

Appendix 1 (see Articles 3, 12 and 14)

Instructions for examiners, subject experts, invigilators and students during examinations,

of the TU/e Central Examination Regulations

Article 1 Exam coordinator

- a. In the case of examinations administered in writing, as referred to in Article 4 under A and B of the Regulations, the exam coordinator will provide sufficient examination paper (depending on the type of examination with or without a barcode) including examination draft paper at all locations where examinations are administered.
- b. If the examination is to be taken digitally, as referred to in Article 4 under C of the Regulations, the exam coordinator will ensure that there are sufficient laptops on loan, invigilator laptops, adapters and computer mice, in accordance with the attendance lists submitted and scratch paper and delivers these to the invigilator(s) on the day with exam will be administered.
- b. The exam coordinator delivers the attendance list(s) to the invigilator(s).

Article 2 Duties of examiners

The examiner

- a. shall be responsible for the examination papers and the completed examination scripts handed in, as referred to in Article 4 under A and B of the regulations;
- b. is responsible for setting up the digitally administered exam in the test program in good time;
- c. appoints one or more subject expert(s) if appropriate for the study component for which the examiner is responsible;
- d. appoints a subject expert as a contact person if the examiner cannot be present in person during the administration of a (digital) exam.
- e. may be replaced by another subject expert if necessary and shall then ensure that the said replacement is familiar with the relevant regulations and duties;

Article 3 Duties of subject experts

- a. shall be present in the examination room at least 15 minutes before the start of the examination;
- b. shall have the examination papers with them unless these have already been handed in through the external print portal, to the exam coordinator;
- c. shall be present for the entire examination, including any extra time;
- d. shall answer any questions relating to the content of the examination;
- e. shall sit at the back of the room and may work at their laptop, but must remain observant;
- f. shall perform invigilator duties as and when required, e.g. if the external invigilator is writing a report on an instance of cheating or has accompanied a student to the toilet;
- g. shall sign any report written by the subject expert;
- h. shall ensure that any reports of cheating or disruptions are handed in to the Examination Committee;
- i. may have additional invigilator duties during digital examinations.

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Article 4 Duties of invigilators

The invigilator

- a. in the case of an examination to be administered digitally, as referred to in Article 4, under C of the Regulations, report to a location designated by the exam coordinator at least 45 minutes before the start of the examination and brings along all the necessary materials for the digital administration of exams to the designated exam location.
- b. shall be present in the location designated by the exam coordinator at least 30 minutes before the start of the examination, as referred to in Article 4, under A and B;
- c. shall check whether various examinations are being taken at the same time in the room that they will be invigilating in (if this is the case, the seating plan should take this into account);
- d. in the case of an examination to be taken digitally, as referred to in Article 4 under C of the Regulations, prepare the necessary laptops on loan, including a charger and mouse for each laptop.
- e. provides every student with a STEP stick upon their arrival, in the case of an examination to administered digitally, as referred to in Article 4, under C.
- f. retrieves the pin of the examination from Cirrus and puts it on the board just before the beginning of the digital exam.
- g. records the number of the STEP stick provided next to the name of the student on the attendance list and hands in this list to the exam coordinator after the exam.
- h. shall, together with the invitation to invigilate, receive a list of any students who have been granted special facilities such as extra examination time;
- i. shall take examination stationery and attendance cards to the room and, if the examination papers have been handed in to the exam coordinator, shall have the examination papers in a sealed envelope per room;
- j. shall check that the desks and chairs are set out for an examination and that the room is neat and tidy;
- k. shall place examination stationery and scratch paper on all the desks and hand out the attendance cards. The invigilator shall be responsible for the seating arrangement: the desks at the front are reserved for students granted special facilities such as extra time; Students using a laptop stand are assigned a place at the back of the room.
- l. shall close the doors at the start of the examination;
- m. shall carry out random checks of the desks to see whether students have brought any notes with them;
- n. during the examination one of the invigilators or subject experts shall remain at the back of the room;
- o. shall admit students to the exam room up to 15 minutes after the start of the examination and show them where to sit if more than one examination is being held in the same room. The invigilator shall assign students wishing to use a notebook computer on a stand to the back of the room;
- p. shall not allow any student arriving more than 15 minutes late to enter the exam room;
- q. shall not allow any student to leave the exam room within 15 minutes after the examination has started;
- r. shall not allow any student to leave the exam room less than 15 minutes before the end of the examination;
- s. at the start of the examination, shall state which examination the students are about to sit, hand out the examination papers and point out the regulations stated on the cover sheet of the examination (see Appendix 3, examination cover sheet);
- t. shall ask the students to switch off any mobile telephones or other communication, storage and/or display devices and to store them away, and, for identification

- purposes, to complete the attendance cards and place them on the corner of their desk together with their campus card or ID;
- u. shall verify that each student can provide ID. If necessary (for example, if the ID photo is a bad likeness of the student, or the campus card is poorly legible) the invigilator asks the student to identify themselves with a valid proof of identity;
 - v. shall collect the attendance cards and, 15 minutes after the examination has started, place them in alphabetical order, count them and make a record of this;
 - w. shall be observant to prevent any fraudulent activities;
 - x. shall ask the subject expert to answer any student questions relating to the content of the examination;
 - y. shall escort students to the toilets and inspect the toilet before admitting the student. No more than one student may leave the exam room at the same time to visit the toilet. If applicable, the invigilator checks whether the STEP stick is still inserted in the laptop to prevent STEP sticks from leaving the exam room;
 - z. shall attach the completed examination script to the previously collected attendance cards. He/she shall verify that the student's name, number, degree program and examination code are stated on all completed work and that the attendance card has been completed in full;
 - aa. Checks whether the STEP stick number on the attendance list agrees with the number visible on the STEP stick being returned.
 - bb. shall announce 15 minutes before the end of the examination that 15 minutes remain and that students may not leave the room;
 - cc. at the end of the examination, shall announce that the standard time allowed has expired and that the students are to remain seated until all the examinations have been collected. The invigilators shall jointly collect the examination work of all students still present. Students who have a statement from the Examination Committee allowing them extra time to complete an examination will be given the opportunity to do so;
 - dd. shall afterwards hand in the submitted work with the attendance cards to the subject expert;
 - ee. shall collect and tidy any unused examination stationery and unused attendance cards and clear the desks. Incomplete sets of examination stationery should be discarded;
 - ff. shall be present until the end of the standard time and any extra time allowed for the examination or until all students have left the room;
 - gg. shall fill in an evaluation form afterwards, which is then to be submitted to the exam coordinator;
 - hh. shall draw up a report, if necessary;

Article 5a Instructions for students taking centrally organized examinations

Students

- a. 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;
- b. may not leave the exam room within 15 minutes after the start of the examination;
- c. may not leave the exam room less than 15 minutes before the end of the examination;
- d. must, at the start of a written examination/final test, as referred to in Article 4 under A and D, fill in their campus card ID number, degree program and full name on the attendance card provided, or
 - written exams as referred to in Article 4 under B, fill in the the campus card ID number, degree program, full name and the PDF number at the top left of the exam on the attendance card provided, or
 - for a digital exam as referred to in Article 4 under C, fill in the campus card ID number, degree program, full name and the number of the STEP stick 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;
- e. 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. Scribble notes are not valid examination papers;
 - f. 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;
 - g. may only use or consult such papers, books, calculators, etc. as are issued by the examiner, as stated on the examination cover sheet;
 - h. may not use a mobile telephone or any other electronic equipment (communication, storage and/or display devices) during the examination, unless explicitly stated otherwise by or on behalf of the examiner. Students must turn off their mobile phones (and other communication, storage and/or display devices) and store them in a bag. This bag must be closed. Pencil cases must also be stored in a bag. If the student does not have a bag, the mobile phone etc. must be handed in to the invigilator;
 - i. 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;
 - j. on the table you can put a bottle of water/drink and lay some sandwiches. Whatever is consumed during the exam should not cause any inconvenience.
 - k. 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;
 - l. may keep the examination assignments unless the subject expert objects to this and supplies reasons;
 - m. must personally hand in all their written work to the invigilators;
 - n. Upon leaving the exam room, the student hands in the STEP stick with exams administered digitally. The student may not leave the room (not even temporarily) without first handing in the STEP stick – it must be removed from the laptop.

Article 6b Students: instructions for digital assessments

Students

- a. must provide their own laptop computers (with properly functioning operating systems) and power cables;
- b. shall be responsible, where applicable, for ensuring that the programs that they will need during the examination/final test are installed on their laptop computer.

Article 7a What to do in the event of cheating

See Article 3.5 of the Examination Committee's Regulations. See also Article 9, paragraph 4 of these regulations.

Article 8 What to do in the event of cheating in cross-program study components

In the event that an instance of cheating is established during a written examination, Article 3.5 and Appendix 6 of the Examination Committee's Regulations apply. See also Article 10, paragraph 4 of the regulations.

Article 9 What to do in the event of an emergency

In the event of an accident and/or fire in any of the TU/e buildings: Alert the Central Post immediately using the internal alarm number **2222**. Briefly and clearly state:

- your name and position (subject expert), invigilator, student or other),
- what has happened,
- whether anyone is injured,
- the place of the incident: which building, inside/outside, location, floor, room number.

The Safety & Security department can be alerted within seconds of an emergency being reported. Depending on the nature of the report, the ERT, Security, Fire Department or other emergency organizations will be called in.

Article 10 Final considerations

For any matters not discussed in these instructions the subject expert and/or invigilator shall contact the exam coordinator. The invigilator shall note this in the evaluation form.