

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

Decide to amend and adopt

TU/e Central Examination Regulations

(latest amendment per September 1st, 2024)

Article 1 Definitions

Secure space:	A closed space secured by cameras that has an alarm system only accessible to authorized staff.
Centrally organized exams:	Exams that are administered centrally during the exam period.
Head invigilator:	Officer who supports the exam coordinators and also responsible for guidance and support of invigilators and a previously agreed location or group of locations.
Invigilator:	An internal or external person, not being a student, who in any case supervises an examination, maintains order, regulations and procedures and is responsible for the attendance registration.
Digi-coach:	The person providing technical support during digital exams but does not invigilate.
Examiner:	A lecturer who is responsible for an individual study component of one or more degree programs 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 substantively competent officer, not a student, who is present during the administration of a written or digital examination and is substantively responsible for this and adheres to the procedural rules surrounding examinations. Preferably this is the examiner of the study component for which the examination is being administered.
Central examination coordinator:	Officer responsible for the organization of written examinations and the guidance of the (head) invigilator(s).
Digital examination coordinator:	Officer responsible for the organization of digital examinations and the guidance of the digi-coaches
RE:	Regulations of an Examination Committee of a TU/e degree program.
PER:	Program and Examination Regulations of a TU/e degree program.
Educational planner:	Officer responsible for planning the course and examination schedule at a department.

Education and Student Affairs

ESA:

Special facilities coordinator

Officer responsible for the organization of exams with special facilities.

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

Also known as an assessment (PER Bachelor's After Revision) associated with a particular study component and concerns an investigation of the knowledge, insight and skills of a student, as well as an assessment of the results of that investigation. In these regulations examination is also understood to mean a centrally organized written or digital final test.

ID

Under this regulation: a passport, a Dutch identity card, a Dutch drivers license or a Dutch immigration document.

Large examination

An examination is considered large if it is held in more than one building and/or several floors of buildings.

Exam paper

Complete set of lined/checkered paper or scrap paper together or just scrap paper. The scrap paper is destroyed immediately after the exam.

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 ensures the security of examinations taken on a notebook owned by the student.

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 7.12b, paragraph 1, under e, WHW and Article 2.2 of the Regulations of the Examination Committee). The institute board is responsible for the organization of and procedures relating to the examinations and final examinations as referred to in Article 7.10, paragraph 3, WHW. These regulations are only applicable to the organization and procedures pertaining to examinations.

Article 3 Scope of the Regulations

1. These regulations apply to centrally organized examinations as referred to in Article 4. The instructions for examiners, subject experts, invigilators and students constitute part of these regulations and are set out in Appendix 1.
2. Furthermore, there are several other appendices that are part of these regulations:
Appendix 2: supplementary regulations for large examinations
Appendix 3: official report for examinations
Appendix 4: examination termination or cancellation protocol
3. In addition, there are some documents whose use is prescribed under these regulations but are not part of these regulations. These are the examination cover sheet, the

examination attendance card, the examination evaluation form and the work instruction for invigilators. For the cover sheet templates are available appropriate to the form of administration. The chain manager Exam Planning and Fraud Prevention is responsible for the adoption and communication of these documents. Changes are coordinated with the chain stakeholders from the examination organization, teacher support, AEB/AEM advisor, and with the ESA managers and/or the Advisory Committee Examinations Bachelor's Programs - Advisory Committee Examinations Master's Programs. Part of changes is an implementation test, in which practicality and comprehensibility for students, examiners, and examination organization is paramount.

Article 4 Types of examinations

1. Centrally organized exams are taken in the following ways:
 - A. written examinations, in which the information is provided on paper and the student takes the examination on paper.
 - B. digitally taken exams provided on the students' laptops.
 - C. a combination of A. and B.2.
2. In case of a desired change from a written to a digital examination, the examiner should submit a request to this effect to the digital examination coordinator no later than eight weeks before the start of the examination period, so that a capacity inventory can be made among the examination coordinators involved. If this indicates that such a change can be facilitated centrally, the digital examination coordinator will notify the examiner no later than three weeks before the start of the examination period.
3. If an examination is proctored online, the regulations for online proctored exams apply.

Article 5 Examination (venue) schedule

1. The employees of the Center for Student Administration (the educational planners) are the contact persons for centrally organized examinations to be taken within a department. Requests from examiners for digital examinations as referred to in Article 4 under B or C 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 6.1 of the model PER for Bachelor's programs within the Bachelor College AR and Article 5.1 of the model PER for Master's programs. The facilities for students with a functional impairment are 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 central exam coordinator contacts the educational planner of the department in question to investigate solutions/alternatives.

Article 6 The different examination coordinators

There are three examination coordinators, i.e. the central examination coordinator, the digital examination coordinator, and the special facilities coordinator. If necessary, the various responsibilities/tasks are transferred.

Article 7 The central examination coordinator

1. The examination coordinator is 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. If there are written examinations, as referred to in Article 4 under A and/or C of the regulations, the central examination coordinator will provide sufficient examination paper (depending on the type of examination with or without a barcode) including examination scrap paper at all locations where examinations are held.
 - d. before the start of the examination: accept examination papers, as referred to in Article 4 under A and/or C, printed from the online portal of the external supplier.
 - e. after the end of the examination: receive the completed examination paper as referred to in Article 4 under A after the end of the examination, if printed via the external print portal.
 - f. informing the examiners and invigilators concerned of the relevant examinations and any facilities provided in relation to functional impairment.
 - g. the invigilator pool.
 - h. monitoring procedures during examinations by means of evaluation forms completed by the invigilators.
2. The central examination coordinator is in addition responsible for the hiring, instructing, retraining and dismissing of invigilators as well as their supervision, ensuring that they adequately fulfill their duties in accordance with the rules. The central examination coordinator is also responsible for the correct administrative and financial procedures in relation to the invigilators.
 3. In addition, the central examination coordinator identifies requirements regarding the layout of exam rooms and fulfills these to the best of their ability.
 4. The central examination coordinator has a secure space at their disposal where completed exams, as referred to in Article 4 under A, if printed through the external print portal, can be stored directly after the end of an exam.
 5. 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.
 6. 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.

Article 8 The digital examination coordinator

1. The digital examination coordinator is in any case authorized and responsible for the following:
 - a. The pool of digi-coaches.
 - b. Managing the supply of means for taking digital examinations, such as exam paper, cover sheet, attendance cards, official reports (Appendix 3) and evaluation forms, and hands these to the invigilators on the exam is being taken.
 - c. On the basis of registered students, 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 B and/or C).
 - d. Taking care of spare laptops and accessories, the administration thereof as well as implementing support while starting to take the digital exam.
 - e. The issue, collection and registration of USB sticks by the invigilators if a digital exam is taken by means of a USB stick.
 - f. To supply and collect defective laptops on loan and USB sticks from LIS Assessment

- so that these can be used again for digitally administered exams after repair.
- g. To collect the digital means from the invigilators at the end of the digital examination.
 - h. To draw up an official report if the number of collected USB sticks does not correspond to the number issued and pass on this official report through the central examination coordinator to the examination committee.
 - i. To issue and receive laptops on loan.
2. The digital examination coordinator in collaboration with LIS is responsible for hiring, instructing, retraining and dismissing of digi-coaches as well as their supervisions, ensuring that they adequately fulfill their duties in accordance with the rules. The digital examination coordinator ensures proper administrative and financial management concerning the digi-coaches.
 3. The digital examination coordinator is responsible for the logistical and administrative processes surrounding centrally facilitated digital examinations.
 4. If it becomes apparent that there are technical problems during the administration of a digital examination as referred to in Article 4 under B and/or C, the central examination 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 18 and/or Appendix 4 of these regulations.

Article 9 The special facilities coordinator

1. The special facilities coordinator is in any case authorized and responsible for the following:
 - a. Determining whether special facilities can be centrally organized.
 - b. Informing the examiners and invigilators with regards to facilities provided in connection with functional impairment.
 - c. After the examination: receiving completed exam paper as referred to in Article 4 under A.
2. The special facilities coordinator is responsible for the organization of the taking of examinations with special facilities.

Article 10 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/or C, on the condition that the exam referred to is not an ANS exam 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 B and/or 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.
3. All examination papers, as referred to in Article 4, have a cover sheet, filled in by the examiner, as referred to in Article 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. If there are students taking the examination with special facilities, the examiner must also upload this examination to the shared folder of the special facilities coordinator.
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 and C under the condition that the exam referred to is an exam without a barcode. 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 A are digitized by the LIS Archive Services and delivered digitally to the examiner for assessment of the exam in accordance with the legal storage time in the presently applicable PER.

Article 11 Boundary conditions for centrally organized examinations

1. The number of invigilators is, in principle, determined by the number and capacity of exam spaces. Per space, two invigilators shall be appointed, one of whom is a subject expert with a role as invigilator. If the space is large enough for more than 60 students, it is split and each part must have two invigilators. 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 a 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 each extra space.
4. If the same examination is to be taken in several locations, if possible one subject expert is to be present in every building and/or floor.
5. Per building that exams are administered, a head invigilator is appointed by the central examination 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 by means of a USB stick half an hour before and half an hour after the start of the examination, a digi-coach will be present for ICT-related problems and questions. In addition, the LIS Service Desk can be reached until 7:00 p.m. to unlock student accounts.

Article 12 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 report¹ of the cheating observed (see Appendix 3, official report of cheating format). The definition of fraud and the procedure for irregularities and (suspicion of) fraud 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 by means of a campus card or with a valid ID.
 - despite a warning, the student continues to cause a disturbance during the examination.
 - 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.
4. An irregularity or (attempt to) to cheat/commit fraud 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, watch, or other communication, storage and/or display device on the desk or in clothing.
 - use or attempted use of sources and resources not been designated as allowed, such as , having a cell phone, watch or other electronic device (communication, storage and/or

¹ 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.

display devices) available and/or an attempt is made to make technical changes that undermine the taking of the exam (for example removal of digital means, such as the USB stick, from the exam space).

- 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 13 The examiner

1. The examiner is responsible for setting and delivering of the examination questions and if it concerns a digital exam setting and issuing the possibly required pincode.
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 examiner/subject expert shall answer any questions from students relating to the content of the examination.
4. An examiner/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 14 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 15 The (head) invigilator

1. Invigilators are responsible for the smooth running of the examination: they supervise the examination, maintain order and are responsible for attendance registration.
2. In any case in Vertigo and the Sports Center a head invigilator must be present. The other locations are supported by the Auditorium by a head invigilator.
3. The invigilator is responsible for issuing, collecting and registering USB sticks and laptops on loan.
4. If a digital examination is taken not using USB sticks, the submitting of the exam is not monitored digitally and/or there is the chance that a student will reopen the exam outside of the exam space, the invigilator can be asked to monitor submission of the digital exam.
5. The head invigilator has in any case the task to support and assist the examination coordinators and invigilators, and to be the point of contact for invigilators and subject experts. The invigilators shall invigilate an examination actively and quietly. They should regularly walk around the room, checking for any irregularities.
6. 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 with a valid ID.
7. No activities are allowed which may hinder the performance of invigilator duties, such as working at a computer, reading or talking.
8. After the end of each examination the invigilator shall fill in an evaluation form that is collected by the central examination coordinator (see Article 3). In the case of 'on paper' exams, the invigilator takes the completed exams to the secure space, where the scanning service will collect these exams to scan them.

Article 16 Duties of invigilators

The duties of invigilators are listed in the Instructions and Considerations for Examiners, Invigilators and Students during Examinations (Appendix 1). There are working instructions that are provided to the invigilator upon appointment.

Article 17 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 ID. If a student is

unable to do this, they may not take the examination³.

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. If there are special circumstances, the examination committee may decide that the examiner should still assess the work submitted (see Article 6.4, paragraphs 7 and 8, PER Ba BR and AR, Article 5.3, paragraphs 8 and 9, PER Ma)
3. Before, during and immediately after an examination, students are obliged to follow the instructions given by the subject expert and invigilator(s) 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 12, paragraph 2). The invigilator shall write a report on this and submit it, duly signed, to the examination committee of the program in which the student is enrolled.
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). (see Article 6.4, paragraph 7, PER Ba BR and AR, Article 5.3, paragraph 8, PER Ma).
6. Only the student work that is written on official examination paper is assessed. Answers written on other paper (such as scrap paper) are 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 USB stick with the laptop, charger, computer mouse and other requisites as indicated by the teacher. If an exam is taken by means of a USB stick, the student can have the laptop checked by means of a laptop check organized by ESA from two weeks before the exam period until the beginning of the exam period. If the student has had the check performed before the deadline, the student has a right to a laptop on loan for the next exam period if that is necessary to take an exam that is administered digitally. Following that, the right to a laptop on loan lapses and the student must submit the laptop for inspection again before the deadline.
8. A digital test taken with a USB stick must be properly terminated/closed by the student, as also stated on the instruction form: first, the test must be submitted, after which the laptop is closed (by CTRL+ALT+DELETE or long-pressing the power button). Only after these steps may the USB flash drive be removed.
9. If a digital test is not taken by means of a USB stick, it must still be submitted correctly.
10. Not following these instructions and working in a test without a USB-stick, which should be taken with a USB-stick will be considered an irregularity, for which an official report will be drawn up.

Article 18 Force majeure

In the event of *force majeure*, 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 4.

Article 19 Final considerations

These Regulations may be cited as the TU/e Central Examination Regulations; they were adopted on July 11, 2024, and are effective from September 1, 2024.

Appendix 1 (see Article 3, 15 and 17)

Instructions and Considerations for Examiners, Invigilators and Students during Examinations

Appendix 2 (see Article 3 and 5)

Supplementary regulations for large examinations

Appendix 3 (see Articles 3, 8, 12 and 17)

Official report of a (suspected) instance of fraud during an examination or suchlike

Appendix 4 (see Article 3 and 18)

Protocol for cancelled or terminated exams