



Guidelines for Written Examinations

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Description	Guidelines for Written Examinations is a governing document that contains formal regulations for (on campus) written examinations conducted as part of Södertörn University's activities.

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Guidelines for Written Examinations

Guidelines for Written Examinations is a governing document that contains formal regulations for written examinations (on campus) conducted as part of Södertörn University's activities.

A written examination is one that is conducted for a limited time in an examination hall or other room decided by the university. A student may not usually have course literature or other learning aids with them during a written examination. The student is responsible for informing themselves about the applicable rules and instructions prior to the written examination.

The student must always follow the rules for written examinations and the invigilators' instructions and directions. A student who has any questions during a written examination must contact the invigilator.

A student who breaks the rules for written examinations may be reported to the Disciplinary Board. If a student has a prohibited item or behaves in a disruptive manner during a written examination, they will be reported to the Disciplinary Board. The head invigilator informs the student about the report. 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

1. Compulsory registration for written examinations

Registration for written exams is compulsory. The registration period starts three weeks before and ends one week before the written examination. Staff check that students are registered for the exam at the entrance to the examination hall. A student who has not registered may not sit the exam.

2. ID check

The student must identify themselves with a valid ID² on entering the examination hall. An SH-Card is not a valid ID. Students without a valid ID will not be allowed into the examination hall and will not be allowed to sit the exam. ID must be kept on the desk during the exam.

3. Examination hall closes at the stated start time

The invigilators close the examination hall at the examination's stated start time. After this, no students are allowed in.

¹ For information about disciplinary issues, see information on SH-StudyWeb and <https://www.sh.se/english/sodertorn-university/student/frequently-asked-questions/disciplinary-board>.

² For information about valid forms of ID at written examinations, see information on SH-StudyWeb and <https://www.sh.se/english/sodertorn-university/student/frequently-asked-questions/written-examinations>.

4. Silence and good order

The student must sit in the allocated place. There must be silence and good order in the examination hall. During a written examination, the student may not talk or otherwise communicate with anyone other than the invigilators or teachers in the examination hall.

5. Examination desk

The only items a student may have on their examination desk are ones that cannot be used as prohibited aids and cannot be used to hide prohibited aids. Items that may be on the examination desk during a written examination are listed below. Items that are not listed are not permitted on the examination desk.

The following items must be on the examination desk:

- ID document without wallet, cover or similar
- material distributed by the invigilators

The following items may be on the examination desk:

- pens, pencils, erasers, pencil sharpener, ruler and similar, without cases or similar
- aids permitted for that examination
- note with anonymous code and locker number
- medicine without bulky packaging or similar
- earplugs provided by Södertörn University
- glasses without a case or similar
- refreshments such as drink, sandwich, fruit, etc., without bulky packaging
- snus that is stored in transparent packaging
- other items that are approved according to a specific decision on adapted written examinations.³

Students that are unsure about what may be kept on the desk must contact an invigilator.

Invigilators have the right to check and ask a student to remove items from their desk when necessary.

A student may not have any items on the floor by their desk, on nearby desks or anywhere else within reach of their desk during a written examination.

Prohibited aids may not be stored in a manner that allows them to be accessed during the written examination. The student must put mobile phones, watches or other timepieces, wallets, bags, outerwear and other personal possessions where instructed by the invigilator before the start of the examination. Personal possessions also include study materials, notepaper, pencil cases, glasses cases, card holders and similar, as well as other electronic equipment. The student must keep mobile phones, smartwatches and other electronic equipment turned off during the written examination.

³ Decisions on adaptations to written examination are issued by Södertörn University's coordinator for study support for students with disabilities. To be entitled to use these adaptations, the student must also have registered the adaptation when registering for the written examination.

6. Instructions

The student must follow the instructions and directions of teachers and invigilators.

7. Toilet breaks

The student must note toilet breaks on a list with the course name on it.

The student must not take pen, paper or prohibited aids such as a headphones, mobile phone, smartwatch or other electronic equipment with them on their toilet break. Students who are unsure about what may be taken to the toilet must contact an invigilator before the toilet break.

When taking a toilet break, the student must not collect or handle personal possessions without first contacting an invigilator. The invigilator decides whether there are acceptable reasons for collecting or handling personal possessions on a toilet break.

8. Swapping desks

A student 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 answer papers

Before the end of the exam, the student must write the date and code on the cover sheet and on all the answer papers to be marked.

10. Handing in examination papers

A student may first leave the examination hall when 15 minutes of the examination have elapsed. The student must stop writing at the end of the examination. If a student continues writing after the end of the examination, this is reported to the examiner.

When the student has completed their examination, they must hand the answer papers and cover sheet to the invigilator. The student must present a valid form of ID when doing so. The student must hand in the cover sheet and any answer papers even if they have not answered any of the examination questions. If there is a queue to hand in exam papers, the same rules apply as during the examination.

Personal possessions may only be collected after the examination paper has been handed in.