

## 3.5<sup>1</sup> Instructions for test sessions<sup>2</sup>, July 2022 version

Agreed by the participation council on 1 July 2022, still in force on 1 September 2022

Adopted by the Executive Board on 5 July 2022, still in force on 1 September 2022

### Introduction

This document contains instructions for test sessions. The object of these instructions is to ensure that test sessions, either digitally at home or on-site, run smoothly. This document concerns tests conducted on-site. The Appendix to the Instructions for the Test Session applies in the case of proctoring (online invigilation). These instructions apply to all test sessions and degree programmes. Test sessions held nationwide are subject to the instructions agreed for them.

### What we mean by...

- **A digital test session:** This is a written test (in accordance with article 137 of the TER) taken digitally. A digital test session can be held at the university or at another location (e.g. a student's home). The university's computers or laptops or the student's own devices are used.
- **A written test session:** This is a test taken by the student with pen and paper. That includes testing via 'print & scan'.
- **Technical issues during a digital test session:** This refers to technical issues that are not the student's responsibility. This could be a case where the student, through no fault of their own, cannot participate in the test because of a technical fault. The student should always contact the Servicedesk of the location in the event of technical issues arising.
- **An ID document:** Proof of identity includes a valid passport, a valid identity card, a Dutch alien's document or an application for one, or a valid driving licence. To be valid, the ID must not have expired more than five years ago.

### What is expected of the student?

#### The student...

##### 1. Registers for the test

Students can only participate in tests if they are registered for them.

**NB:** if the student is registered for the test but does not participate in it, this still counts as a test opportunity!

##### 2. Arrives on time

The start time of tests will always be announced in advance. This is the time when the test session begins. Students are advised to check the day before whether any changes have been made to the time or location of the test. Students are requested to arrive thirty minutes before the start time of the test, so they must ensure that they leave on time.

This time is for using the toilet, presenting ID, going to the classroom, following instructions and (if applicable), starting up and logging on to the PC or laptop. The student must be ready to sit the test at the start time. If it does not result

in an interruption of the peace and quiet, students will be permitted to enter the testing room up to a maximum of 15 minutes after the start time. This time will be deducted from the time allowed for the test! After the first 15 minutes, students will no longer be admitted, irrespective of the reasons for their late arrival. Contrary to these written instructions, the Examination Board can determine that the 15-minute rule does not apply to certain test sessions. This will be stated in the test timetable. In addition, the examiner or invigilator (on behalf of the Examination Board) can give other or supplementary instructions.

**Please note:** Students arriving late can ask the examination board for an extra resit. See Examination Board: requests and complaints

The following points should also be noted regarding timekeeping.

For a written test, the invigilator or examiner is in charge of timekeeping. This means that they:

- will determine when the test will start; they will do so using the clock in the room or their own watch or phone
- will monitor the time, including alerting students 5 minutes before the end of the test that the allotted time is almost up. If there is no clock in the room, the invigilator will report the lapse of time every half hour
- will state that the test session has ended when the allotted time has lapsed.

The duration of a digital test session is set in advance.

This means the following:

- the test session starts as soon as the start time begins:
- the test session ends as soon as the end time is reached.

##### 3. Presents ID

Before the start of the test, students must provide proof of identity. Students must also sign the attendance list and write down their student ID number if required. This is sometimes done as soon as each student enters the room, and sometimes once all students are seated. The following provisions also apply to identification:

##### • Loss or theft of identification

If the student has no proof of identity due to theft or loss, they must hand over the lost/stolen property report they filed with the local authority to a staff member at the service point. This must be done well in advance of the start time of the test. They must also supply a recent passport photo with their full name written clearly on the back. The staff member at the Service Point will check whether everything is complete. If this is the case, the student can take the test. They must, however, present valid ID to the examination board within three days. If they fail to do this, the test will not be graded or the result will not be determined. If this concerns a special case, when the student has still not shown valid identification after three days. In that case, the student's identity can be determined by the examination board based on the data held by the university. The examination board may ask the student additional questions to verify their identity.

<sup>1</sup> This document has been prepared as part of the Education Guide. For that reason, there is no cover page.

<sup>2</sup> In this document, we use the terms "student", "he" or "his" for readability. This includes female students and the terms "she" or "her".

- **Consequences of inability to provide proof of identity**

If a student is unable to identify himself, he will not be allowed to participate in the test. The student has forfeited a test opportunity.

- **Student statement**

Some tests do not involve an ID check. In these cases, the student declares that he is taking the test on his own, without any help from others. If there are indications that the student did not take the test himself or independently, this will be considered as a suspicion of fraud. The examiner will note this suspicion on the protocol. This will be sent to the Examination Board. The Examination Board will then act in accordance with Part 8, Chapter 13 of the TER.

#### **4. Reads the instructions given in advance**

It is important that the student reads all instructions (including those on the test sheet) that are given beforehand.

#### **5. Reads and follows instructions**

The student is expected to:

- Carefully study the instructions of the degree programme about preparing for the test, and take all actions given in the instructions before the taking test.
- For a digital test session: check beforehand whether he fulfils the technical conditions to take part in the test and, if offered, takes part in the technical check or the School Year test.
- For a digital test session on their own laptop/computer, ensure that the battery is charged sufficiently
- For a digital test session: log into the digital test system or the application where the test is behind held on time.

#### **6. Adheres to the rules**

If the student does not follow the rules or instructions, this can be an irregularity or fraud. This is explained in more detail in Part 8, Chapter 13 of the TER. The sanctions are severe. For example, students can be banned from sitting tests for up to a maximum of one year. If serious fraud is involved, the student's enrolment can be terminated.

### **What rules apply during the test session?**

#### **Seating**

The invigilator or examiner will instruct students where to sit. The student must be seated at the designated place and follow the instructions of the examiner or invigilator.

#### **Use of materials**

Unless stated otherwise, only a blank scrap of paper is allowed at the place where the student takes the digital test. This sheet must be presented on the invigilator's request.

#### **Permitted materials**

The description of the module states which other resources the student may use. This could be a book or another document such as a reader. This information is also given in the test description. If this is not the case, the examiner will let you know by other means what the student is allowed to bring. This will always be done well before the test. If calculators are permitted, students must carefully check which functions they are allowed to have.

### **Not permitted during test sessions**

Unless otherwise indicated, during the test the student may not:

- communicate with other students or third parties (other than the invigilator or helpdesk)
- have materials on the table other than those permitted
- have watches or other electronics available
- look at the work of others or find out the answers or workings of other students in another way
- engage in discussion with the invigilator and examiner
- make unnecessary noises.
- lend materials to another student.
- bother other students or break their concentration

The invigilator can ask students before the test to hand in the items that they are not permitted to use. Students will get these items back after the test. Mobile phones and other devices must be completely switched off before, during and after the test, and put away in students' bags or jackets. If this is not possible, students must hand in these items (completely switched off) to the invigilator before the test start time. Mobile phones and other devices may only be turned on after the test and outside the testing room.

**Please note:** If the invigilator establishes a violation of the above, they will note it in the protocol.

#### **Clothing and bags**

Students are only permitted to wear headwear without a peak or comparable brim. Whether the peak or brim goes all the way round is irrelevant.

The student may not wear clothing and objects that cover the face. In a digital test session, the ears must not be covered either. The invigilator determines where coats and bags may be placed.

#### **Raising a hand to ask a question or say something**

If a student thinks that there is something missing from the test or that there is something wrong with the questions or the assignment, he will draw the attention of the invigilator or examiner by raising his hand.

The invigilator or examiner will ask the student what is wrong what may need to be done.

#### **Food and drink**

No food or sweets are allowed during the test. Students are, however, permitted to drink. Students must place their drinks on their tables at the start of the test. The packaging must not create any disruptions to other students. Canned drinks are not permitted. If a student must eat something due to personal circumstances during the test, he must request permission from the Examination Board no later than 15 working days before the test. The student must then bring the Examination Board's decision to the test session and present it when signing in.

### Toilet breaks

The student is not allowed to go to the toilet if the test does not last longer than two hours. If a test lasts longer than two hours, the student may be accompanied to the toilet in case of urgent need. However, the invigilator or examiner must first give permission.

**Please note:** If the student thinks that due to his personal circumstances this will take too much time, see the Examination Board: requests and complaints.

If the student has a special arrangement for students with a disability, he must present it at the time of registration. The student is not allowed to bring anything to the toilet, i.e. no bag, no coat, no papers, no means of communication.

### Irregularities or (the suspicion of) fraud

If the examiner or the invigilator notices irregularities or suspects fraud, he can immediately take measures to stop the irregularity or prevent the fraud from continuing. The examiner or the invigilator may ask the student questions about the suspicion of fraud. The examiner/supervisor's question as well as the student's response to it will be noted on the protocol. Students may have their comments regarding the event recorded in the protocol. In that event, they may sign the protocol, but they are not required to do so.

In order to prevent any disruption, the invigilator or examiner can also decide to not point out the detected fraud to the student. In that case, the examiner or the invigilator will put in the protocol that the student has (possibly) committed exam fraud or not followed the rules. The examiner or the invigilator hands the protocol over to the examination board who will decide on the matter.

The TER (Part 8, Chapter 13) explains what happens in case of fraud and irregularities and sets out the measures that can be taken.

An irregularity or fraud can also have consequences for students who did not play a role in it. For example, if the Examination Board decides that everyone has to sit the test again.

Everyone can help prevent irregularities and fraud by:

- following the rules
- reporting anything that does not seem right or anything they have doubts about to the Examination Board via ECRS.

### End of the test

At a written test session

- The student must check that his name is on the test sheet and on all other sheets. They should write the number of sheets of paper they are submitting on the cover sheet or somewhere else, if specified in the instructions.
- The student hands the test, the workings and all other items received such as scrap paper to the examiner or invigilator. The student may only take certain items with him if this is clearly indicated in the instructions.
- The examiner or invigilator should note on the attendance list that everything has been handed in correctly.

At a digital test session

- Have the student tell the invigilator that he has finished the test
- Close the student's test and then (if applicable) also close the Schoolear program
- The student cooperates with the supervisor in checking this on request.

### Leaving the test room

In the case of tests held parallel with different time slots, the student may leave the test room up to half an hour before the formal time of the end of the test. For other tests students are permitted to leave the testing room from 30 minutes after the invigilator has given the starting signal.

The invigilator will state at the start of the test when students are permitted to leave the testing room. In the case of a written test session, the student must first hand in his test. In the case of a digital test session, the student must first ensure that the test has been completed correctly and (if applicable) that the Schoolear program has been closed. If students have finished the test early, they may have to wait until a certain time before they can hand in their work or finish the test and leave. The examiner or invigilator will let them know what this time is at the start of the test.

### Examination Board: requests and complaints

#### Late login, test opportunity forfeited?

##### Arriving late

If the student arrives after the start time of the test, he will be refused admission and will lose his test opportunity unless he can prove that he could not be on time due to circumstances beyond his control. Public transport delays do not count as such a circumstance. The student can in that case ask the examination board for an extra opportunity. The examination board will decide whether to grant this request.

#### Logged in late (to a digital test session)

If the student logs in after the start time of the test, the following provisions apply:

- In the case of a test involving several students that has already started: the student cannot take the test and has forfeited a test opportunity unless they can prove that they could not log on in time due to technical problems.
- In the case of a test in which the student takes the test individually: the student can take the test within the time slot in which the test is open; the original end time will apply.

#### Request for additional opportunity

If, due to (demonstrable) technical problems before or during the test, the student is unable to take or complete the test, he can apply to the Examination Board for an extra test opportunity.

**Sitting a test subject to clarification**

If it is administratively unclear whether a student is allowed to take the test, he may do so under certain conditions. This is subject to the condition that the examination committee verifies after the test whether the student was indeed allowed to take the test. If this is the case, the test will be graded. If not, the test will not be assessed.

**Sitting the test in an adapted form**

If the Examination Board has granted a student extra time to sit a test, or has approved other special arrangements, such as an alternative form of test, he must send this decision of the examination committee to the examination organisation and examiner no later than ten days before the test session.

**Special arrangement for toilet visits**

If a student feels that a two-hour test without going to the toilet is too long due to their personal circumstances, they will need to ask the examination board for a special arrangement no later than four weeks before the test.

If the circumstance arises within four weeks before the start of the test, the student must request the special arrangement from the examination board as soon as possible after it occurs.

**Complaints**

If students disagree with the way that the test has taken place, they can submit a complaint to the Examination Board after the test has ended, via the digital Complaints and Disputes portal on Iris.

Author: Onderwijsgidssupport Team