

Appendix 4 belonging to TU/e central examination regulations takes into effect on September 1st, 2024

Examination termination or cancellation protocol as referred to in Article 18 of these regulations 2024

1. Force majeure situations:

When can we speak of a situation of force majeure as a result of which an individual or all examinations are cancelled collectively? Note: this is not an exhaustive list.

- a. code red weather conditions
- b. unexpected train strike
- c. (educational) staff strike
- d. printer problems/no exams at the location
- e. digital exam administration not possible due to network failure for example
- f. building evacuation due to a fire alarm for example
- g. other situations

2. Procedure:

in the event of a situation as referred to above

- under a:

the central examination coordinator will collectively cancel the examinations if the Executive Board, on the advice of the Head of Safety and Security, has decided that the TU/e will remain closed or will close,

- under b and c:

after consultation with the director of ESA, the central examination coordinator will decide whether or not to cancel examinations collectively,

- under d:

If there are no examinations at the location and these are not available at the location even after half an hour, or if there are no examinations on location due to printer problems, the central examination coordinator will decide to cancel the examination,

- under e:

if it is not possible to take examinations digitally as a result of, among other things, a network failure, and if no solution has been found to the problem within 30 minutes to allow the exam to be administered digitally or some other way, the central examination coordinator will decide, after consultation with the digital examination coordinator, the director of ESA and the director of LIS, whether or not to cancel the examination collectively.

- under f:

after an evacuation, an examination can never be resumed because of the contacts students have had with each other. For this reason, the central exam coordinator orders the exams cancelled after consulting with the director of ESA.

- under g:

the central examination coordinator, after consultation with the director of ESA and director of LIS and, if necessary, Head Safety and Security, decides whether examinations can take place or must be canceled.

3. Informing students and others:

when students are not (yet) present at the examination location:

- In any case an announcement will be placed on Canvas and the students in question will receive an e-mail.
- After the cancellation, the examination coordinator draws up a report containing the incident report and a substantiation of the decision, and informs the examiner, the examination committees of the programs of which students would take part in the examination and the ESA manager of the department responsible.
- In the event of the cancellation of an examination, the education planner, in consultation with the department's ESA manager and the examiner, plans a new time for taking the cancelled examination, unless the examination committee, whether or not at the request of the examiner and after consultation with the education planner and ESA manager, decides that the examination will be arranged in a different manner.
- If several examinations are cancelled, the examination coordinator will, in consultation with the director of ESA, determine how and when these examinations can be held/taken again.

If students are already present at the examination location:

- The exam coordinator will inform the relevant invigilators and subject experts. The invigilators communicate the decision to the students participating in the examination in question. They indicate that the student will in principle be informed of the new time of taking the examination within five working days.
- Following cancellation, the examination coordinator draws up a report containing the incident report and a substantiation of the decision, and informs the examiner, the examination committees of the programs of which students would participate in the examination and the ESA manager of the department responsible.
- In the event of the cancellation of an examination, the education planner, in consultation with the department's ESA manager and the examiner, plans a new time for administering the cancelled examination, unless the examination committee, whether or not at the request of the examiner and after consultation with the education planner and ESA manager, decides that the examination will be arranged in a different manner.
- If several examinations are cancelled, the examination coordinator will, in consultation with the director of ESA, examine how and when these examinations can be held/taken again.

Note: The new time the exam will be administered shall be scheduled as soon as possible but before the next examination period at the latest. Furthermore, the target group and its quarter schedule shall be taken into account as much as possible for the organization of a new time to administer the exam. If necessary, the opportunity for a resit can be rescheduled to allow students to have two opportunities to take the exam during an academic year. This can occur if the originally planned resit takes place at a time before the exams newly administered have been assessed.