

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: September 2019)

Article 1 Definitions

Secure space:	A closed space with access restricted to a limited number of people that includes a printer/copier that is connected to a separate network.
Head invigilator:	Officer who is in charge of invigilators and ensures the orderly running of exams at a location. The officer supports the exam coordinator.
Invigilator:	An internal or external person, not being a student 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 is present during the administration of a written or digital examination. Preferably this is the examiner of the study component for which the examination is being administered.
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.
Educational planner:	Officer responsible for planning the course and examination schedule at a department.
ESA:	Education & Student Affairs.
ESA-helpdesk:	Officers at ESA who help with processes related to the planning and preparing of exams.
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 as well as a centrally organized final test.

Large examination	An examination is considered large if it is held in more than one building.
Exam coordinator:	Officer responsible for the organization of exam administration and coordination of the (head) invigilator(s).
Examination period	The periods, including interim periods, in which examinations (and final tests) are held, whether centrally organized, written or digital.
USB-stick	A tool that allows the security of examinations taken on a notebook owned by the student. The USB stick complies with the STEP (Secure Test Environment Protocol) conditions.

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 Types of examinations

There are at least three ways of taking centrally organized exams:

- A. written examinations, in which the information is provided on paper and the student takes the examination on paper
- B. written examinations, in which the information is provided on paper and the student takes the examination on paper and the completed examination scripts are then digitized.
- C. examinations to be taken digitally, for which a notebook is used as an aid and the student takes the exam in a digital environment protected by a USB stick.
- D. examinations to be taken digitally, for which a notebook is used as an aid and the student takes the exam without security from a USB stick.

Article 5 Examination (venue) schedule

1. The employees of the Departmental Center for Student Administration (the educational planners) are the contact persons for all examinations to be taken within a department. Requests from examiners for digital examinations as referred to in Article 4 under C and D must be submitted to these staff members in good time, namely April 1 for examinations in the first semester and October 1 for examinations in the second semester.
2. In consultation with the educational planners and the ESA manager, ESA determines the day and time of an examination within the examination period. The educational planners appoint the examiner/examiners.
3. 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. The facilities for students with a functional impairment is included in this, which are available two weeks before the exam is to be administered.
4. The examiner is the contact person for the examination coordinator concerning examinations to be administered.
5. Additional regulations will apply to 'large examinations' (see Appendix 2).
6. If bottlenecks occur during the planning of exams, the exam coordinator contacts the educational planner of the department in question to investigate solutions/alternatives.

Article 6 The examination coordinator

1. There is one central examination coordinator.
2. The examination coordinator shall be responsible for:
 - a. The room allocation and the appointment of an appropriate number of invigilators based on the number of students who have registered (the examination in) a study component, taking the distribution of students and invigilators into account across examination rooms.
 - b. an efficient spread of the examinations over the available venues and the preparation of the corresponding examination venue schedule and for notifying the departmental Centers for Student Administration, students, catering, building managers, fire department and security of such 5 days before the start of the examination period;
 - c. informing the examiners and invigilators concerned of the relevant examinations and any facilities provided in relation to functional impairment;
 - d. the invigilator pool;
 - e. monitoring procedures during examinations by means of evaluation forms (see Appendix 6) completed by the invigilators;
 - f. stock control of means for administering digital 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. The exam coordinator has a secure space at their disposal where completed exams, as referred to in Article 4 under B, if printed through the external print portal, can be stored directly after the end of an exam.
6. If there is no subject expert present at the end of the examination as referred to in Article 4 under A in exceptional cases, the exam coordinator shall ensure that the completed examination scripts are stored safely and protected against loss, theft or wrongful acts.
7. In collaboration with the quality assurance team of Teacher Support & Quality Assurance at ESA, 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 and ESA managers.
8. If it becomes apparent that there are technical problems during the administration of a digital examination as referred to in Article X under C, the exam coordinator will be informed immediately. The coordinator will make an impact analysis and then decide whether there is a force majeure situation as referred to in Article 15 of these Regulations.

Article 7 Tasks and powers of the examination coordinator

The examination coordinator is in any case authorized

- to appoint, instruct¹, train and discharge invigilators;
- prior to the start of an exam: to receive examination papers, as referred to in Article 4 under A and B, which have been printed via the online portal of the external supplier;
- On the basis of the attendance lists drawn up, prepare means to administer digital examination such as for example so-called laptop carts with the required number of laptops on loan, adapters and computer mice required per examination (for examinations as referred to in Article 4 under C);
to supply and collect defective laptops on loan and STEP sticks at IMT Services so that these can be used again for digitally administered exams after repair.
- after the end of an exam: to collect the completed examination scripts as referred to in Article X under B at the end of an examination if these were printed through the external print portal.
- to collect the digital means from the invigilators at the end of the digital examination.
- to draw up an official report when the number of digital means taken does not correspond to the number of digital means issued and forwarding this official report to IMS Services.
- to issue and receive laptops on loan.
- to cancel an examination if the examination papers are not present 15 minutes after the examination is due to start.

Article 8 Delivering, protecting and storing the examination papers and the examination scripts handed in

1. The examiner is responsible within reason for the provision and storage of examination papers, as referred to in Article 4 under A and B, and for proper protection against loss, theft or wrongful acts. Examiners may make use of decentralized and central facilities for this purpose. As soon as they are ready, the examinations are kept by the examiner in a sealed envelope per room (preferably sealed and initialed) and in locked storage until the start of the examination. The examiner ensures that the completed exam scripts, after they have been assessed, are stored in accordance with the stipulations of the presently applicable OER.
2. In the case of an examination as referred to in Article 4 under C, the examiner will prepare the examination to be taken digitally in the testing program no later than five days before the start of the examination.

¹ A working instruction has been drawn up for this (<https://intranet.tue.nl/universiteit/diensten/education-and-student-affairs/onderwijs-algemeen/toetsbeleid/>)

3. All examination papers, as referred to in Article 4, have a cover sheet, filled in by the examiner (for an example see Appendix 3).
4. If the examiner has the examinations, as referred to in Article 4 under A and B, printed externally via the online portal set up for this purpose via the external supplier, the examination must be submitted at the latest 5 working days before the examination date via this online portal. The external supplier will ensure that the closed envelopes are delivered to the secure storage area the day before the examination is administered.
5. The exam coordinator shall ensure that the examination papers are distributed to the appropriate exam venues if use was made of the external print portal.
6. After the examination the examiner (or subject expert) shall collect the completed examination scripts, as referred to in Article 4 under A. Completed examination scripts, as referred to in Article 4 under B, are delivered to the secure space in the Auditorium by the head invigilator.
7. Completed exam scripts, as referred to in Article 4 under B are digitized by the IMS Services and delivered digitally to the examiner for assessment of the exam in accordance with the legal storage time in the presently applicable OER.

Article 9 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 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 subject expert and one invigilator shall be present. An examination lasts a maximum of three hours without extension
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 subject expert is to be present in every building.
5. Per building that exams are administered, a head invigilator is appointed by the exam coordinator.
6. Exams administered digitally can only be scheduled in exam rooms that have sufficient power outlets in connection with the charging of laptops.
7. An exam that is administered digitally is in principle administered by means of the student's laptop.
8. In the case of examinations to be taken digitally half an hour before and half an hour after the start of the examination, a digicoach will be present for ICT-related problems and questions. In addition, the ICT helpdesk can be reached via telephone by the invigilator during the entire examination.

Article 10 Powers of subject experts and invigilators

1. If the subject expert or invigilator observes a suspected case of cheating, they shall inform the student concerned and write and sign a report² 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. A 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

² The report is made in triplicate. The subject expert 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.

- the student arrives at the exam room at least 15 minutes after the examination has started.
- 3. A 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) on the part of the student 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, removal of digital means, such as the STEP stick, from the exam room
- 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 11 The examiner

1. The examiner is responsible for setting and delivering of the examination questions.
2. Examiners are jointly responsible for the smooth running of the examination. In specific cases they may have the subject expert replace them.
3. The subject expert shall answer any questions from students relating to the content of the examination.
4. A 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 12 Duties subject experts

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

Article 13 Invigilators

1. Invigilators are responsible for the smooth running of the examination: they supervise the examination, maintain order and are responsible for attendance registration. A head invigilator is appointed per building.
2. In the event of a digitally administered examination, as referred to in Article 4 under C, the invigilator is responsible for
 - providing spare laptops and associated accessories as well as support during the start-up of the digitally administered examination.
 - If an examination is taken using STEP USB sticks, the invigilator is responsible for issuing, collecting and registering these.
3. The head invigilator has in any case the following tasks:
 - the examination scripts, as referred to in Article 4 under B, are delivered to the secure storage in the Auditorium after the end of the exam.
 - be the point of contact for invigilators and subject experts.
4. The invigilators shall invigilate an examination actively and quietly. They should regularly walk around the room, checking for any irregularities.
5. 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.
6. No activities are allowed which may hinder the performance of invigilator duties, such as working at a computer, reading or talking.
7. After the end of each examination the invigilator shall fill in an evaluation form that is collected by the examination coordinator (see Appendix 6).

Article 14 Duties of invigilators

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

Article 15 Students

1. Students are obliged, before or during the examination, and at the request of the subject experts or the invigilators, to identify themselves by showing their campus card. 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 had not registered for the examination, 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 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 will be excluded immediately by the subject expert/ invigilator from further participation in the examination (see Article 10, second paragraph). The subject expert or invigilator shall write a report on this and submit it, duly signed, to the Examination Committee.
5. Exclusion as referred to in 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. This is processed in OSIRIS as an insufficient (ON).
6. Only the student work that is written on official examination paper is assessed. Answers written on other paper (e.g. note paper) is not assessed by the examiner.
7. For digitally administered examinations, the student is responsible for the necessary equipment during the examination, such as a fully charged laptop, the correct operation of for example the STEP stick with the laptop, charger, computer mouse and other requisites as indicated by the teacher. The student can have the laptop checked by the ICT Service Desk at least 5 working days before the administration of the exam. If the student has had the check performed, the student has a right to a laptop on loan if that is necessary to take an exam that is administered digitally. The student has a right to a laptop on loan for three consecutive exam periods. Following that, the right to a laptop on loan lapses and the student must submit the laptop for inspection again before the deadline.

Article 16 *Force majeure*

In the event of *force majeure*³ the Executive Board may decide before the start of an examination that the examination be cancelled. In such cases the protocol for cancelled or terminated exams applies as referred to in Appendix 7.

Article 17 Final considerations

These Regulations may be cited as the TU/e Central Examination Regulations; they were adopted on October 17, 2019 and are effective from October 1, 2019.

³ 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

Appendix 2 (see Article 4)

Additional regulations for large examinations

Appendix 3 (see Article 7)

Examination cover sheet

Appendix 4 (see Article 5)

Examination attendance cards

Appendix 5 (see Articles 5 and 9)

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

Appendix 6 (see Articles 5 and 12)

Evaluation form to be completed by invigilators

Appendix 7 (see Article 6 en 16)

Protocol for cancelled or terminated exams