

## **Rules for invigilated examinations using Zoom at the Centre for Languages and Literature**

*Approved by the board of the Centre for Languages and Literature on 6 May 2021*

If you, for some reason, do not have the conditions to take part in an invigilated digital exam via Zoom, you must contact the lecturer or administrator on the course as soon as possible. Students with a decision entitling them to learning support are to contact their study advisor at least two weeks before the assessment.

You must be registered or re-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 Ladok in 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. Zoom exams are to be conducted in accordance with current guidelines and exam instructions. If these instructions are not followed, the exam can be declared invalid by the examiner.

### **1. TIME AND PLACE**

It is your responsibility as a student to take part of the given information about how to participate in a Zoom exam. Login details and times for logging into the digital tool used for the exam may differ between different forms of assessment. Make sure you keep updated with the instructions for your current exam. Contact the lecturer if you have not received information one week before the exam.

Login to Zoom and other digital tools (e.g. Canvas) must take place at the stated time and according to the instructions provided. You are not permitted to arrive late for an invigilated Zoom exam. If you are late, you will not be able to join the exam.

It is important to sit where no disturbing noise will interfere with the exam. No one other than the person sitting the exam is permitted to be present in the room where the exam is taking place once it has begun.

### **2. EQUIPMENT AND AIDS**

Test your equipment well before the exam, so that you know how to use it and that it works. An invigilated remote digital exam via Zoom makes greater demands on equipment than teaching via Zoom. If your equipment does not meet the technical requirements, you are to contact your course administrator.

Some technical equipment is not permitted during remote digital exams, such as headsets and headphones. The equipment that is prohibited may vary from one exam to the next. It is important that you know what applies.

Make also sure you are informed as to what aids are permitted for your exam. Permitted aids are stated in the information you receive before the exam. You can also ask your teacher.

### **3. PERSONAL BELONGINGS AND OTHER EQUIPMENT**

A valid identification document and any permitted aids are to be in place before the start of the exam.

Food and drink are permitted during the exam. They must be in place before the start of the exam, as students are not permitted to leave their workstations to fetch things once the exam has begun.

You are only permitted to use the desk materials, digital programs and technical equipment specified in the exam instructions.

Other belongings, desk materials and technical equipment which are not permitted during the exam are to be removed from the workstation and out of sight and reach throughout the exam.

#### **4. TALKING**

Once a written exam has started, any communication is to be done via the invigilator according to the exam instructions provided. No other communication is permitted, neither via Zoom nor via other channels such as telephone or chat function.

#### **5. ID CHECK**

Photo ID is obligatory for access to an exam. Valid photo ID documents are national ID cards, driving licenses, passports and LU cards. If you have forgotten your ID, you may fetch it, but only before the exam has started. If you are unable to show valid photo ID, the invigilator is obliged to refer them to the next exam session.

#### **6. COVER SHEETS**

At SOL we use a cover sheet for the exam, which, when applicable, is to be completed according to the exam instructions provided and submitted together with the exam paper.

#### **7. SMOKING BREAKS**

Smoking breaks are not permitted during an exam.

#### **8. LAVATORY BREAKS**

Students may go to the lavatory during an exam. You must notify the invigilator who will signal when the comfort break is permitted and will monitor its duration.

#### **9. SUBMISSION**

You are obliged to submit your entire exam even if no questions have been answered (blank exam paper). A submitted exam is to be registered as an exam session. Please make sure personal details/exam code are included on all pages.

If your exam is written by hand: Make sure personal details/exam code are included on all pages, and that the information is written with a ballpoint pen and legible.

#### **10. MANAGING SUSPECTED CHEATING**

If an exam invigilator discovers or suspects cheating, this is to be reported. The consequences of any cheating may include exclusion from both teaching and assessment for up to six months. An exam invigilator has the right to deny access to any student who deliberately disrupts and/or prevents their fellow students from doing their exams. Find out more about how the university manages suspected cheating:

<https://www.lunduniversity.lu.se/current-students/academic-matters-and-support/student-rights-and-guidelines/cheating-disruption-and-harassment>

#### **11. RELEASING MARKED EXAMS**

Marked exams can be handed out by the teaching staff member who marked them, often in connection with the exam review session. If this does not happen or if the student is absent at the review session, the exam paper can be retrieved from the location or platform specified by the teaching staff member. Marked exam papers are not normally sent home to the students.