in the written exam on condition that none of the examinees in the examination room have been outside or left the examination room.

8. Prohibition for examinees to converse

Conversation between examinees or between an examinee and an outsider, for example via a mobile phone, may not take place until all those who have participated in the examination have handed in their exam papers to the invigilator. This prohibition is applicable in the examination room as well as in the event of a visit to the lavatory.

9. Breaks and visits to the lavatory

When the examination lasts for longer than five hours there shall be a 30 minute break. The invigilator shall tell the examinees which toilets may be used and the examinee shall comply with the invigilator's instructions.

10. Handing in



The examinee may not take his/her examination with him/her out of the examination room but must personally hand it in to the invigilator. Note that even a "blank" examination must be handed in to the invigilator before the examinee leaves the examination room.

11. Obligation for anyone who has behaved in a disruptive manner to leave the room

An examinee who has behaved in a disruptive manner must, on instruction from the invigilator, leave the room. Disruptive behaviour may lead to [disciplinary measures](#).

12. Cheating

An examinee who is suspected of cheating may continue to write the exam if the examinee presents and hands in the prohibited assistive device. The invigilator shall offer the examinee the opportunity to exchange the prohibited assistive device for an approved specimen. An examinee who refuses to present or hand in an assistive device may not continue with the examination. Any cheating and/or disruptive behaviour will be treated by the Vice-Chancellor, after having received a report from the head of department/director of studies, as a [disciplinary matter](#).

13. In the event of fire alarm, bomb threat or the like

In the event of fire alarm, bomb threat or the like the examinee shall comply with the instructions given by the invigilators. In such events evacuation of the examination room must always take place immediately and the invigilators will automatically be transformed into temporary evacuation leaders for the examination room. In the event of evacuation the examinees must be exhorted not to speak to each other in order, if possible, to be able to go back to writing after the fire alarm is over. The invigilator who is in charge shall, after consultation with the department, inform the examinees as to whether they may go back to writing the exam.

Chapter 2: Regulations for invigilators

1. The invigilator's responsibility for making sure that the regulations are complied with

It is the responsibility of the invigilator to make sure that the regulations are complied with and the invigilator shall engage in supervision and checking of the examinees during the entire time of examination.

2. Identity check and signature

The invigilator shall check that every examinee has brought along approved identity documents. How and when this is done is decided by the invigilator, but it must be done at the latest in conjunction with the handing in of the examination. Approved identity documents include a driving license, a passport and an ID card with current validity. Approved identity



documents also include a report to the police stating that the examinee's identity document has been lost or stolen. This report may be a maximum of three months old. Foreign identity documents, preferably passports and ID cards, will also be approved.

It is up to the department to have appropriate routines for situations in which the examinee cannot present approved identity documents.

The invigilator shall see to it that the examinee writes his/her name and personal code number (or in the case of an anonymous exam other identification codes) according to the invigilator's instructions.

3. Seating in the examination room

The invigilator shall be in the examination room in good time before the beginning of the examination. Seating plans must always be posted before examinations take place in an examination room. The names of everyone who has registered for writing the exam must be written on these lists and it must be easy for them to see which seat has been allocated to them. The seating plans must be posted by the invigilator shortly before the start of the examination, preferably on the door outside the examination room. Examinees who have not signed up in advance will only be allowed to partake in the examination in as much as there is space and will be allocated seating by the invigilator. In the case of examinations with less than 25 examinees exception will be made from the rule of seating plans.

4. Personal belongings

The invigilator shall decide where bags, briefcases, outdoor clothes etc. shall be placed, preferably alongside the walls or with the invigilator. Mobile phones and other prohibited technical equipment shall be turned off during the examination and stored with personal belongings.

5. Assistive devices

The invigilator shall check assistive devices that examinees have brought with them via random inspection unless the department informs that all assistive devices brought to the examination room be inspected.

6. Paper

The invigilator shall, at the beginning of the examination, tell the examinees that examination may only be written on paper that is handed out by the invigilator. This includes scrap paper.

7. Prohibition to leave the examination room earlier than after 30 minutes

The invigilator shall inform the examinees that any examinee who does not wish to complete the examination may leave the examination room no sooner than after 30 minutes of the allocated time has passed. An examinee who turns up after 30 minutes of the allocated time has passed may only participate in the written exam on condition that none of the examinees in the examination room have been outside or left the examination room.

8. Prohibition for examinees to converse

The invigilator shall make sure that no conversations between examinees or between an examinee and an outsider, for example via a mobile phone, take place. If examinees do not stop conversing after being told to do so, the invigilator has the right to demand that the examinee leave the room immediately.

9. Breaks and visits to the lavatory

When the examination lasts for more than five hours there must be a 30 minute break. The invigilator shall tell the examinees which toilets may be used and that the examinees must comply with the invigilators instructions.

10. Handing in of exam papers

The invigilator shall tell the examinees at the beginning of the examination that they may not take examinations with them out of the examination room but must personally hand them in to the invigilator. Note that even a "blank" examination must be handed in to the invigilator before the examinee leaves the examination room.

11. Disruptive behaviour

The invigilator shall dismiss any examinee who behaves disruptively and write a report on what has happened to the department which will then decide whether or not to report the incident to the Vice-Chancellor ([Guidelines for disciplinary matters at Stockholm University](#)). Note must be made of the examinee's name and personal identity number. If it is a question of very disruptive behaviour the invigilator should send for security guards.

12. Cheating

If the invigilator discovers or suspects an attempt to cheat then he/she shall, for forwarding to the department:

1. Write down the name and personal identity number of the examinee.
2. Offer the examinee the opportunity to hand over or exchange the prohibited assistive device for an approved specimen so that the invigilator can copy any evidence (for example a crib note). The invigilator may not force the examinee to hand over material nor may he carry out a body search on the same. The invigilator is not either authorised to interrupt the examinee during an ongoing examination on the basis of suspicion of cheating unless the examinee refuses to present or hand over the prohibited material.
3. Write down his/her observations in conjunction with the incident in question.
4. Should the examinee refuse to comply with the invigilator's instructions this must also be written down. Likewise if it leads to the student behaving disruptively.

5. The invigilator should also contact the course administrator or someone else holding a position of authority in the department.

13. In the event of fire alarm, bomb threat or the like

On every occasion of examination and in every examination room there must be one invigilator who is chiefly responsible for deciding on immediate evacuation in the event of fire alarm, bomb threat or the like. Invigilators are automatically transformed in the event of fire alarm, bomb threat or the like into temporary evacuation leaders and shall see to it that evacuation is carried out and close off the room via the emergency exit/exits. Thereafter everyone shall go to the place assigned for reassembly.

In the event of evacuation of the examination room the invigilators shall, if possible, gather any material there is. In the event of evacuation the invigilators shall exhort the examinees not to speak to each other so that they may, if possible, go back to writing. The department must be contacted and shall decide whether or not the examination may be continued once the alarm is over. The invigilator shall inform the department if, for example, any sign of cheating has occurred or if the exams have not been able to be collected. If the department decides that the examination may continue then the students will be given the extra time that the fire alarm took. If the examination cannot be continued then the department is responsible for arranging a new occasion for examination.

Chapter 3: Regulations for departments

1. Invigilators

Invigilators shall have received clear working instructions before the examination. In order that invigilators shall be able to carry out their task in a good way it is recommended that:

1. Two invigilators are on duty when there is a maximum of 50 examinees in an examination room.
2. Three invigilators are on duty when there are 50-100 examinees in an examination room.
3. Four invigilators are on duty when there are more than 100 examinees in an examination room.

2. Information about cheating and disruptive behaviour

Invigilators shall be informed about the procedure when there is a suspicion about [cheating and disruptive behaviour](#).



3. Seating plans

In order to avoid having examinees who know each other being able to sit so that they can inadmissibly cooperate, seating plans for the examinees must be prepared up beforehand.

4. Accessibility of the examiner

The examiner shall be reachable during the entire examination time so as to be able to answer any questions that require contact with the examiner.

5. Identity control

It is up to the department to have appropriate routines for situations in which the examinee cannot present approved identity documents. If an examinee who has forgotten to bring approved identity documentation is allowed by the department to write the exam, then the results shall not be registered until such time as he/she has shown approved identity documents to the department.

6. Storage of exams

Exams shall be kept locked in or stored in another way that is safe.

7. Time limit for when exams should be marked

From § 7 regulatory statute follows that matters shall be dealt with promptly. With regards to examination the Parliamentary Ombudsman (abbreviated JO in Swedish) has considered it appropriate that examinations should be corrected and marked within three weeks from the time of examination and more than two weeks before the retake, see decision by JO 1991-07-18, reg. no. 3980-1990. Departments should be aware of this when examination timetables are decided upon.

8. Storage of examinations

If examination answers have not been returned to the examinee after two years from the day the marks were registered they may be cleared out. Comprehensive academic papers, degree projects, special projects or other works of an equally independent nature shall be stored for ever. See the National Archives decision RA-FS 2007:1 (altered RA-FS 2008:3). See also decision on maintenance and sorting out of examination-related material at Stockholm University in the book of rules for further information.

This decision applies from 1 July 2010 and supersedes the previous decision approved by the Vice-Chancellor 2005-09-01 ref. no. SU 301-1904-98.

Note that this is a translation of the Swedish regulations approved by the Vice-Chancellor. If any conflict between the two documents appears, the Swedish regulations shall be the binding document.