



Rules for written examinations

During a written examination, students must always follow the rules for written examinations and the invigilators' instructions and directions. Students who have questions must contact the invigilator.

A student that breaks the rules for written examinations risks being reported to the Disciplinary Board. For example, if the invigilators suspect that a student has used unauthorised aids during the examination or caused a disruption, the student will be reported to the Disciplinary Board. The head invigilator informs the student that has been reported. A disciplinary report may result in no action, a warning or suspension from studies for up to six months (Higher Education Ordinance, Chapter 10).

1. Compulsory registration for written examinations

Registration for written examinations is compulsory. The registration period starts three (3) weeks before and ends one (1) week before the written examination. Staff check that students are registered for the examination at the entrance to the examination room. Students who have not registered may not participate in the examination.

2. ID check

Students must identify themselves with a valid ID¹ when entering the examination room. An SH-Card is not valid ID. A student without valid ID will not be allowed into the examination room and will not be allowed to sit the examination. The ID must be kept on the desk during the examination.

¹ A valid form of ID is a driving licence, ID card from the Swedish Tax Agency or a bank, passport, national ID card and SIS-approved ID cards. The ID must be within its period of validity. A police report that is no older than three months that shows the student's ID has been lost or stolen is also valid as a form of ID.

3. The examination room is closed when the examination starts

The invigilators close the room when the examination starts, after which time no students are allowed in.

4. Silence and good order

Students must sit in their allocated places. There must be silence and good order in the examination room. During an examination, students may not talk or otherwise communicate with anyone other than the invigilators or teachers who are in the examination room.

5. Examination desk

The following items may be on the desk during an examination:

- ID
- pens, eraser, pencil sharpener, ruler and similar, but no pencil case
- aids permitted for the examination
- material distributed by the invigilators
- note with anonymous code and locker number
- medicines, ear plugs and glasses without case
- food – drink, sandwich, fruit, etc. – without bulky packaging
- snus box

Students who are unsure about what may be on the desk should contact an invigilator.

There should be nothing on the floor by the desk or by nearby desks.

Bags, coats and personal belongings must be put where instructed by the invigilator. Personal belongings include study materials, notebook, pencil case, glasses case, wallet, headphones, mobile phone, smartwatch and other electronic equipment.

Mobile phone, smartwatch and other electronic equipment must be stored in the allocated place. Alarms must be turned off during the examination.

6. Instructions

Students must follow the instructions and directions of teachers and invigilators.

7. Toilet breaks

Students may not take unauthorised aids with them to the toilet, such as a pen, notepad, headphones, mobile phone, smartwatch or other electronic equipment. Students who are unsure about what counts as an unauthorised aid must contact an invigilator before visiting the toilet. Students must note the toilet visit on a list with the course name on it.

8. Swapping desks

Students may not move to another desk without first contacting an invigilator. The invigilator decides whether there is an acceptable reason for swapping desks, e.g. draughts or disruptive light conditions.

9. Date and code on the answer paper

Before the end of the examination, students must write the date and code on the cover of the examination and on all the answer papers that will be corrected.

10. Handing in the examination

Students may not hand in examination papers until 15 minutes of the examination have passed. Students must stop writing at the end of the examination. If a student does not stop writing, this is reported to the examiner.

Students must hand in their examination papers to the invigilator. A blank answer sheet is handed in the same way. Students must show ID when handing in examination papers. If there is a queue to hand in exam papers, the same rules apply as during the examination.