

Instructions for students regarding off-campus examinations at Mid Sweden University

1. Registration is done via Ladok no later than 14 days before the exam date, which is a prerequisite for being able to take an exam. Post-registration is not possible. Fill in the place of writing via the link in the notification: <https://www.miun.se/en/student/my-studies/examination/Written-examination-at-another-location/anmalan-till-tentamen-pa-annan-ort/> If you are entitled to pedagogical support, you must report your support via Ladok before each exam.
2. It is not possible to register or come unannounced to the exam hall. If you do not see an registration opportunity for your course, contact the faculty administrator at your department. This must be done before the registration is closed.
3. De-registration is done via Ladok, to the exam coordinator and the writing place.
4. At the exam in Inspira with SEB (Safe Exam Browser), it is important to ensure that the current version of SEB has been downloaded from <https://miun.inspera.com> and that the demo exam has been conducted to ensure that everything works before the exam day. All information can be found at: <https://www.miun.se/en/student/my-studies/examination/inspera-salstentamen/>
5. Approved study places are learning centres that Mid Sweden University has agreements with and other higher education institutions. In cases where you wish to take an exam abroad, it is allowed to do so at Swedish embassies, consulates, the Church of Sweden (those that have an examination service) and universities, provided that other exam rules and Mid Sweden University's requirements for the completion of the examination can be followed.
6. Arrive on time for the exam. Depending on the start time of the exam, you can start writing earlier or up to one hour later than the scheduled time, start times are 8:00 and 14:00. Students who arrive

later than the agreed time are not allowed to write. The writing site or the hall may not be left until 60 minutes after the exam has started at Mid Sweden University.

7. Authenticate yourself with a valid photo ID. Photo identification should be on the table throughout the exam period. If you cannot show a valid photo ID, you are not allowed to take an exam.
8. Leave personal belongings such as bags, outerwear, mobile phones, analog wristwatches, smartwatches and other digital devices at the designated place in the exam hall. Technical equipment not to be used during the examination shall be switched off. During the examination, the bag may only be opened in the presence of the invigilator.
9. Sign the attendance and receipt list at the exam invigilator's identity check, and check that it is the correct anonymity code on the cover page.
10. Make sure you have received the correct exam and read on the exam what instructions and aids apply. Contact the invigilator if aids need to be borrowed between the examiners.
11. In the examination hall, calm and stillness must be observed in order to create such favorable conditions.