

# Rules for hall examination at Mid Sweden University

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**Summary:** The document contains the regulations governing examinations at Mid Sweden University, both on campus and off-campus.

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# 1 Rules for hall examination at Mid Sweden University

At Mid Sweden University, there are several rules that apply during the examination. The purpose of this document is to promote a fair and legally secure examination of students. The rules apply to hall examinations (including digital hall examinations – hereinafter referred to as the Inspira hall examination), regardless of where they are organized and apply to both ordinary examinations and re-examinations. The responsibility for the coordination of examinations at Mid Sweden University lies with the Division of Study Administration. There are exam coordinators at campuses Sundsvall and Östersund. This document contains important rules that staff and students should be aware of during the examination.

In addition to these exam rules, there are additional documents at Mid Sweden University and other statutes that regulate conditions at the exam:

- Rules for examination, ref. MIUN 2022/1302
- Higher Education Ordinance, Chapter 10

On Mid Sweden University's website there are instructions for examinations (including the Inspira examination) regarding:

- Off-campus hall exams
- Student
- Academy
- Examination invigilator

## 2 Registration

The faculty department will post an exam opportunity for registration in Ladok no later than five weeks before the current exam date. The student has a responsibility to register in time for the exam in Ladok. Registration must be made for the off-campus examination no later than 14 days and for the on-campus examination no later than 10 days before the current exam

date. After that, it is not possible to register for the exam. Other registration periods may apply in exceptional cases and after dialogue between the Examinations coordinators office and the department concerned. (Entry into force 2025-01-20, MIUN ref. 2024/853)

Students have the opportunity to take an examination at both campuses within Mid Sweden University if they so wish - provided that there is already an examination opportunity at the other campus at the same time and date. The student must contact the exam coordinator at the location to be informed if possible, no later than 10 days in advance. If the answer is positive, the student must notify their faculty administrator so that the exam is sent to the exam coordinator no later than 3 working days before the exam.

### **3 Access to the examination hall**

The student must arrive no later than 5 minutes before the time of writing to the examination room. Registered students who arrive late are not entitled to enter the hall until 30 minutes after the examination has started. Students who arrive more than 30 minutes after the exam has started have no opportunity to take the exam. Students who are unannounced to the exam have no right to write the exam.

No student may leave the examination place or hall until at least 60 minutes after the start of the examination.

Students who will write the Inspira written examination on a computer must bring their own computer or book a loan computer in a form on Mid Sweden University's website no later than 3 working days before the examination. Students without a computer are not allowed to take the exam.

## **4 The writing place**

Adjacent to the examination hall there are lists with place numbers, which indicate the place in the hall where the student will sit.

## **5 Identity check**

The student must identify themselves with a valid photo ID. The photo ID must be on the table for the duration of the exam. Students who cannot show a valid ID are not allowed to take the exam.

## **6 Attendance and receipt list**

In the examination room there is a list of attendance and receipts provided with an anonymity code and a place number indicating where the students will sit in the examination room. The student must sign the attendance and receipt list at the invigilator identity check, and check that it has the correct anonymity code on its cover page. For students who take the exam in Inspira, identity and attendance checks are carried out by the invigilator in the Inspira system.

## **7 Cheating**

It is important that the regulations are followed and that no irregularities occur in connection with the exam. According to the Higher Education Ordinance Chapter 10, Sections 1-2, disciplinary measures such as warning or suspension may be taken against students who: 'by unauthorized means or otherwise attempting to mislead during examinations, or when a study achievement is otherwise to be assessed'. If the invigilator suspects someone of cheating, the invigilator must talk to the student and take care of any evidence. The student may not be rejected or forced to cancel the exam due to suspicion of cheating.

Anyone caught using unauthorized aids, or otherwise attempting to mislead during an examination, is reported to the registrar in accordance with the disciplinary procedure in accordance with Chapter 10 of the Higher Education Ordinance (ref. MIUN 2019/904).

## **8 Aids**

The examiners must be informed of the rules of the examination and the aids that are allowed during the examination. It is not allowed to have access to mobile phones, Smart Watch or other unauthorized technical equipment, during the exam. Violation of these rules may lead to the student being reported to the registrar in accordance with the disciplinary procedure in accordance with Chapter 10 of the Higher Education Ordinance (ref. MIUN 2019/904). If necessary, the information is also provided in English.

## **9 Order in the exam room**

In the examination hall, calm and tranquility must be observed to create the most favorable conditions possible for the students who are writing the examination. It is not allowed to interfere and converse with other exam participants in and outside the exam room. The invigilator has the right to reject a student who behaves disturbingly or who otherwise refuses to follow the examiner's instructions.

Students must leave personal belongings such as bags, outerwear, mobile phones and other digital devices at the designated place in the examination hall. Technical equipment, which shall not be used during the examination, shall be switched off.

Students should avoid bringing food into the exam hall that can cause severe allergy reactions, such as nuts and citrus fruits. Upon becoming aware of a student's hypersensitivity, the invigilator may request that such

food be immediately removed from the examination room.

## **10 Toilet visits**

When visiting the toilet, the invigilator notes the name and time on a special list. The student must also show identification. See also section 3.

## **11 Anonymity code, cover page and writing paper**

Students should enter their anonymity code on each submitted page and writing paper. The number of submitted loose sheets is counted, numbered and noted on the cover page. It is not allowed to write on the back either in the exam or on loose writing papers. Only writing paper provided in the examination room may be used. Writing papers may not be taken out of the examination room.

For students who write in Inspira, there are writing papers that are intended for use in Inspira. They should be marked by the student with the question code for the intended question, anonymity code and question number.

## **12 Examination envelope/information sheet**

The examination envelope/information sheet must state the following: date, course, course code and exam length, which aids may be used during the exam and the teacher's name and phone number. If facilities are to be available for lending during the examination, the department is responsible for ensuring that these are available.

In Inspira, the cover page is in the system.

## **13 Fire alarm**

In the event of a fire alarm, the hall must be evacuated and the examination interrupted, after which the examination may not be resumed. The invigilator directs the students to the assembly point and stays there until a decision is made by the rescue service or the police. The examiner must decide how the examination is to be handled and they are responsible for ensuring that any re-examination is arranged as soon as possible.

## **14 Rules for off-campus hall examination (STAO)**

Only students who are registered on courses where the form of study is distance, DST, can take an exam off-campus. All students who study remotely can take an exam at the campuses in Sundsvall or Östersund, see also section 2. If there are special reasons, students studying at courses where the form of study is normal (NML=campus) may be allowed to take exams elsewhere, any exceptions being decided by the Division of Study Administration.

Within Sweden, places, usually learning centers, that have signed cooperation agreements with Mid Sweden University are approved for STAO. An account of approved learning centers can be found on Mid Sweden University's website. It is also possible for students who arrange a place at another Swedish university to write elsewhere, deviations regarding the said approved places may occur, if examination rules and Mid Sweden University's requirements for examination completion can be followed.

The registration takes place in Ladok and then the student must state the place of writing and the necessary contact details on the student pages at [miun.se](http://miun.se). It is important that the student contact their place of study for information about the rules that apply at the place of study in connection with the examination.



For students who wish to take the exam abroad, it is possible at Swedish embassies, consulates, the Church of Sweden (those who have examination services) and universities, provided that other STAO rules and Mid Sweden University requirements for the examination can be followed. Examinations must take place on the same date and time as on campus or with the deviation described below. Registration is done in the same way as above.

Depending on the start time for the exam at Mid Sweden University, the student can start writing earlier or up to one hour later than the scheduled time. The student may not leave the hall earlier than one hour after the examination has started at Mid Sweden University. Students who arrive later than the agreed time are not allowed to write.

STAO cannot be offered on weekends due to the opening hours of learning centers. The reason for this is that the vast majority of learning centers in Sweden have opening hours on weekdays at 9-17.

Registration for STAO opens no later than 5 weeks before the exam. Registration to STAO closes 14 days before the exam date, so that the coordinator can administer all exams.

Students who want to cancel their application must do so to their place of writing and in Ladok as long as the application is open. After that, the student must contact the coordinator of the STAO.

In some cases, learning centers or other STAO providers may charge a fee for accepting students who wish to take exams with them. Such a fee is paid by the student.

## **15 Students with disabilities who are entitled to educational support**

The exam coordinator meets the need for students with the right to special support at the exam after agreement with the coordinator for pedagogical

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support. If the student writes off-campus, it is not guaranteed the support it is granted.