

Appendix 2 belonging to TU/e central examination regulations takes into effect on September 1<sup>st</sup>, 2024

### **Supplementary regulations for large exams, as referred to in Article 5 of the TU/e Central Examination Regulations 2024**

The following additional regulations apply to large examinations:

- a) The central examination coordinator notifies the departmental Center for Student Administration (CSA) of the buildings and floors (and corresponding room capacity for an exam) at least one working week (five days) in advance of the beginning of the exam period.
- b) The departmental CSA shall divide the students according to the number of seats in each building (not each exam space; the student chooses the exam space), 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 spaces for each building. The departmental CSA 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 central examination coordinator is responsible for the distribution of the exams delivered by the external supplier one day before the taking of the exam to the buildings/floors, assisted by the invigilators on the day of the examination. Exams printed by the examiner must be taken to the exam space by the subject expert (stored in an envelope for each exam space) and be collected afterwards.
- f) The central examination coordinator shall assign two invigilators to each examination room (in principle, one external invigilator and one subject expert).
- g) The departmental 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/or C 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 central examination coordinator instructs the invigilators and the head invigilator as to where the completed scripts are to be handed in. For written exams that 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.