

Cheating and fraud centrally organized exams

This document provides information regarding fraud during centrally organized examinations, the procedure in case fraud is discovered or suspected and possible consequences. Please note that this procedure is followed regardless of any intention to commit fraud.

Fraud

During written examinations, the following actions will in any case be deemed to constitute fraud or attempted fraud:

- Coming in late (after 15 minutes)
- No proof of your identity (student identity card, passport , ID card)
- Using another person's proof of identity/campus card (student identity card, passport , ID card)
- Having a mobile telephone or any other type of media-carrying device switched on
- Having a mobile telephone or any other type of media-carrying device on your desk or in your clothes
- Using, or attempting to use, unauthorized resources and aids, such as the internet, a mobile telephone, etc.
- Having any paper at hand other than that provided by TU/e, unless stated otherwise
- Visiting the toilet (or going outside) without permission or supervision
- Visiting the toilet (or going outside) carrying a mobile telephone or any other type of media-carrying device

Instructions for students taking centrally organized examinations

- may still be admitted to the exam room during the first 15 minutes after the start of the examination. These students shall not be granted any extra time;
- may not leave the exam room within 15 minutes after the start of the examination;
- may not leave the exam room less than 15 minutes before the end of the examination;
- must, at the start of a written examination/final test, fill in their campus card ID number, degree program and full name and address on the attendance card provided. The student shall place the completed attendance card and their campus card on the table so that the subject expert or invigilator can see it clearly. An examination will only be assessed if, at the time of the examination, the student was enrolled in the degree program and had registered for the relevant study component/ examination;
- must fill in the above information at the top of every sheet of paper to be handed in, doing so clearly and completely, and in capital letters. All initials must be included with the surname. The sheets must be numbered in sequence;
- must bring their own writing and drawing materials. Rulers, compasses and set squares are permitted for drawings. The TU/e shall provide all the necessary paper;
- is not permitted to use or consult papers, books, calculators, etc. other than those issued by the examiner, unless explicitly stated otherwise on the examination cover sheet;
- may not use a mobile telephone or any other electronic equipment (media-carrying devices) during the examination, unless explicitly stated otherwise by or on behalf of the Examinations Committee. Students must turn off their mobile phones (and other media-carrying devices) and store them in a bag. This bag must be closed. Pencil cases must also be stored in a bag;
- may not visit the toilet without supervision. No more than one student may leave the exam room at the same time to visit the toilet;

- may not leave their seats or talk to each other at the end of the examination until all the written work has been collected by the invigilators. Nobody may leave the exam room without handing in all written work, including the attendance card;
- may keep the examination assignments unless the subject expert objects to this and supplies reasons;
- must personally hand in all their written work to the invigilators.

Procedure and consequences

1. In the event that an examiner or proctor discovers or suspects cheating, either before, during or immediately after the examination, the examiner or proctor shall record this in writing and establish a file as soon as possible. If requested by the examiner or proctor, the student in question must present any evidence required. Refusal to do so has to be mentioned in the report. The student in question may be immediately excluded from further participation in the examination and required to leave the exam room. In any incidence of fraud, a completed examination will not be assessed/graded until the Examination Committee has made a judgment.
2. The student in question shall be given the opportunity to add written comments to the written report of the examiner/proctor.
3. The examiner will send the report to the Examination Committee of the program in which the student is enrolled and, where applicable, to the Examination Committee of the program to which the study component for which the examination in question was administered belongs, as soon as possible, together with the student's written comments, if provided.
4. It will then be up to the Examination Committee of the program in which the student is enrolled to take any measures it considers appropriate in the case in question. In reaching a decision, the Examination Committee shall take account of the protocol for supra-departmental fraud.
5. The Examination Committee for the program in which the student is enrolled can then exercise its powers in accordance with Article 3.4 of these Regulations.
6. Before taking a decision based on paragraph 5, the Examination Committee shall give the student in question an opportunity to be heard.
7. For the implementation of this current Article, examinations also include practical exercises that are concluded with an examination.

Possible consequences

Only the Examinations Commity is entitled to judge with respect to fraud.

The **commonn** punishment for first time offenders is:

- Student fails on the entire course
- Student is excluded from taking the exams of that course for one year
- The misconduct will be entered into the student's file
- Student is no longer eligible for a judicium when graduating (met hoge waardering / cum laude)

The **maximum** punishment (e.g., for a recidivist):

- Student's education at TU/e will be terminated

Further information can be found in Chapter 3 of the Examination Regulations.