

## **Policies for examination candidates**

Adopted by the Board of Gjøvik University College (GUC), with authorization from the College Director on the 1st of February 2008, in accordance with the Act of the 1<sup>st</sup> of April 2005 relating to Universities and University Colleges, and Regulations on admission, studies and examinations at Gjøvik University College of 13/12/2007. Guidelines from April 2003 shall be repealed from the same time.

### **A. Individual supervised written examination**

1. The candidate must attend the examination room no later than 15 minutes before the examination commence. The candidate is not allowed to have no other than stationery, permitted aids and food/beverage at his/her desk. Bags, outerwear, cell phones and any other things that are brought in to the examination room, shall be directed at the indicated place. Mobile phones must be switched off.
2. Candidates who have received the examination questions and examination papers, cannot leave the examination room before they've signed the candidate list – at least 30 minutes within examination time. Candidates who are up to 30 minutes late for the exam must address the invigilator, and may be able to conduct the examination without extra time.
3. The candidate must show a valid student card and sign the candidate list, as the candidate number will be assigned. External candidates must also exhibit a valid receipt for payment of examination fee.
4. The time allowed for the exam is indicated on the studentweb, in the course description and shall also be printed on the examination paper. This time also includes time for eating. When the examination time is over, all writing on paper is to stop. The candidate has then up to 15 minutes of extra time to fill out the cover sheets, numbering the answer sheets, fill out the necessary information at the top of the exam sheets, separate sheets etc.
5. GUC uses examination paper with carbon copies. Answers must therefore be written with blue or black ballpoint pen or hard marking pen. If the examination time is not adequate, the drafts may be handed in if they are numbered and given candidate numbers. The examination board determines how much the draft will count.
6. During the examination the candidate is not allowed to communicate with others than the invigilators. If the candidate needs a break, s/he must always be accompanied by an invigilator.
7. Candidates who are ill and cannot attend the examination, shall immediately send medical certificate to GUC. If a candidate becomes ill during an examination, the invigilator must be notified so that leave may be granted. For a candidate to have a valid reason for not sitting an examination, s/he must ensure that the study administration has received the medical certificate within three working days after the examination (postmarked within three working days).

8. If a candidate does not show up for the exam and does not have a valid absence, it is considered as failure, and s/he has used one attempt for the exam.
9. The candidate must respect and not disturb the other candidates in the examination room. In case of severe order violations, a candidate can be expelled from the examination room.
10. When the candidate wants to hand in the answer sheets, the invigilator must be alerted. The candidate stays seated at hers/his desk until all the sheets are checked and handed in; afterwards s/he must leave the examination room immediately. Answer sheets that are handed in, may under no circumstance be handed out again. All unused paper is to be submitted to the invigilator.
11. When using the PC during the exam the candidate is given a flash drive so s/he can save a backup of the work. The candidate is responsible for taking a copy of his/her work, and secure no data loss due to any mechanical failure or power outage. The answer shall be printed in two copies, with the candidate number, page number and number of pages written on them. The flash drive must be submitted to the invigilator.

#### **B. Take home exam/ portfolio examination**

1. In relation to the take home exam / portfolio exam, the exam paper must be handed in to GUC within the stipulated time. Candidates who have semester address more than 10 mil (about 62 miles) away from GUC, can post the answer as "pack overnight". Make sure the Post Office can confirm that the pack is posted within the deadline.
2. For the exam paper at take home exam, it will *normally* be handed in 2 copies. The candidate must ensure that s/he has his/her own copy. The paper should only have candidate number, page number and the number of sheets – not the name.
3. When it is decided that the exam paper is to be handed in electronically, the candidate must send this within the stipulated time limit, marked with the candidate number, and also follow the guidelines given for the submission.