

With regard to Article 7.10, third paragraph of the Dutch Higher Education and Scientific Research Act (*Wet op het hoger onderwijs en wetenschappelijk onderzoek*, WHW) in conjunction with Article 7.12b, first paragraph under e and in conjunction with Article 2.2 of the Examination Committees' Regulations

## **TU/e Central Examination Regulations** (latest amendment: December 2018)

### **Article 1 Definitions**

Invigilator:	An internal or external person who supervises an examination, maintains order and is responsible for the attendance registration.
Examiner:	A lecturer who is responsible for an individual study component at TU/e and is appointed by the Examination Committee to assess students by setting examinations on the study component and determining the results.
Subject expert:	A member of staff, not a student, who has relevant subject expertise who is preferably appointed as an examiner.
Examination coordinator:	Person responsible for the organization of the examinations.
RE:	Regulations of an Examination Committee of a TU/e study program.
OER:	Program and Examination Regulations of a TU/e study program.
ESA:	Education & Student Affairs.
Student:	A person who is following a degree program in higher education and, for the application of these Regulations, is enrolled in a degree program in accordance with the TU/e Regulations for Registration, the Academic Career Check Enrollment, and Termination of Enrollment.
Examination	An audit associated with a particular study component into the knowledge, insight and skills of a student, as well as an assessment of the results of that audit. In these regulations examination is also understood to mean a written or digital examination <sup>1</sup> as well as a centrally organized final test.
Large examination	An examination is considered large if it is held in more than one building.

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<sup>1</sup> There are in any case three types of examinations at TU/e:

- 1) Written examinations in which the questions are handed out on paper and the student answers the questions on paper.
- 2) Digital examinations in which the questions are answered in a secure environment on the student's notebook with the aid of a STEP USB stick.
- 3) Digital examination on paper containing an individual bar code. The student answers the questions on paper and the paper is then scanned using the bar code.

Examination period

The periods, including interim periods, in which examinations (and final tests) are held, whether centrally organized, written or digital.

## **Article 2 Relation to the role and duty of the Examination Committee**

It is the statutory duty of the Examination Committee to guarantee the quality of the organization and procedures relating to interim and final examinations (see Article 2.2 of the RE). The institute board is responsible for the organization of and procedures relating to the interim and final examinations to which these Regulations apply.

## **Article 3 Scope of the Regulations**

These Regulations apply to centrally organized and/or scheduled examinations. The instructions for examiners, subject experts, invigilators and students constitute part of these Regulations and are set out in Appendix 1.

## **Article 4 Examination (venue) schedule**

1. In consultation with staff of the departmental Educational Offices and the Program Management, ESA determines the day and time of an examination within the examination period. The staff of the departmental Educational Offices appoint the examiner/examiners. For study components of the Bachelor College the timeslot and time when an examination is to be held within the examination period are determined by mutual agreement.
2. The examination schedule, excluding the venues, will be published as stated in Article 5.1 of the model OER for Bachelor's programs within the Bachelor College and Article 4.1 of the model OER for Master's programs.
3. Once registration has closed for study components, including examinations for each quartile the interim periods, ESA will publish the examination schedule in OSIRIS. Facilities for students with a functional impairment will also be listed.
4. The examination coordinator is responsible for the room allocation and the appointment of the appropriate number of invigilators for the number of students who have registered for (the examination in) a particular study component, taking the distribution of students across the examination rooms into account.
5. Additional regulations will apply to 'large examinations' (see Appendix 2).

## **Article 5 The examination coordinator**

1. There is one central examination coordinator.
2. The examination coordinator shall be responsible for:
  - a. an efficient spread of the examinations over the available venues and the preparation of the corresponding examination venue schedule and for notifying the Educational Offices, students, catering, building managers, fire department and security of such 3 days before the start of the examination period;
  - b. informing the examiners and invigilators concerned of the relevant examinations and any facilities provided in relation to functional impairment;
  - c. the invigilator pool;
  - d. monitoring procedures during examinations by means of evaluation forms (see Appendix 7) completed by the invigilators;
  - e. stock control of examination stationery, exam scratch paper, cover sheets (Appendix 3), attendance cards (Appendix 4), reports (Appendix 5) and even evaluation forms (Appendix 6).
3. The examination coordinator supervises the invigilators, ensuring that they adequately fulfill their duties in accordance with the rules. The coordinator is also responsible for the correct administrative and financial procedures in relation to the invigilators.

4. In addition, the examination coordinator identifies requirements regarding the layout of exam rooms and fulfills these to the best of their ability.
5. If there is no examiner or subject expert present at the end of the examination, the examination coordinator shall ensure that the completed examination scripts are stored safely and protected against loss, theft or wrongful acts.
6. The examination organization shall write a report based on the evaluation forms completed by the invigilators which is then sent to the relevant Examination Committees, Program Directors, and Program Directors for Graduate Programs.

#### **Article 6 Powers of the examination coordinator**

The examination coordinator is authorized

- to appoint, instruct<sup>2</sup>, , train and discharge invigilators;
- to take receipt of examination papers at the start of the examination;
- to collect the completed examination scripts at the end of the examination.
- to collect the USB sticks at the end of the digital examination.
- to cancel an examination if the examination papers are not present 15 minutes after the examination is due to start.

#### **Article 7 Delivering, protecting and storing the examination papers for written examinations and the examination scripts handed in**

1. The examiner is responsible within reason for the provision and storage of examination papers and the completed examination scripts and for proper protection against loss, theft or wrongful acts. Examiners may make use of decentralized and/or central facilities for this purpose.
2. All examination papers have a cover sheet, filled in by the examiner (Appendix 3); once ready for use they are placed in an envelope for each examination room which is then sealed and initialed by the examiner (or subject expert) and kept in locked storage until the start of the examination.
3. From the Thursday before the examination period begins, if agreed in advance, the examination papers for each room may be delivered to the examination coordinator in a sealed and initialed envelope for each examination room. The coordinator shall ensure that the examination papers are delivered to the appropriate venue.
4. After the examination the examiner (or subject expert) shall collect the completed examination scripts and ensure that they are again kept in locked storage, in a sealed and initialed envelope.
5. Subject to agreement at least one week prior to the examination, the examiner (or subject expert) may submit the completed examination scripts to the examination coordinator, who will ensure that the completed examination scripts are kept in locked storage in a sealed envelope.
6. The examiner shall ensure that, once assessed, the examination scripts are kept in secure storage in accordance with the provisions of the *Basisselectiedocument Wetenschappelijk Onderwijs 1985*<sup>3</sup>.

#### **Article 8 Conditions for centrally organized examinations**

1. The number of invigilators is, in principle, determined by the number and capacity of exam rooms. For up to 50 students, two invigilators shall be appointed, one of whom is a subject expert with a role as invigilator. For every 50 students extra, one additional invigilator

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<sup>2</sup> A working instruction has been drawn up for this (<https://intranet.tue.nl/universiteit/diensten/education-and-student-affairs/onderwijs-algemeen/toetsbeleid/>)

<sup>3</sup> This gives guidelines on what documents need to be stored and for how long.

shall be appointed. If necessary, additional invigilators will be appointed with a view to students' visiting the toilets during the examinations.

2. For every examination, including any extra time, at least one examiner (or subject expert) and one invigilator shall be present.
3. If the same examination is to be taken in more than one room, there must be two invigilators for the first 50 students in each extra room.
4. If the same examination is to be taken in more than one building or on more than one floor, one examiner (or subject expert) is to be present in every building.

### **Article 9 Powers of examiners and invigilators**

1. If the examiner (or subject expert) or invigilator observes a suspected case of cheating, they shall inform the student concerned and write and sign a report<sup>4</sup> of the cheating observed (see Appendix 5, report of cheating format). The further procedure regarding cheating is set out in Chapter 3 of the Regulations of the Examination Committee.
2. The examiner (or subject expert) and the invigilator deny a student entry to the exam room or remove a student from the exam room if
  - the student cannot provide proof of identification
  - despite a warning, the student continues to cause a disturbance during the examination
  - the student arrives at the exam room 15 minutes after the examination has started.
3. The examiner (or subject expert) and the invigilator ensure that students do not leave the room within 15 minutes of the start of the examination and 15 minutes or less before the end of the examination.
4. Cheating (or an attempt to cheat) is taken to mean at least the following:
  - use of someone else's proof of identity/campus card
  - having a mobile phone or other communication, storage and/or display device on the desk or in clothing
  - use or attempted use of unpermitted sources and resources, such as internet, mobile phone
  - use of a clicker that belongs to someone else
  - being in possession of paper other than paper provided by TU/e, unless allowed otherwise
  - visiting the toilet or leaving the room for any other reason without permission or unaccompanied.

### **Article 10 The examiner**

1. The examiner is responsible for setting the examination questions.
2. For digital examinations the examiner is responsible for providing one paper copy of the examination questions for every 50 students, for if the examination cannot be taken digitally.
3. Examiners are responsible for the smooth running of the examination. In specific cases they may have the subject expert replace them, though they shall retain final responsibility themselves.
4. The examiner (or subject expert) shall answer any questions from students relating to the content of the examination.
5. An examiner (or subject expert) shall sit at the back of the room and may work at their laptop, but must remain observant. They shall perform invigilator duties if necessary.

### **Article 11 Duties of examiners (or subject experts)**

The duties of examiners (or subject experts) are listed in the Instructions and Considerations for Examiners, Invigilators and Students during Examinations (Appendix 1).

### **Article 12 Invigilators**

1. Invigilators are jointly responsible for the smooth running of the examination: they supervise the examination, maintain order and are responsible for attendance registration. In the event of a digital examination, the invigilator is responsible for providing spare notebooks and associated accessories as well as support during the start-up of the examination. If an examination is taken using STEP USB sticks, the invigilator is responsible for issuing, collecting and registering these.
2. The invigilators shall invigilate the examination actively and quietly. They should regularly walk around the room, checking for any irregularities.
3. If necessary (for example, if the ID photo is a bad likeness of the student, or the campus card is poorly legible) the invigilator may ask the student to identify themselves with a valid proof of identity.
4. No activities are allowed which may hinder the performance of invigilator duties, such as

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<sup>4</sup> The report is made in triplicate. The examiner submits the original to the Examination Committee of the student's study program, Copy 1 is given to the student, and Copy 2 is for the examination coordinator.

working at a computer, reading or talking.

5. After the examination the invigilator shall fill in an evaluation form that is collected by the examination coordinator (see Appendix 6).

### **Article 13 Duties of invigilators**

The duties of invigilators are listed in the Instructions and Considerations for Examiners, Invigilators and Students during Examinations (Appendix 1).

### **Article 14 Students**

1. Students are obliged, before or during the examination, and at the request of the examiners (or subject experts) or the invigilators, to identify themselves by showing their campus card for the current academic year. Students who do not have a campus card can also identify themselves using a valid means of identification. If a student is unable to do this, they may not take the examination.
2. If a student has taken the examination but was not enrolled for the corresponding study component, their examination will not be assessed and will not be recorded in OSIRIS.

3. Before, during and immediately after an examination, students are obliged to follow the instructions given by the examiner (or subject expert) and invigilators present. These instructions include the directions referred to in Appendix 1.
4. Any student who fails to comply with the provisions in the first paragraph may be excluded immediately by the examiner (or subject expert)/ invigilator from further participation in the examination (see Article 9, second paragraph). The examiner (or subject expert) shall write a report on this and submit it, duly signed, to the Examination Committee.
5. Exclusion within the meaning of paragraph 4 means that the examination results of the student in question will not be assessed and that they will be considered to have failed the examination.
6. For digital examinations, the student is responsible for the necessary equipment during the examination, such as a fully charged notebook, charger, mouse and other requisites as indicated by the teacher.

#### **Article 15 *Force majeure***

In the event of *force majeure*<sup>5</sup> the Executive Board may decide before the start of an examination that the examination be cancelled.

#### **Article 16 Final considerations**

These Regulations may be cited as the TU/e Central Examination Regulations; they were adopted on December 3, 2018 and are effective from January 1, 2019.

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<sup>5</sup> For example a train strike or adverse weather conditions (code red weather alert),



**Appendix 1 (see Article 3)**

Instructions and Considerations for Examiners, Invigilators and Students during Examinations  
(*attached*)

**Appendix 2 (see Article 4)**

Additional regulations for large examinations (*attached*)

**Appendix 3 (see Article 7)**

Examination cover sheet (*attached*)

**Appendix 4 (see Article 5)**

Examination attendance cards (*attached*)

**Appendix 5 (see Articles 5 and 9)**

Report of a (suspected) instance of cheating during an examination or suchlike (*attached*)

**Appendix 6 (see Articles 5 and 12)**

Evaluation form to be completed by invigilators (*attached*)