



UNIVERSITY OF
GOTHENBURG

POLICY, RULES AND PLANS
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RULES AND REGULATIONS FOR FIRST- AND SECOND-CYCLE EXAMINATIONS AT THE UNIVERSITY OF GOTHENBURG

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Summary	These Rules and Regulations for First- and Second-cycle Examinations at the University of Gothenburg apply to courses and study programmes organised on the basis of the Higher Education Ordinance (HF) (Swedish Code of Statutes – SFS 1993:100).

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INTRODUCTION

These Rules and Regulations for First- and Second-cycle Examinations at the University of Gothenburg apply to courses and study programmes organised on the basis of the Higher Education Ordinance (HF) (Swedish Code of Statutes – SFS 1993:100).

The Rules and Regulations for Examinations are based on laws and ordinances as well as local policies, rules and plans at the University of Gothenburg. National rules and regulations are found in the Higher Education Act (SFS 1992:1434), hereafter called HL, and the Higher Education Ordinance (SFS 1993:100), hereafter called HF. The Rules and Regulations for Examinations shall also be applied against the background of the legal rules contained in the Fees Ordinance (SFS 1992:191), the Discrimination Act (SFS 2008:567), the Administrative Procedure Act (SFS 2017:900), the Government Agencies and Institutes Ordinance (SFS 2007:515), the Public Access to Information and Secrecy Act (SFS 2009:400), the Language Act (SFS 2009:600) and the Freedom of the Press Act (SFS 1949:105). Decisions made by the Swedish Council for Higher Education (UHR), the Swedish Higher Education Authority (UKÄ), the Parliamentary Ombudsman (JO) and the Equality Ombudsman (DO) together with the recommendations produced by UKÄ should also be observed, including those in the UKÄ report entitled *Rättssäker examination* [Legally secure examinations] (Third edition). The Rules and Regulations for Examinations shall be applied against the background of those statutes applicable to issues topical for the specific matter.

Educational activities at the University of Gothenburg are to be characterised by an ambition to achieve a high level of quality, a good educational and work environment, pedagogical development and a use of resources for the common good. Teaching is to be carried out in a way that stimulates an interest in knowledge and also supports and develops student learning. Examinations afford students the opportunity to demonstrate their knowledge in relation to the course objectives. An assessment and examination of student performance is a fundamental part of the University as a learning environment. With the support of these Rules and Regulations for Examinations, students should be able to anticipate what assessment formats they will encounter, have access to information about what is being requested of them, prepare themselves for examinations and also gain feedback about the results of an examiner's assessment. Students should also be afforded reasonable opportunities to complete their courses by being offered several opportunities to demonstrate their knowledge in relation to the course objectives.

These Rules and Regulations for Examinations, together with other policies, rules and plans at the University, including study rules, are to contribute to good study conditions at the University.¹ Complaints from students about deviations from the Rules and Regulations for Examinations follow the University's procedures.²

¹ Rules and Regulations for First- and Second-cycle Studies at the University of Gothenburg (V2016/432)

² Procedure for Complaints from Students about Deviations from the University of Gothenburg's Rules and Regulations for First-, Second- and Third-cycle Studies and Examinations (V2016/498)

A. GENERAL RULES

1. An examination means that an examiner determines a grade based on the objectives and formats for assessing student performance as referred to in the course syllabus. It is not permissible to deviate from the objectives and formats for the examination that are given in the syllabus.^{3,4}
2. Examinations are to be characterised by legal security and equal treatment. Students are to be assessed on an equal basis, and equal cases are to be treated equally.^{5,6}
3. Grading decisions are to be based on the individual student's performance in relation to the course objectives.
4. Students must be able to prove their identity at examinations with valid photo identification.
5. Grades are to be decided by a specially appointed teacher (examiner).⁷ There are to be at least one and a maximum of five appointed examiners for each course.
6. An examiner or other person participating in the handling of an examination matter is to act in an objective and impartial way and may not handle grading matters where there is a conflict of interest.⁸ If a conflict of interest arises, the persons concerned must quickly advise the head of department or equivalent. If a conflict of interest is suspected at the start of the course, the examiner must have been replaced prior to the first examination.
7. An examiner may accept help from employees during the preparation of a grading decision. Only the examiner can decide on course grades. The examiner's integrity when making grading decisions must be complete.
8. An examiner may also have an assignment as a course coordinator. Both assignments are to be separate in terms of responsibilities.
9. Course coordinators are to ensure that information about examinations, in accordance with the course syllabus and other examination preconditions, is available at least two weeks prior to the start of the course.
10. The student is to be afforded a reasonable time to prepare for an examination.
11. Ordinary examination sessions are to be scheduled for times that otherwise apply for the course, unless there are special reasons.
12. Student performance may be assessed at several examination sessions during a course and/or at the end of a course. Examinations can also extend over time.
13. Elements examined during work experience or a placement (VFU) may be assessed and examined during the placement. Special circumstances may apply; if so, these must be stipulated in the course syllabus.
14. Permitted aids are to be communicated to students in a timely manner prior to examinations.

³ UKÄ. *Rättsäker examination* [Legally Secure Examinations]. Third edition published 2017.

⁴ HF Chapter 6, Section 15

⁵ Instrument of Government, Chapter 1, Sections 2 and 9

⁶ Policy and Action Plan for Gender Equality and Equal Treatment at the University of Gothenburg (16 March 2015, Dnr 2015/249)

⁷ HF, Chapter 6, Section 32

⁸ Administrative Procedure Act Sections 16-18

15. Examination documents are to be de-identified for written sit-down examinations and also de-identified where the course coordinator and examiner consider this appropriate in relation to the examination format and student learning.
16. Students are responsible for familiarising themselves with the applicable Rules and Regulations for Examinations for their own course and study programme.
17. Reasonable cause for suspecting deceptive conduct at an examination (cheating) is subject to a duty of notification. In such a matter, there must be compliance with the University's procedure for reporting suspected disciplinary offences.^{9, 10}

Assessment and grades

18. Students must be admitted to the course and registered for the first time or re-registered for the course in order to have their study performance assessed by the examiner. However, in cases where it is deemed appropriate, the department may decide whether only application to sit the exam is needed for a student to take the exams for some course components.
19. The examiner's assessment is to result in a grade for part of the course and/or grade for the entire course for the individual student.
20. All of the provisions for examinations in the course syllabus are binding. Examiners are to set grades based on the course objectives and formats for assessing student performance as described in the course syllabus.
21. All of the intended learning outcomes for the course taken must have been achieved to obtain a Pass grade.
22. An examiner may, in consultation with the relevant supervisor, decide to fail a student during an ongoing placement (VFU), laboratory or skills-training element in the event that the student demonstrates such inadequacies that these – individually or in combination – entail a real risk of the student harming themselves or another person physically or mentally. The right to fail a student during an ongoing element according to this point only applies provided that this is stated in the course syllabus.
23. A student may not withdraw a result submitted from the examination and thereby avoid being graded.

Adjustments to examinations

24. A student who, owing to a documented permanent disability, is in need of adjustments to the examination shall, as far as possible, be offered individual adjustments, subject to the course learning outcomes being able to be retained.
25. Students with needs under Section 24 can apply to the study support coordinator at the Educational Affairs unit for study support for students with disabilities (adjusted assessment). The student must notify the department of their needs for adjusted assessment no later than four weeks before the exam is to be held. The student is responsible for informing the department about their written notification with the decision and recommendations issued by the study support coordinator.

⁹ HF, Chapter 10, Section 1

¹⁰ *Handläggningsordning avseende anmälan vid misstanke om disciplinära förseelser* [Procedure for reporting suspected disciplinary offences] (14/09/2017 Dnr V2017/670)

Supplementation

26. The course syllabus should indicate whether supplementation of examined student performance is permitted. Supplementation is to be based on the same information as the original examination. The student will fail the examination task if they do not submit supplementation within the prescribed time.

Information about results

27. A student is to have access to their own submitted examination information in conjunction with notification of examination results. The student is to be offered a verbal or written review of the examiner's assessment after an ordinary examination session. If possible, the review should take place after the student has seen their examination results.
28. Students are to be notified of examination results as soon as possible or no later than 15 working days after the examination session. Students are to be notified of their grades for courses or sub-courses no later than 15 working days after the end of the course or sub-course. These 15 working days may be extended to 25 working days, following a decision by the head of department or equivalent, for examinations where the examiner has to assess very extensive examination documentation. Students are to be notified of unforeseen delays, which are to be promptly corrected.
29. The department coordinating the course is to inform students about how results from an examination are made available. It should not be possible to identify individual students if grades are posted in public.

Further examination sessions

30. If written examination documentation is lost or incorrect information about the date or time of an examination has meant that students could not be examined due to an error by the University, a new examination is to be offered promptly after the affected students have been consulted.
31. Students who were unable to attend a compulsory element within a course are to be afforded an opportunity to attend such a compulsory element, or equivalent compulsory element, as soon as possible. In the event that a compulsory element may be replaced by an alternative assignment, this is to be stated in the course syllabus.
32. Examinations are to be completed, through a decision issued by the examiner about the examination results, before a student is afforded an opportunity to retake the examination. A student who has an ongoing disciplinary matter shall be able to retake the examination despite the examiner not having notified the decision on the result regarding the first examination.
33. In addition to ordinary examination sessions, further sessions are to be provided within a reasonable timeframe considering the formulation of the course and study programme and the student's study situation. The first retake shall be offered no later than two months after the ordinary examination, though at the earliest 10 working days after the result of the ordinary examination has been notified. For examinations in May and June, the first retake may be offered within three months after the ordinary exam session. These stated time limits do not apply to practice or VFU. Exceptions to this rule shall be stated in the course syllabus.

Correction of grades

34. If there is an obvious inaccuracy in a grading decision owing to a clerical error, miscalculation or similar oversight, or if there is some confusion as to students or examination tasks, the examiner may make a decision to correct the grade.¹¹ Corrections that are unfavourable to the student must be made with great

¹¹ HF, Chapter 6, Section 23 and FL Section 36

care and only in clear cases. Students are to always be afforded an opportunity to express their opinion before such a correction is made.¹² A decision on a grade cannot be appealed against.

35. A grading decision cannot be appealed. However, a student may request that the examiner reconsider their decision. Such a request ought to be made in writing and submitted to the course coordinator or examiner.¹³
36. If the examiner finds that a decision about grades is clearly incorrect on the grounds of new circumstances or for some other reason, the examiner shall change the decision, if it can be done quickly and easily and it does not mean that the grade is lowered.¹⁴
37. A student who has received at least a Pass grade cannot have the grade altered to a Fail at their own request.

Changing examiner

38. If a student who has failed the same examined component on two occasions wishes to change examiner before the next examination session, such a request ought to be submitted to the department in writing and granted unless there are special reasons to the contrary. This request is to be submitted to the department coordinating the course where the student's performance was assessed. The department is to consider a student's request to change examiner without undue delay. A head of department, or person appointed by the head of department or equivalent at the department coordinating the course, makes decisions on a change of examiner for an individual student.¹⁵
39. A student may ask for a change of examiner after the first examination session if the number of occasions for work experience, VFU or corresponding training periods is limited to two.

Restriction in the number of examination sessions

40. The number of examination sessions and work experience placements may be restricted for students if an unrestricted right would result in an unreasonable use of university resources. Such a restriction is to be specified in the course syllabus. At least five examination sessions are to be provided. At least two examination sessions are to be provided for work experience or corresponding training.¹⁶
41. In the event that a course has ceased or undergone major changes, students are to be guaranteed at least three examination sessions (including the ordinary examination session) over a period of at least one year, though at most two years after the course has ceased/been changed. The same applies to work experience and VFU, although this is restricted to just one additional examination session.
42. The examination session is considered to have been utilised if a student has been formally failed in the examination. If a student who has participated in the examination does not report results that the examiner can assess, for example, submits blanks, this is counted as a utilised examination session. In the case of scheduled written exams, a student is considered to have participated in the examination once the student has received the examination questions.

¹² FL, Section 25

¹³ HF, Chapter 12, Sections 4 cf. Section 2

¹⁴ HF, Chapter 6, Sections 24

¹⁵ HF, Chapter 6, Section 22

¹⁶ HF, Chapter 6, Section 21

B. RULES FOR CERTAIN EXAMINATION FORMATS

The following rules apply for the entire University. These general rules are supplemented with special rules for university examination halls and digital sit-down examinations.

Written sit-down examinations

Written sit-down examinations can be held in examination halls at the departments and in university examination halls. The rules also apply when the department coordinating the course at the University of Gothenburg holds a sit-down examination at another higher education institution, such as Chalmers.

Anonymity

1. Written sit-down examinations are to be organised to retain anonymity when examination answers are being assessed.

Requirement for prior notification

2. Course coordinators are to inform students about the requirement for prior notification. If prior notification is not provided in the correct way and ten days before the examination, the student risks being denied access to the examination hall. Students who have not provided prior notification in time may only be afforded an opportunity to take an examination if places are available and there is access to sufficient copies of the exam. Please note that this does not apply to computer-based exams. Students who have not given prior notification cannot count on the exam being taken anonymously.

Adjusted sit-down examinations

3. Students who would like an adjusted examination owing to a documented permanent disability are to advise the department no later than four weeks prior to the examination session.
4. For written sit-down examinations in *university examination halls*, the department responsible for the course is to advise the Examination Service of the need for an adjusted sit-down examination no later than two weeks prior to the examination session.

Late arrival

5. Students are to be present in the examination hall 15 minutes before the examination time set. The examination hall is closed after the time set. Students arriving at the examination hall after this time forfeit the right to attend the examination session.
6. An additional preparation period is required for *digital sit-down examinations*. Students are to be present no later than 30 minutes prior to the examination time set. This also applies to students who have booked loan computers.

Identity check

7. Students must be able to prove their identity by presenting a valid photo ID (such as a passport, driving license, Swedish national ID card or identity card issued by a government agency). Please note that GU cards and residence permit cards/LMA cards from the Swedish Migration Agency are not valid ID documents. The student must be able to show their face to the invigilator for reliable identification.

Cover sheet information

8. Students are to write their name, personal identity (ID) number or code number on the test in accordance with the instructions on the cover sheet of the test.
9. For *digital sit-down examinations*, students are to check that the pre-written information is correct and immediately notify the invigilator of any deviations.

Procedures in the examination hall

10. Students are to comply with written instructions and directions of the invigilator in respect of seating positions within the examination hall and other rules to minimise the risk of unauthorised collaboration.
11. Seats for the examination are reserved for students who have applied in advance.
12. Students are to leave personal belongings, such as bags, outerwear, mobile phones and other digital devices, at a nominated place in the examination hall. Technical equipment that is not being used during the examination must be turned off and stored at the nominated place in the examination hall.
13. Conversations between students are completely prohibited in the examination hall and during toilet visits during the period of the examination.
14. Calm and silence must be observed in examination halls to create the best possible environment for students to achieve good results at sit-down examinations.
15. A student must under no circumstances take nuts into the examination hall as they may cause serious allergic reactions. Invigilators can request that other such foods are removed from the examination hall when they have been made aware of a student's hypersensitivity to them, e.g. citrus fruit.
16. Students who behave in a disruptive way are to be sent out of the examination hall. Invigilators are to report such events to the course coordinator and/or examiner. Disruptive behaviour may result in disciplinary measures in accordance with the University's procedures.¹⁷

Permitted aids

17. Students may only take into the examination hall aids that the course coordinator or examiner has stipulated in advance to be 'permitted aids'. The invigilator or a person appointed by the examiner will check permitted aids.
18. For computer-based exams, students must have access to a laptop prepared for the computer-based exam. Students who require a loan computer must book this no later than five working days prior to the examination session.
19. Students who have unpermitted aids shall be reported for suspected deceptive conduct at an examination (cheating), which may result in disciplinary measures in accordance with the University's procedures.¹⁸
20. Only the writing paper provided in the examination room may be used. Writing paper taken in by the student themselves may not be used, either as scrap paper or final hand-in.

Discontinued examinations

21. Students who choose to discontinue the examination may normally leave the examination hall no earlier than when the examination hall has been closed for entry. For *university examination halls*, students can leave the examination hall after 45 minutes. A student with an acute need to leave the examination hall is to alert the invigilator from their seat and leave their seat after they have received instructions about how this should be done, in order to uphold procedures in the examination hall.

Conclusion of a sit-down examination

22. Students are to finish their examination within the set period. Students are to be able to identify themselves when submitting answers from the examination.

¹⁷ *Handläggningsordning avseende anmälan vid misstanke om disciplinära förseelser* [Procedure for reporting suspected disciplinary offences] (14/09/2017 Dnr V2017/670)

¹⁸ See footnote 17

23. Students are to hand the test to the invigilator after completing an examination, at the end of the examination period or in the event that the student finishes an examination early. 'Blank' test papers are to also be submitted. Information from the examination that formed part of a sit-down examination may not be taken away.
24. For *digital sit-down examinations*, students are to alert the invigilator from their seat that they have finished the examination. Invigilators carry out an identity check at the seat before the examination can be submitted. Students are responsible for returning loan computers.

Examinations at another place

25. Students can take examinations at another place under certain conditions. A written decision from the head of department, or equivalent, is required, following an agreement with the relevant authority or equivalent, in order to take the examination at another place. An application for permission to take an examination at another place must be submitted by the student to the department coordinating the course no later than four weeks prior to the examination session. The head of department or equivalent makes decisions concerning examinations at other places following consultation with the examiner who is responsible for the examination being held in accordance with due safeguards.

Other examination formats

26. A requirement for documentation from an examination taken is imposed for *verbal* examinations within a course. Two teachers should be present at the verbal examination. This documentation must be comprehensive if the examiner has not personally attended the examination session.
27. For the assessment of independent projects at first- and second-cycle levels corresponding to at least 15 credits (essays, degree projects), the supervisor and examiner may not be the same person unless there are special reasons for this. Comprehensive changes should not be required as far as possible after the supervisor has given the green light for examination.
28. Examination during *VFU and work experience* may extend over time and also be scheduled for times that deviate from other scheduled teaching on the course. Special conditions may apply for a certain kind of work experience placement; if so, these are to be stipulated in the course syllabus.
29. A combination of written, verbal and other reporting produced by student groups is often used for examinations of student performance in *project courses*. If the formats for assessing different student performances are not described in the course syllabus, this information must be provided in a course guide or equivalent. An examiner may accept help from employees, who document student performance – individually and in groups – prior to a grading decision.
30. Often all aids are permitted for *take-home examinations* and *written assignments*. The course syllabus must specify whether there are restrictions, for example in respect of cooperation. Students are to be notified of the deadline for submitting an assignment. An assignment that has been submitted too late is invalid and will not be included in the examination documentation for the grading decision.

C. ADMINISTRATIVE RULES

Administration must comply with national rules and regulations contained in, for example, the Fees Ordinance (SFS 1992:191), the Administrative Procedure Act (SFS 2017:900), the Public Access to

Information and Secrecy Act (SFS 2009:400 and the Swedish National Archives' provisions relating to removal (RA-FS 2007:1).

Processing grading decisions

1. Grading decisions are to be documented in *LADOK*. It should take at most one week (five working days) from notification of the grade to the grade being registered in *LADOK*.¹⁹

Archiving and removal

2. The University must always preserve a copy of the examination questions, examination form or equivalent, which is used as a basis for assessing student performance.
3. Graded written examination answers (equivalent) from an examination are to be archived for two years, after which they may be removed.
4. Examination answers (equivalent) from an examination may be removed when a student has obtained their examination answers. For *digital sit-down examinations*, examination answers may be removed when the student has asked to obtain the examination answers from the system (DISA).

Disclosure of examination information and examination answers

5. A student's written answers for an examination is an official document when the grading matter has been closed.
6. Examination answers for students may be distributed on paper or digitally. As long as the original document or the digital examination answers have not been collected by the student, a copy of the examination answers may also be disclosed to others who ask to see the document.

EXEMPTIONS FROM THE RULES

The Dean may decide on an exemption from the *Rules and Regulations for First- and Second-cycle Examinations at the University of Gothenburg*, following a presentation by the head of department or equivalent, if there are special reasons and this exemption does not conflict with applicable statutes. Decisions on exemptions must be justified in writing.

Decisions on exemptions from the University's Rules and Regulations for Examinations may not be further delegated. The students and teachers concerned are to be promptly notified about decisions on exemptions. The University Board of Education at the University of Gothenburg must also be notified about decisions on exemptions.

¹⁹ UKÄ *Rättssäker examination* [Legally secure examinations] – Fourth edition