

## Introduction

Shared examination rooms, such as the examination hall "TenT", can be booked by examinations of all the faculties. If different examination boards use the same shared room, confusion may arise as to which examination rule applies. And this has indeed happened in the past. After all, each examination board is entitled to adopt its own rules for organizing exams. The rules of different examination boards may be in conflict with each other, possibly causing disquiet that affects examinations negatively. For this reason, the Executive Board laid down the following rules for the use of shared examination rooms.

**The amended rules come into effect as of 1 February 2014.**

## MANAGEMENT REGULATION FOR CONDUCTING EXAMINATIONS IN SHARED EXAMINATION ROOMS

### ARTICLE 1. USE OF THE SHARED EXAMINATION ROOMS

1. The examination board books a the shared examination room with the campus facilities organization Facilitaire Campus Organisatie (FCO), within a fixed timeslot for groups of more than thirty students. Each timeslot consists of a period of two hours and forty-five minutes.
2. The timeslots are as follows:  
Room opens: 08.30; examination: 08.45 – 11.30  
Room opens: 11.45; examination: 12.00 – 14.45  
Room opens: 15.00; examination: 15.15 – 18.00  
Room opens: 18.15; examination: 18.30 –21.15.
3. In case exams overlap but have different starting or ending times, Facilitaire Campus Organisatie (FCO) ensures that the different groups of students cause each other as little disturbance as possible when entering or leaving the room<sup>1</sup>.
4. For each exam, the examination board books a separate examination room within the university for students who can show proof of being entitled to more examination time<sup>2</sup>. The examination board informs the faculty's timetable schedule maker on time whether such a measure is required.

### ARTICLE 2. STUDENT IDENTIFICATION

1. When sitting for an exam the student is obliged to provide proof of identity to the invigilator<sup>3</sup>.
2. The invigilator checks the student's identification and determines whether the student has registered to sit for the examination by checking the list of participants for that particular examination.

### ARTICLE 3. AID

1. All personal effects, especially books, lecture notes, mobile phones or any other items that can serve as aid, must be left outside the examination room or placed inside the examination room as indicated by the invigilator. The aisle between the tables should be free from obstructions at all times.

<sup>1</sup> In this case students sitting an examination scheduled to finish earliest will, for instance, be seated closest to the door. Thus disturbance is kept to a minimum when these students leave the room.

<sup>2</sup> Students suffering from dyslexia are a case in point.

<sup>3</sup> Valid identification may be a student card, passport, driving license, ID card, ACTAcard or annual public transportation pass [OV-jaarkaart]

2. Notwithstanding the stipulation in 1. above, a student is allowed to use an aid provided it was authorized as such by the examiner or the examination board prior to the examination, and students were notified accordingly in advance. In addition, all authorized aids are mentioned on the cover of the examination paper.
3. A student, who is found within reach of an unauthorized aid while sitting for an examination, is committing fraud.
4. Notwithstanding 2. above, a student who arrives late is shown into a waiting room close to the examination room. Thirty minutes after the beginning of the exam the student is allowed into the examination room.
5. It is not permitted for a student to leave the examination room within 30 minutes of the starting time of the examination.
6. A student is not permitted to leave the examination room during the last 30 minutes of the examination.
7. Continuing to work on an examination after the examination time has ended may be considered as a form of fraud<sup>4</sup>.

#### ARTICLE 5. TOILET USE

1. A visit to the toilet is not permitted before one-and-a-half hours after the examination started.
2. A student who submitted a medical certificate to the student advisor before the examination indicating that he/she should be allowed to visit the toilet before the stipulated time, will be seated in a separate examination room or in a separate section of the examination room.
3. A student who must be able to use the toilet before the stipulated time due to an acute medical condition, must submit a medical certificate to the invigilation coordinator prior to the examination. This student is then seated in a separate examination room or in a separate section of the examination room.
4. Per group sitting the same examination, only one student may visit the toilet at a time.
5. The invigilator asks the student who wants to visit the toilet to prove that he/she has no aid with him/her. In addition, the invigilator ensures that the student who visits the toilet during the examination has no contact with other students or that he/she is not able to consult any aid whatsoever.
6. If a student wishes to visit the toilet, he/she must leave all the examination materials that were issued behind on the table where he/she is seated during the examination, covered with a blank sheet of paper.

<sup>4</sup> Naturally, this does not apply to students who received written permission by the examination board that he/she may work longer on his/her examination, for instance in the case of a dyslexic student.

## ARTICLE 6. FOOD AND DRINK DURING EXAMINATIONS

1. Eating is not allowed during the examination.
2. Drinking is allowed during the examination. The cup, bottle, or other container may be checked by the invigilator or examiner for possible manipulation by the student.

## ARTICLE 7. INVIGILATION DURING EXAMINATIONS

1. Invigilation falls under the responsibility and authority of the examiner. The Facilitaire Campus Organisatie supports the examiners by recruiting and instructing invigilators and supervising the logistics of the examination process. The invigilators follow the instructions of the examiners.
2. Prior to the examination the examiner informs the invigilators and invigilation coordinators about the authorized aids that students may use during the examination and about other details concerning the examination.
3. In case of fifty or more students at least two invigilators should be present. Every further fifty students requires an extra invigilator. At least one invigilation coordinator is present at each examination. The form of examination and the number of students sitting the exam may be reason to deviate from this norm.
4. The invigilators see to it that as many students as possible receive the examination papers simultaneously.
5. The students are obliged to follow the instructions of the examiner and the invigilator or invigilators.
6. To prevent fraud, the examiner and invigilators are permitted to exercise control over materials students may use or exploit during the examination<sup>5</sup>.
7. In case there is a suspicion of fraud during the examination, based on irregularities observed by the examiner or invigilator, the examiner notifies the student in question. Any materials or aids used during suspected fraud are confiscated on submission of a receipt. The student may finish the examination. The examiner decides that the suspicion of fraud is reported to the examination board in accordance with the examination regulations in force.
8. The invigilator reports any questions of students and any irregularities during the examination to the examiner forthwith.

<sup>5</sup> *These include water bottles, codes of law, pocket calculators, watches with internet functions, etc.*

#### ARTICLE 8. ALLOCATING SEATS

After prior and timely consultation with the Facilitaire Campus Organisatie (FCO), the examination board can allocate seats to students in the examination room.

#### ARTICLE 9. EVALUATION

1. This regulation is evaluated regularly – at least once a year. The first evaluation takes place one year after the regulation came into effect.
2. The evaluation will be executed by the Executive Board, in consulting with the University Student Council, Facilitaire Campus Organisatie and the examination boards.

Laid down in

Amsterdam,  
January 2014.

On behalf of the  
Executive Board,

Frank van der Duyn Schouten,  
Rector magnificus