



Rules and instructions for Examinations at First- cycle and Second-cycle Level at Mälardalen University

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Rules and instructions for Examinations at First-cycle and Second-cycle Level at Mälardalen University (MDH)

1. Introduction

This document, Rules and instructions for Examinations at First-cycle and Second-cycle Level at Mälardalen University, is intended for University staff as well as for the University's students. It aims partly to facilitate for staff when working with examinations, and partly to guarantee a high degree of legal security for the students by furthering equal treatment of similar examination matters.

1.1 A local regulation

The examination regulations have been ratified by the Vice-Chancellor and contain binding regulations as well as recommendations for all staff, contractors and students at MDH. In the document a binding rule is expressed by the term "shall" and a recommendation by the term "can", "should" or "may". A rule can be mandatory based on law, regulation or MDH's other local provisions. When a rule in this document is based on a current law or regulation, reference is made to the law or regulation in question, and when the rule is based on a local regulation, reference is made to its registration number.

1.2 Scope

The examination regulations apply to all students at MDH and for all examination matters regarding first and second-cycle education at MDH.

The examination rules do not comprise contract education but in this case, what has been laid down in agreements between the principal and MDH will apply instead.

1.3 Terminology

The following terms are defined thus:

- A **Student** is a person who has been admitted to and is pursuing studies at first-, second- or third-cycle level at the University (see Chapter 1, Section 4 of the Higher Education Ordinance).
- An **Examination** is part of the students' learning process and is also partly an expression of the University's remit to make decisions about grades. This concept refers to the entire process of assessment of students' study performance. In accordance with the Swedish Higher Education Authority, (UKÄ), the concept of examination is understood as an examiner who determines a grade based on the exam or forms of assessment of student performance stated in the course syllabus (see the UKÄ's guidelines Fair Examination, reg. no 32-314-18 page 26).
- A **Test** is the general concept used for testing the student's knowledge or skills in a particular course component. A course

can have one or more forms of examination. These are listed under the heading Examination in the course syllabus. At the University the following examination components are used, with their appropriate abbreviations:

Written examination	TEN
Take-home examination	HEM
Oral examination	MUN
Placement	VFU
Seminar	SEM
Degree project	EXA
Laboratory session	LAB
Project report	PRO
Field study report	FSR
Academic paper	UPS
Memorandum	PM
Exercise	OVN
Compulsory attendance	OBN
Written assignment	INL
Group assignment	GRU
Simulation	SIM
Activity-integrated learning	VIL
Internship	PRA

Mode of assessments are explained in Chapters 5 and 6.

- The time when the student completes the examination is referred to as **exam session** or **examination session**.
- **Retest** is the test that the student participates in after the student has failed the regular examination session or if the student has not been able to participate in the regular examination session, see 3.1.1.
- **Review** means that the examiner reassesses their decision. Students can request a review of grading decisions themselves by justifying in writing what they think has been wrongly assessed. See Section 3.7.1.
- The **examination paper** is the document that the student produces during examinations.
- **Course syllabus** is the document that describes the current rules for the course regarding, for example, content, purpose, examinations and more. Course syllabuses contain regulations that bind both MDH staff and students. More information is available in Section 3.2.
- **Study guidance** is a physical document or digital information that the course coordinator writes about the course ahead of each new start of course. A study guidance may contain relatively comprehensive and detailed information about the course. Different names can be used such as course memos, study information or course planning, but in this document the name study guidance is consistently used. More information is available in Section 3.3.
- **Calendar days** means all days – both public holidays and weekdays.

The following abbreviations will be used:

HF	Higher Education Ordinance (<i>Högskoleförordningen</i>)
FL	Administrative Procedure Act (<i>Förvaltningslagen</i>)
UHR	Swedish Council for Higher Education (<i>Universitets- och högskolerådet</i>)
UKÄ	Swedish Higher Education Authority (<i>Universitetskanslersämbetet</i>)
RF	The Instrument of Government (<i>Regeringsformen</i>)

2. Examinations are the exercise of public authority

The basic starting point in all parts of an examination matter is that an examination is the *exercise of public authority*. The exercise of public authority is when an authority unilaterally makes a positive or negative decision towards an individual, for example when the examiner makes a decision on the grades of a student. In all forms of exercise of public authority, the individual is in a position of dependency in relation to the decision-maker.

There are three fundamental principles to be considered in the exercise of public authority, to ensure that operations are carried out in a legally secure manner. These are the principle of predictability, the principle of legality and the principle of equality/objectivity.

2.1 The requirement of predictability

The requirement of predictability means that the individual shall be able to anticipate the legal consequences of the actions they wish to take. In the world of higher education institutions and universities, the requirement of predictability means that the information from the University shall be explicit and clear regarding, for example, the content of courses, modes of assessment, grades, etc. This applies primarily to course syllabuses, which from this perspective are very important means of disseminating information.

2.2 The principle of legality

The principle of legality means that authorities, such as MDH, are bound by applicable laws and regulations in their operations. This principle is a prerequisite for predictability and is a protection for the individual (student) against improper use of power.

2.3 The principle of equality/objectivity

In accordance with the Constitution (Chapter 1, Section 9 of The Instrument of Government (RF)) administrative authorities shall, in course of their operation consider everyone's equality before the law and act matter-of-factly and impartially.

Rules shall therefore be applied equally to everyone and similar cases should be treated equally. In addition to everyone's equality before the law, Chapter 1, Section 9 of The Instrument of Government also includes a ban on arbitrary and disloyal use of power, which prohibits the favouring of certain persons or circle of people or being disadvantageous to others by taking irrelevant account of the application of the law.

3. General instructions

3.1 The right to take tests

A student who is registered on a course has the right to take tests on all examination components described in the course syllabus.

Requirements for completed examination components may not be set as a prerequisite for taking tests on other examination components in the course. However, in order to participate in laboratory sessions and other components that require knowledge of, for example, safety instructions, the Schools may, for safety reasons, require such knowledge before participation.

3.1.1. Retest

A student who has passed the test with approval is not entitled to retake tests to get a higher grade. A student who has not passed the regular examination in connection with a course instance has the right to take a retest. Students have the right to participate in all retests on a course that is offered, as long as the course is held. According to Chapter 6, Section 21 of the Higher Education Ordinance, there is a possibility to limit the number of examination sessions on a course if the students have at least five examinations sessions per course. It is therefore possible to limit the number of retests if the examination sessions are financially or otherwise demanding for the University. If the examination sessions are limited, this shall be stated in the course syllabus.

A retest shall take place within a reasonable period from the time the test results have been communicated.

If passing a course or part of a course requires that the student has completed a placement or equivalent education with a pass grade, the number of placement occasions or equivalent education periods shall be set to at least two. If the number of placement occasions is limited, this should be stated in the course syllabus.

3.1.2. If the course is discontinued

If a course is terminated, affected students shall be able to take part in retests that follow the old course syllabus. The University's obligation to organise retests on courses that have terminated is limited to three examination sessions for a period of at least one year. Examination sessions shall therefore be offered during the two semesters that follow the notification of termination of the course. In this context, the summer semester shall be considered part of the previous spring semester.

For the mode of assessment regarding placement, when a course is terminated, only two sessions shall be offered during the two semesters that follow the course was given for the last time.

The School is responsible for ensuring that information about the final examination sessions is available in the online timetable.

A student who has not been able to take advantage of the offered examination sessions can apply to the School for an additional session. The application shall be made in writing and be well motivated by the student. The decision to reject the request or, if there are special reasons, to grant an additional exam session is taken by the current Dean of School. The decision is not appealable (cf. Chapter 12, Sections 2 and 4 of the Higher Education Ordinance).

3.2 Course syllabus:

According to the Higher Education Ordinance, there shall be a course syllabus provided for each course. All binding rules for the examination shall be specified in the course syllabus. See Rules for course syllabuses and required reading MDH 2020/1171.

3.3 Other course-specific information

In addition to the course syllabus, supplementary information about the examination shall be available at the start of the course. The information may be included in the physical or digital document referred to as study guidance or similar. Binding rules shall not appear in this information but may only be complementary to and not replace the course syllabus in any way.

There shall be information such as:

- a description of how the examination is to be conducted
- a description whether any obligations can be fulfilled by other means
- an account for the timing of submission of written examination components and the corresponding dates for retests
- a description of how the balancing of results from several examinations are done to the final grade of the course
- a specification of which aids are allowed during tests
- an explanation of the implication of plagiarism and the consequences of suspicion of cheating in examinations and which provide clear instructions for referencing management systems and how text from other sources may be used in academic papers, degree projects and other written accounts
- a specification whether students are allowed to cooperate during the examination process or not, and also if they may cooperate or not and in what way on the final assignment to be submitted, while still receiving individual grades
- a specification whether and in what way it is possible to get supplementary qualifications during the course and within what timeframes
- a specification of what time at which all parts of an examination component shall be completed
- a specification of the link to the online timetable of examination sessions
- an indication of the scope and significance of any supervision, see Section 6.5

3.4 Course grades

In accordance with the Higher Education Ordinance, Chapter 6, Section 18, grades shall be given on a completed course. The grade shall be determined by a specific teacher appointed by the University (examiner). In accordance with a decision by the Vice-Chancellor (Reg.no CF 30-449/08 and 2018/2514) the following grading scales shall be used:

- Pass, Failed
- Pass with credit, Pass, Failed
- 5 -4-3, Failed
- A, B, C, D, E, Fx, F

It is allowed to use different grading scales for different examination components within a course. During the course, all examination components shall be assessed and a weighting shall be made, if applicable, to a grade, final grade, on the entire course. It is the examiner's obligation to document the students' performance on the various modules during the course. At the start of the course, the student shall be informed about how the balancing of results from several examination components is compiled into final grades on the course.

3.4.1 ECTS Grading scale

The European Credit Transfer System (ECTS) grading scale may be used as a translation tool in courses where the language of instruction and examination is English.

3.5 Examiner

In accordance with the Higher Education Ordinance, Chapter 6, Section 18, the examiner shall be a teacher. According to the Higher Education Act (Chapter 3), a teacher is a Professor, Adjunct Professor, visiting professor and Senior Lecturer. In addition, according to MDH's appointments procedure (reg. no 2016/2203), the following categories are also teachers; Associate Professor, Associate Senior Lecturer, Adjunct Senior Lecturer, Lecturer and Adjunct Lecturer.

There shall be at least one examiner for each course. If necessary, several examiners can be appointed to a course. The decision to appoint an examiner shall be in writing. It is the Dean of School, or other person according to the delegation of authority, who appoints which teacher should be the examiner for a course. The decision regarding the duties of the examiner should be taken before the start of the course.

It is permissible to appoint a teacher from another Swedish higher education institution as an examiner provided that the teacher receives some form of employment at MDH. Similarly, for example, a consultant may not be appointed as an examiner without them first being employed in some form by MDH (cf. The Instrument of Government's prohibition on the transfer of the exercise of public authority to individuals).

3.5.1 Examiner's duties

Since examination is seen as the exercise of public authority, there are high demands on the examiner. The examiner is obliged to follow all rules that arise in the grading matter and always act objectively, impartially and treat everyone according to the principle of equality. In the case of assessment, only impartial and as objective circumstances as possible may form the basis of the decision.

The examiner's duties may not be taken over by another staff member, either subordinate or superior – without them having been appointed as examiner in writing. However, it is possible for the examiner to enlist the help of other teachers when assessing individual tests, etc. If the examiner enlists the help of and relies on another teacher for assessing a grade decision, the decision shall indicate which teacher has assisted the examiner. The ultimate responsibility for the grade is however always the responsibility of the examiner.

3.5.2 Biased examiner or correcting teacher

An examiner or correcting teacher may not deal with an examination matter in cases where there may be suspicion of a conflict of interest. Clear conflict situations can exist with regard to family relationships, cohabitation, other close personal relationship, or apparent enmity. However, there may also be a conflict of interest if there is any other special circumstance which calls into question the impartiality of the examiner or correcting teacher in the matter (see Section 16 of the Administrative Procedure Act). The relevant examiner or correcting teacher has an obligation to report the conflict of interest situation to the Head of Division who decides how the matter should be dealt with, see Sections 16-18 of the Administrative Procedure Act. If a student perceives that a conflict of interest has arisen, the student can report this to the examiner's Head of Division.

When the examiner shall decide on the grade of an *anonymous* exam, the anonymity is broken after the assessment but before the actual decision. If there is a conflict of interest between the examiner and the student, the examiner is not allowed to make a decision – regardless of who corrected and assessed the actual examination answer. In the event of a conflict of interest another examiner may be appointed to make the final decision on the grade.

3.5.3 Change of examiner

A student who has failed the same examined component twice with the same examiner has the right to have another examiner appointed for the next examination session, unless there are special reasons against it (Chapter 6, Section 22 of the Higher Education Ordinance). The student shall justify their application in writing using MDH's form "Request for change of examiner". The request shall be submitted no later than 14 calendar days before the examination session. It is the Dean of School, or another person according to the delegation of authority, who will determine which teacher should be the replacement examiner.

3.6 Studying with a disability

The University shall inform students about the possibility for students who have some form of disability to be allowed an adjusted test situation. In order to have an adapted test, the student shall have obtained a certificate regarding their disability. The certificate is issued by the University's coordinator.

Students with certificates shall report requests for adaptation at the written examination via the student portal no later than ten calendar days before the examination session. If the student is in need of adaptation of another mode of assessment, the student should contact the examiner with a request to do so.

It is the examiner who, based on the certificate that has been issued regarding the student's disability, will decide which adaptation should be applied. In the run-up to their decision, the examiner may, if necessary, consult the University coordinator for students with disabilities and/or the student in question. Decisions shall be communicated within a reasonable period of time. If the disability hinders a student from taking a test in the way that has been planned, the student can be offered an individual examination in a different form, according to the current course syllabus.

3.7 Review and correction of grading decisions

According to the Higher Education Ordinance, a grading decision cannot be appealed. This means that a student cannot request that a higher court reassesses the examiner's decision on grades. However, grading decisions can be reviewed under certain prerequisites (Chapter 6, Section 24 of the Higher Education Ordinance). A review means that the examiner again makes a new assessment of their decision.

If the examiner finds that a grading decision is clearly incorrect due to new circumstances or for some other reason they should change the decision, as long as it can be done quickly and easily and if it does not mean that the grade is lowered (Chapter 6, Section 24 of the Higher Education Ordinance (HF)).

3.7.1 Student's request for review

A student who wishes to have their grade reviewed shall justify in writing what they consider to be incorrectly assessed on the provided form. If the student points out that they want to review the grading decision before the original is collected, the student is entitled to a free copy.

A review can take place as long as the University has documented material to take into consideration. Disposal of documents may take place after a certain period of time specified by law (two years, unless it is specialist examination documents or project work which shall be saved indefinitely).

3.7.2 Review initiated by the examiner

Even if the student or other MDH employee does not bring it to their attention, the examiner shall, on their own initiative, carry out a review if they discover that the requirements of Chapter 6, Section 24 of the Higher Education Ordinance are fulfilled, see Section 3.7.

3.7.3 Review of already collected examination papers

The student's possibility for a review will not be lost if the original has been collected. However, to carry out a legally secure review, the examiner shall determine what was in the wording from the beginning and that the basis for the decision has not changed. To the extent that the examiner cannot quickly and easily, without further investigation into the matter, exclude that the basis for the decision has changed, there is no obligation to change a decision. Therefore, if a student chooses to collect their original examination, the possibility of obtaining permission to change the grading decision can be made more difficult.

3.7.4 Correction

A grading decision containing an obvious irregularity resulting from the examiner's or someone else's typo, calculation error or similar oversight may be corrected by the examiner. Before correction takes place, the student shall be given the opportunity to express their opinion. Great care should be taken regarding corrections that are disadvantageous to the student.

3.8 Revocation of examination papers

It is not possible for a student to revoke their examination paper after it has been submitted to the University for examination. Thus, a student cannot recover a submitted examination paper before a grading decision has been made or ask the examiner to disregard the submitted document at the time of the grading decision.

3.9 Lost examination papers or incorrect information

A student whose submitted examination paper has been lost, as well as a student who has been given the wrong information about the day and time of the examination, shall be given the opportunity for a new examination without delay, if it can be demonstrated that MDH is responsible for what has happened.

In this context, it is important to emphasise that it is up to the student to ensure that an examination assignment is submitted in a timely manner. The risk of the post being delayed or of an email not arriving, etc., is borne by the student. An examination paper is considered to have been received only when it has been received by MDH or by a qualified person at MDH (see Section 22 of the Administrative Procedure Act).

3.10 Allowed aids and way of working during the examination session

Students should be given clear information about which aids, or way of working are allowed during the examination session. The instructions shall indicate, for example, whether it is an individual test or whether the test may be carried out in cooperation between the students. Where any form of cooperation (or 'discussions') may occur during the test, detailed instructions shall be provided on the extent and manner in which such cooperation may take place.

It is the student's duty to read and follow the University's provided information about the implementation of the test.

3.11 Examination papers are public documents

Examination papers submitted to the University are public documents and the person requesting the document has the right to receive it. However, the University has the right to consider examination papers that have not yet been graded as an open case. The University does not have to disclose these documents until the grade is set and the case has thus been closed.

4. Basic requirement for examination

The following criteria shall form the basis for all examinations carried out at the University.

4.1 Planning of examination sessions

Generally, all examination sessions shall be announced in the online timetable for each new semester. Due to special circumstances that could not have been foreseen and if it is done in the students' favour, where decisions have been taken in consultation with the students concerned, an examination session can be moved to another time. An exception to move

the exam date shall be taken in good time and be made by the Head of Division. Special rules apply for the notification of written examination sessions, see 5.1.

4.2 Language of examination

It shall be stated before each course instance which examination language is applied. There is no obligation to examine in a language other than that which has been indicated ahead of the course instance. In special circumstances, the examiner may decide that another language should be used at the time of the examination session.

4.3 Establishment and changing the modes of assessment

The examination and its questions shall be based on the intended learning outcomes in the course syllabus. It is of great importance that the modes of assessment, as described in the course syllabus, are established so that they are the same for all students during a course instance.

All students from a course instance in the case of an examination session, shall as a rule, take the same test. This applies even if there are more teachers on the course. It is possible for teachers to cooperate in the design of the tests, its structure and content. The examiner then determines the final content and design of the test.

Generally, re-tests shall be carried out using the same mode of assessment as regular tests. If unforeseeable and special circumstances arise during the course, which means that a re-test shall take a different mode than that specified in the course syllabus, the mode of the retest shall be decided by the Dean of School or another person according to the delegation of authority.

4.4 Submission times

Submission times shall be stated in the study guidance for all modes of assessment and shall be the same for all students on a course instance. As a rule, a timely submission is a prerequisite for the student's performance to be assessed. The study guidance document shall state what the consequences will be if the student does not submit their examination assignment in a timely manner.

4.5 Handling examination papers and test results

4.5.1 Assessment time

Assessment of tests, regardless of the mode of assessment, constitutes case handling. A case shall be dealt with as easily, quickly and cost-effectively as possible without a breach of the rule of law according to Section 9 of the Administrative Procedure Act.

The results shall be communicated by email to the student's address at the University and via the Student Portal as soon as possible, but no later than 15 working days after the examination session.

In exceptional cases, more than 15 working days may be allowed by the current Head of Division. For example, it may be in the event of an unexpected situation, over which the examiner does not prevail or could not have foreseen. If the Head of Division decides to extend the time of assessment, the students shall be

informed as soon as possible via the virtual learning environment or via the students' email about the extension and when the results can be expected to be communicated.

The results shall always be communicated at least two weeks before a retest, even in exceptional situations.

4.5.2 Justification of grading decisions

The examiner is not obliged to justify a grading decision when it is made. However, should a student request justification of the grade, the examiner is, if possible, obliged to comply with this request and justify the individual decision. If justification is requested after such a long time that it is unclear what circumstances have formed the basis for a particular grade or if the examiner in question no longer serves at the University, the student cannot expect to receive a retrospective justification. If the students have requested it, they can get a walkthrough of the examination, if the examiner deems it appropriate. The examiner should be present at the review.

4.5.3 Handling examination papers

Assessed examination papers can be collected at the Student Centre. The student shall present identification to collect their examination papers and acknowledge receipt (see Section 5.3 on the signification of identification). If the student is not able to collect their examination papers in person, the person who collects it for the student shall present an original signed authorisation.

5. Written examinations

At MDH, all written examinations shall be carried out anonymously. This means that the students' personal details shall be replaced by a code during the examination. Exceptions apply to certain exams done on a computer.

5.1 Planning for the written examination

As a rule, the written examination will take place Monday to Friday. For distance learning courses and evening courses, it may also be possible to take an examination on a Saturday. Exams longer than five hours and scheduled from Monday to Friday take place in the afternoon.

A student has the right to freely choose advertised examination sessions.

As stated in Section 4.1, all examination sessions shall, generally, be announced on the respective online timetable ahead of each semester. If the examination session has not been announced in the online timetable ahead of the semester, it may be announced no later than three weeks before the examination session. When the examination schedule is posted on the University's website, one scheduled session may only be moved, changed, or cancelled due to obvious errors detected and in unforeseen and special circumstances, if done in the students' favour. Changes may only be made before the examination registration has opened.

5.2 Allowed aids during written examinations

The examination form shall indicate which aids may be used during the written examination, such as calculators, tables, dictionaries, or textbooks. The same information shall appear on the invigilator's cover page.

5.3 Registration for written examinations

Registration for written examinations is **mandatory**. A student who has not registered is not allowed to take part in the examination. Registration shall be done *no later than 10 calendar days* before the examination date. Registration is done in the Student Portal or in exceptional cases according to special instructions from the School.

This means that if the exam is held on, for example, Thursday 29 January, registration shall be done no later than Monday 19 January. The registration shall therefore be done no later than 23.59 on Monday 19 January.

5.4 Procedure during written examinations

- Students who are going to take the written examination are admitted to the exam room between the following hours 8:00 and 8:20 for a morning exam and 14:00 and 14:20 for an afternoon exam.
- At 8:20 and 14:20 respectively, the doors to the examination room will be closed.
- At 8:30 and 14:30 respectively, the examination starts.
- For examinations on Saturdays, admission takes place between 08:30 and 8:50 and starts at 09:00.
- After admission, identification and registration checks and the distribution of each student's anonymous code for the specific examination session are conducted. The code is automatically linked to the student's personal details. It is therefore not possible to change the code.

The student shall be able to prove their identity through a valid photo ID in order to complete the test. Passports, international ID cards or driving licences, Swedish national ID cards or driving licences, Swedish SIS-marked ID card or an ID card issued by a public authority, such as the Swedish Tax Agency, apply as identification. Please note that the University's access card is not valid as an ID/identity document, nor is a copy of the identification or similar image of ID a valid ID.

- Students who do not arrive in time for the written examination assemble outside the examination room. This assembly takes place for 40 minutes; from the closing of the doors of the examination room from 8:20 to 9:00 respectively 14:20 to 15:00. After that only one admission to the examination room takes place. **No extra writing time is allowed.** Even for the other students who come to the assembly, only registered students are allowed to take the exam.

On Saturdays, the assembly is from 08:50 to 09:30.

- The student may leave the exam room no earlier than 45 minutes after the writing time has begun.

- No one may, except in conjunction with toilet visits and similar, leave the examination room before the answers have been submitted. Even those who have not answered the questions shall submit what is known as blank writing, i.e., exam covers labelled with the student's personal code, course code and date.
- After completing the examination, the student may bring the exam form out of the exam room but shall leave the writing and scrap paper used during the examination in the room.

5.5 Information from teachers during written examinations

During a written examination, it shall be possible for students who find things unclear regarding the examination, to have their questions answered during the examination. It shall be stated on the exam form how and when teachers can be reached during the ongoing examination. The same information shall appear on the invigilator's cover page.

5.6 Moderated off-campus examinations

The general rule is that the written examination shall take place at the campus or campuses listed as the examination location for the exam. However, if there are special reasons, a student may be allowed to take the examination at another location. It cannot be guaranteed that the examination can be done at another location, but the circumstances shall be assessed in each individual case. This assessment considers, among other things, whether a possible examination at another location meets the same level of legal security that apply to examinations arranged by MDH.

5.6.1 Rules for moderated off-campus examinations

In the case of moderated off-campus examinations, the same rules apply as to the examinations that take place at MDH's exam locations. For the exam to be carried out at another location, the responsible School shall ensure that the guidelines will be complied with and that the writing session will be at the same level as a regular examination in relation to legal security. An additional condition for the examination to be carried out at another location is that it takes place on the same date and at the same time as the regular examination given on the University's premises. The general rule is that it is only permitted to take an exam at an established higher education institution such as universities, university colleges and learning centres.

5.6.2 Application

A student who wishes to take a moderated off-campus examination shall apply for this no later than three weeks before the exam date at the Student Centre (*Studenttorget*), which then forwards the matter to the relevant School. An application submitted too late will not be handled. It is then the student's responsibility to contact the higher education institution or equivalent where the examination is requested to be conducted. The name of the contact person with whom the student has been in contact shall be indicated on the form submitted to the Student Centre. The application form is available on the University's website.

5.6.3 Costs

A prerequisite for the moderated off-campus examination to be carried out is that approved writing monitoring, premises or other things that are

required can be arranged at a reasonable additional cost to the School.

5.6.4 Decision

After it has been investigated whether it is possible to satisfy the student's request for another examination location, the Dean of School, or the person who has delegated authority, will decide whether the student's application can be granted or not. In accordance with the Higher Education Ordinance, the decision is not appealable.

The decision shall be given to the student no later than 12 calendar days before the examination date.

5.6.5 Registration for examinations

If the student is granted permission to take an exam at another location according to the above, the student shall not register for the exam as usual, but all administration of the moderated off-campus examination is handled by the School in question.

5.7 Catch-up examination sessions

A catch-up examination session shall be arranged before the beginning of the autumn semester, where all written examinations given during the academic year can be examined.

6. Other types of examinations

6.1 Oral examinations

To avoid the difficulties that may result from oral examinations such as indefinite grading criteria, different treatment and difficulties with retests, the oral examination shall be documented in some way, for example by recording. During an oral examination, another teacher may also participate to avoid the above-mentioned problems. However, the participation of an additional teacher does not allow exceptions regarding the requirement for documentation.

The details of the forms of oral examinations shall be stated in the study guidance or other course information.

6.2 Placement (VFU)

Clear guidelines shall be drawn up in advance for the assessment of the student about whom the supervisors at the placement site should receive adequate information. These guidelines shall be the same for all locations where placement is conducted during a course for all students to receive the most homogeneous assessment possible. The University shall have continuous contact with the placement organisation during the student's practicum internship.

At the time of the start of the placement, it shall be decided which materials the supervisor on the site should hand over to the examiner. As has emerged in the Section on the examiner, it is always the examiner who is ultimately responsible for the grade.

As a general rule, grades shall be given after the placement has been done (cf. Chapter 6, Section 18 of the Higher Education Ordinance). Thus, as a rule, if a student cancels their placement prematurely, grades should not be given. However, the course syllabus may provide that if there are special circumstances (such as security reasons for instance), the University has the

right to examine the student's placement in advance. In accordance with that which has been stated in

3.1.1 the course syllabus may provide that students who have failed the placement will only have one opportunity to do a new placement.

6.3 Take-home examinations

As stated in Section 3.3, the study guidance shall describe the time of delivery and submission of written take-home examinations and the corresponding dates for a resit. Generally, these times should not change during the duration of the course. The Head of Division may, where there are special reasons, decide on an extension of the writing period.

Furthermore, the study guidance shall indicate what the consequences will be if the take-home examination is not submitted in a timely manner. The general rule is that submission shall be made in a timely manner for the student's performance to be assessed, but it is possible for the examiner to consider special circumstances in an individual case. It is up to the student to ensure that the examination response is submitted in a timely manner. The response is considered to have been received when it has been received by MDH or by a qualified person at MDH (see Section 22 of the Administrative Procedure Act).

6.3.1 Information from teachers during take-home examinations

It shall be possible for students to have ambiguities regarding the examination handled during the duration of the examination. It is the teacher who decides how and to what extent the student's question shall be answered. It shall normally be stated in the instruction for the examination when and how teachers can be reached during the ongoing examination. Otherwise, the examiner shall inform students in writing in another way before the examination.

Regarding a take-home examination, there shall be clearly written instructions regarding the forms of cooperation. If cooperation is not permitted, this shall also be clearly stated in the instructions. In individual take-home examinations where students are invited to joint discussions or to some form of cooperation, there shall be clear information on the extent to which this can be done and in what way.

Take-home examinations should be controlled through the University's web-based plagiarism control system, Urkund. Urkund is used to prevent and detect plagiarism from comprehensive and continuously updated source material.

6.4 Test in groups

Some test components are conducted in groups. As each student shall receive an individual grade, the examination shall be designed so that it is possible to assess each student's respective performance. There shall be clear information to the students, directly in the instructions for the examination or in the study guidance, under what conditions the cooperation in the group shall take place and that, despite any breakdown of the work done, everyone in the group shall be assessed for the complete content of the examination. There shall also be information about the consequences of a student's inactivity in a group work situation.

6.5 Degree project (independent project, academic paper)

In order to ensure the quality of degree projects, supervisors and examiners should in the first instance not be the same people. It is important that both

persons have a consensus on what is required of the student. In accordance with the Swedish Higher Education Authority, it should not be the case that the examiner requires very substantial changes for the degree project to be approved, once the supervisor has given the go-ahead for the work (see the Swedish National Agency for Higher Education's (HSV) decision from 24 April 2007 Reg. No 31-4991-06). The University shall comply with this, but it does not change the position that it is the examiner who makes the final decision on grades.

The basis is that the student shall complete their degree project within the duration of the course instance to get a pass grade. Students who do their degree project are entitled to supervision during the course instance. The scope of the supervision shall be stated in the study guidance. If the supervision time offered is not used within the course instance, it is deemed spent, unless otherwise agreed between the supervisor and the student.

If the student needs further supervision after the end of the course instance, the Head of Division may, after consultation with the course coordinator, decide on additional supervision time. When students are offered extra supervision, grades should not be set until the time limit for extra supervision is reached, unless the supervisor and student have agreed otherwise.

If, after the end of the course instance, supervision will not be offered on a particular course, this shall be stated in the course syllabus.

Should obvious problems of cooperation arise between the student and the supervisor, the student has the right to receive a new supervisor. This decision is made by the Dean of School or in accordance with the delegation of authority.

Students who, despite the supervisor's warning, wish to participate in the examination of the degree project (academic papers, final review or similar) have the right to participate.

6.5.1 Obligatory use of plagiarism check

In accordance with decision of the Vice-Chancellor (Mälardalen University 1.1.4 – 549/13) the University's web-based system for plagiarism control, Urkund, is to be used for degree projects, academic papers and other independent projects that complete an education.

6.6 Other mandatory components, etc.

If seminars, laboratory sessions, practical tests, or other components during the duration of the course are mandatory, this shall be stated in the course syllabus and detailed instructions for these compulsory components shall be accounted for in the study guidance.

A student who, due to ethical or religious reasons, cannot participate in a mandatory educational component has the right to apply for exemption from the educational component to the examiner. Rejection of the student's request for exemption from a mandatory educational component can be appealed to the University's Board of Appeal.

6.7 Instructions for source management

For tests that involve assessing knowledge or proficiency in academic papers, degree projects or other written accounts, the study guidance shall provide clear information to students regarding reference management and plagiarism.

7. Disciplinary measures in the event of cheating, etc.

In accordance with Higher Education Ordinance Chapter 10, Section 1, disciplinary action may be taken against students who:

1. try to mislead during an examination (cheat),
2. interfere with or impede teaching, tests, or other operations,
3. conduct disturbances in the Library or other establishment within the University and
4. expose another student or employee to harassment such as that which is referred to in Chapter 1, Section 4 of the Discrimination Act.

If there is a well-founded suspicion that a student has committed an offence as described above, this shall be reported to the Vice-Chancellor. The obligation to report applies to all employees and the notification shall be made promptly. Students may also submit a notification.

After the notification, the Vice-Chancellor initiates an investigation of the case and based on this the case can be closed without action being taken or referred to the University's Disciplinary Board for a decision.

If the Disciplinary Board finds that the student is guilty of the offence, the Board will impose a disciplinary action on the student in the form of a warning or suspension. During the suspension period, the student may not participate in any activities that require that the person is registered as a student, and the student's access card and email account will be blocked. The Swedish Board of Student Finance shall be informed of the decision.