



LUNDS
UNIVERSITET

Rules for written exams for students at the Centre for Languages and Literature

Approved by the board of the Centre for Languages and Literature on 15 January 2016

You must be registered or have been registered on the course in order to take part in the exam. As of the spring semester 2016, compulsory registration for re-sits is done via the Student Portal. For some subjects, this also applies to the first exam session. Follow the instructions provided by the lecturer/director of studies/exam manager.

1. VENUE, TIME AND PLACE

It is your responsibility as a student to find out in good time in which room the exam is to be held and where it is located. Check once more when the exam date is approaching – changes sometimes occur.

Come in good time before the scheduled start of the exam, preferably 15 minutes before the appointed time.

You can be admitted to the exam up to one hour after it has begun – if you arrive any later you will not be admitted.

You can leave the exam room at the earliest one hour after the start of the exam.

You may be assigned a seat by the invigilator. Seating is not always freely chosen.

2. AIDS

Make sure you are informed as to what aids are permitted – often none at all. Ask your lecturer! Permitted aids are stated on the cover sheet of the exam.

3. PERSONAL BELONGINGS

Go directly to your seat and take valid ID, any permitted aids and refreshments, etc. out of your bag. Then place your bag in the designated area. During the exam, bags may only be opened under the supervision of an invigilator.

Mobile phones and other electronic equipment are *not* permitted at your seat. All technical equipment is to be *switched off* and left in the area designated for this purpose by the invigilator.

4. TALKING

As soon as the exam begins, all conversations with other students are prohibited. Even innocent conversation to borrow an eraser or suchlike must take place via the invigilator.

5. ID CHECKS

Remember that a valid photo ID is compulsory for admission to an exam. A valid photo ID is: identity card, driving license, passport and LU card. If you have forgotten your ID, you are permitted to fetch it during the first hour of the exam *but only before you have received the exam paper*. If it is not possible to fetch your ID, the invigilator is obliged to refer you to the next exam session.

6. PAPER AND PENS

You are only allowed to use the exam paper/draft paper distributed by the invigilator. Your own scraps/notepads/sheets of paper are not permitted. *Do not place any paper on the floor.*

Always use a ballpoint pen when writing your personal details/your exam code on all the sheets of the exam paper.

7. COVER SHEET

At SOL, a standardised cover sheet is used for all exams. It is to be completed and handed in together with the exam papers.

8. SMOKING BREAKS

Smoking breaks are not permitted during exams.

9. LAVATORY VISITS

Visits to the lavatory are permitted during the exam and can be taken freely if the lavatories are located in the exam room; if you need to leave the room, you must notify the invigilator. Cover your papers while you are out of the exam room!

10. HANDING IN YOUR PAPER

You are obliged to hand in the entire exam paper even if you have not answered any questions (blank exam). A submitted exam is always registered as one exam taken.

Check carefully that your personal details/exam code are on all sheets of paper and that they are written legibly in ballpoint pen.

11. PROCEDURE IN CASE OF SUSPECTED CHEATING

If an invigilator discovers or suspects cheating, he or she is obliged to report it.

Consider the consequences of cheating. Cheating can mean suspension from both tuition and examinations for up to six months. Don't risk it. The invigilator has the right to exclude a student who disrupts and/or hinders his or her fellow students from doing their exam.

12. RETRIEVAL OF MARKED EXAM PAPERS

Marked exams can be handed out by the marking lecturer, usually in connection with the exam feedback. If this is not done or if the student is not present at the feedback, the exam papers can be retrieved from the location indicated by the lecturer. Please note that marked exams are not normally sent home to students.

GOOD LUCK WITH YOUR STUDIES!