

Appendix 1 belonging to TU/e central examination regulations takes into effect on September 1<sup>st</sup>, 2024

## **Instructions for examiners, subject experts, invigilators and students during examinations (see Articles 3, 15 and 17)**

### **Article 1 Duties of examiner**

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 2 Duties of subject expert**

- a. shall be present in the exam space at least 15 minutes before the start of the examination;
- b. shall have the examination papers with them unless these have already been delivered 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 exam space 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.
- j. collects written exams immediately together with the attendance cards and destroys these after the retention period.
- k. shall adhere to the procedural regulations regarding exams.

### **Article 3 Duties of invigilators**

The invigilator

- a. in the case of an examination to be administered digitally, as referred to in Article 4, under B and/or 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.
- c. shall check whether various examinations are being taken at the same time in the exam space 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 B and C of the Regulations, prepare the necessary laptops on loan, including a charger and mouse for each laptop.
- e. provides every student with a USB stick upon their arrival, in the case of an examination to administered digitally, as referred to in Article 4, under B and C.
- f. records the number of the USB 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.

- g. shall, together with the invitation to invigilate, receive a list of any students who have been granted special facilities such as extra examination time.
- h. shall take examination stationery and attendance cards to the exam space and, if the examination papers have been handed in to the exam coordinator, shall have the examination papers in a sealed envelope per exam space.
- i. shall check that the desks and chairs are set out for an examination and that the exam space is neat and tidy.
- j. 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 exam space.
- k. shall close the doors at the start of the examination.
- l. shall carry out random checks of the desks to see whether students have brought any notes with them.
- m. during the examination one of the invigilators or subject experts shall remain at the back of the exam space.
- n. shall admit students to the exam space up to 15 minutes after the start of the examination and show them where to sit or indicate that there is free choice of seating. The invigilator shall assign students wishing to use a notebook computer on a stand at the back of the exam space.
- o. shall not allow any student arriving more than 15 minutes late to enter the exam space.
- p. shall not allow any student to leave the exam space within 15 minutes after the examination has started;
- q. 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 Article 3 of the regulations examination cover sheet).
- r. shall ask the students to switch off any mobile telephones, smartwatches, 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 a valid ID.
- s. shall verify that each student can provide an 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 a valid ID.
- t. 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.
- u. shall be observant to prevent any fraudulent activities.
- v. shall ask the subject expert to answer any student questions relating to the content of the examination.
- w. 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 USB stick is still inserted in the laptop to prevent USB sticks from leaving the exam space.
- x. after collecting exams, shall attach the completed exams to the previously collected attendance cards if there is a difference in number between the collected exams and attendance cards. The invigilator 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.
- y. Checks whether the USB stick number on the attendance list agrees with the number visible on the USB stick being returned.
- z. shall announce 15 minutes before the end of the examination that 15 minutes remain.
- aa. 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.

- bb. shall afterwards hand in the submitted work with the attendance cards to the subject expert;
- cc. shall collect and tidy any unused examination stationery and unused attendance cards and clear the desks. Incomplete sets of examination stationery should be removed or destroyed.
- dd. 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;
- ee. shall fill in an evaluation form afterwards, which is then to be submitted to the exam coordinator.
- ff. shall draw up a report, if necessary.

#### **Article 4 Instructions for students taking centrally organized examinations**

##### Students

- a. may still be admitted to the exam space 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 space within 15 minutes after the start of the examination.
- c. 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 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 USB 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.
- d. 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 and will not be assessed.
- e. 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.
- f. may only use or consult such papers, books, calculators, etc. as are issued by the examiner, as stated on the examination cover sheet.
- g. may not use a mobile telephone, watch, 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;
- h. may not visit the toilet without supervision. No more than one student may leave the exam space at the same time to visit the toilet;
- i. the table can have a bottle of water/drink and some sandwiches or other food such as fruit. Whatever is consumed during the exam should not cause any inconvenience.
- j. 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 space without handing in all written work, including the attendance card.
- k. may keep the examination assignments unless the subject expert objects to this and supplies reasons;
- l. must personally hand in all their written work to the invigilator;
- m. Upon leaving the exam space, the student hands in the USB stick with exams administered digitally. The student may not leave the exam space (not even temporarily) without first handing in the USB stick – it must be removed from the laptop.

#### **Article 5 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 6 What to do in the event of fraud**

See Article 9, paragraph 4 of these regulations and Article 3.5 of the Examination Committee Regulations.

### **Article 7 What to do in the event of fraud in cross-program study components**

In the event that an instance of fraud is established during a written examination, Article 10, paragraph 4 of these regulations and Article 3.5 and Appendix 6 of the Examination Committee Regulations applies.

### **Article 8 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, exam space 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 9 Final considerations**

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