

Appendix 2, referred to in Article 5 of the TU/e Central Examination Regulations

The following additional regulations apply to large examinations:

- a) The examination coordinator notifies the departmental Center for Student Administration (CSA) of the buildings and rooms (and corresponding room capacity for an exam);
- b) The Educational Office shall divide the students according to the number of seats in each building (not each exam room; the student chooses the exam room), with the exception of students who are allowed extra examination time. The departmental CSA shall inform the student accordingly;
- c) The CSA shall allocate the students allowed extra examination time to one or more exam rooms for each building. The Educational Office shall inform the students concerned of which exam room they are to use.
- d) The examiner must submit the written assignments to the external supplier one week before the examination via a secure portal. The external supplier delivers the examination papers in a separately sealed envelope to the secure storage for each exam;
- e) The examination coordinator is responsible for the distribution of the assignments to the buildings/rooms, assisted by the invigilators on the day of the examination;
- f) The examination coordinator shall assign two invigilators to each examination room (in principle, one external invigilator and one subject expert);
- g) The CSA shall assign one subject expert per building and/or floor;
- h) The subject expert or the head invigilator in the case of exams as referred to in Article 4 under A and B arranges for the examination papers and the completed scripts to be collected at one central point per building and for the examination papers and the completed scripts to be transported to the appropriate destination. The examination coordinator instructs the invigilators and the head invigilator as to where the completed scripts are to be handed in. For written exams, as referred to in Article 1 under B of these regulations, which are processed digitally, if the examinations are printed through the print portal of the external supplier, this is always the secure space in the Auditorium; for exams as referred to in Article 4 under A the subject expert cares for the completed exam scripts themselves.