

# Rules of Procedure for on-campus Exams

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## REFERENCES:

- Model Teaching & Examination Regulations (TER), Article 13: Registration for examinations
- Model Teaching & Examination Regulations (TER), Article 24a: Invalidation of examination
- Model R&G, Article 7: Fraud
- Model R&G, Article 7a: Disciplinary measure in the event of an irregularity or suspected irregularity
- Model R&G, Article 10.3: Measure in the event of unforeseen circumstances
- Model R&G, Article 13: Procedure during examinations

*This document was adopted by the joint chairs of the Boards of Examiners, supported by the Executive Board in November 2022.*

*This document has been translated from Dutch; the Dutch version of the document is leading.*

## Article 1: Definition of terms

- a. *Examiner*: The lecturer responsible for the course being examined. The examiner is appointed by the board of examiners.
- b. *Invigilator*: The person who supervises the administration of exams under the responsibility of the examiner.
- c. *E-invigilator*: The invigilator who invigilates on-campus during digital exams and who is trained to administer an exam using TU Delft assessment tools.
- d. *List of participants*: List of students who have registered for the exam in OSIRIS, indicating: name, student number, right to additional time.
- e. *Exam ticket*: Digital or printed proof of registration. Automatic confirmation from OSIRIS that a student has registered for the exam.
- f. *Card readers*: Scanners at the entrance of an exam room, for scanning students' campus cards.
- g. *Extra time declaration*: Formal declaration from Education and Student Affairs (ESA), which the student must always bring to exams in printed form.
- h. *Last-minute form*: Form distributed by the examiner or invigilator when a student wishes to take an exam but has not registered.

## Article 2: Use of invigilators during exams

Invigilators are used for exams registered in OSIRIS for which at least 30 students have registered by 14 calendar days before the exam. FlexDelft coordinates the invigilator pool on behalf of Education and Student Affairs (ESA) directorate.

The number of invigilators is determined by the number of registrations for each exam and the number of rooms in which the exam is administered. The rule used to calculate the number of invigilators per room is as follows:

- 0 to 29 students            no invigilators
- 30 to 49 students:        1 invigilator
- 50 to 99 students:        2 invigilators
- 100 to 149 students:     3 invigilators
- 150 to 249 students:     4 invigilators
- 250 to 400 students:     5 invigilators
- 400 to 550 students:     6 invigilators

Subsequently, 1 invigilator is added for every 100 students.

At least 1 e-invigilator is used for digital exams using Möbius or Ans. This rule applies from 1 participant.

## Article 3: Responsibilities of examiner and invigilator

1. The examiner is ultimately responsible for the exam questions, the completed exam papers and for ensuring that the exam is administered properly at all times. The invigilators perform tasks on behalf and under the responsibility of the examiner. They are never ultimately responsible for submitting, handing out and collecting the exam questions or the completed exam paper and scrap paper.
2. The examiner must be present for at least the first 30 and the last 30 minutes of the exam time.
3. The examiner can be reached by telephone during the entire exam.
4. The examiner or invigilator ensures that the door policy, set out in Article 13 of the model R&G, is enforced (applicable to exams for which students have registered via OSIRIS, see Appendix 1 for diagram). The following applies regarding entering an exam room: **only students with a valid identity document** are permitted to attend the exam. The following identity documents are accepted: a campus card, passport, identity card, or driving licence.

The door policy, set out in Article 13 of the model TER, is to be enforced (applicable to exams for which students have registered via OSIRIS (see appendix for diagram). This means:

- a. If there is a working card reader in the room, the student scans his/her campus card. If the card reader displays a green light, the student may take a seat in the room.
  - b. If the card reader displays a red light, the student must present a valid exam ticket to the examiner or invigilator before taking a seat in the room.
  - c. If the student is unable to present a valid exam ticket, the examiner or invigilator will check whether the student's name is on the list of participants, after which the student may take a seat in the room.
  - d. If the card reader displays a red light, the student does not have a valid exam ticket and is not included in the list of participants, the student may not directly take the exam. The student may apply for the Last-minute Procedure, see 3.5.
5. If a student has not registered via OSIRIS, the Last-minute Procedure will be followed and that involves the following:
- a. A student who has not registered for the exam in OSIRIS may report to the examiner or invigilator 15 minutes in advance.
  - b. The student is given the Last-minute Form, which he/she must complete and sign and return to the examiner or invigilator.
  - c. The examiner or invigilator writes a sequence number on the form.
  - d. 30 minutes after the start of the exam, the examiner or invigilator decides whether the student may take the exam on the basis of the sequence number and the available places, exams and invigilators in the room.
    - This 30-minute waiting time ensures that students who *have* registered but arrive late are still able to take the exam. Registered students have priority over non-registered students.
    - This 30-minute waiting time is not compensated and the end time of the exam remains the same.
    - Students who are entitled to extra time retain this right.

- e. If there are places, students will be admitted according to their sequence number. If there are no places, the student will not be able to take the exam.
  - f. The completed Last-minute forms are given to the examiner at the end of the exam. The examiner must add these Last-minute students to the exam in OSIRIS manually so that their results can be registered.
  - g. The invigilator enters the *number* of Last-minute students + exam date + course code in the FlexDelft portal so that the increase or decrease can be monitored.
6. If fraud is discovered or suspected while an exam is being taken, the examiner or invigilator will immediately inform the student in question and record the incident in an official written report as quickly as possible, in accordance with Article 7 of the Model R&G. The student may complete the exam.
7. The examiner must always have the following with him/her:
- a. exam questions;
  - b. the relevant answer forms;
  - c. list or lists of participants with room scheduling;
  - d. the current Rules of Procedure;
  - e. blank last-minute forms (see Appendix 2);
  - f. blank official report forms (see Appendix 3);
8. The invigilator must always have the following with him/her:
- a. the current Rules of Procedure;
  - b. blank last-minute forms;
  - c. blank official report forms;
  - d. login instructions in the case of a digital exam.

## Article 4: Tasks prior to the exam

1. The examiner and the invigilator must be present in the building where the exam is being held at least 30 minutes before the start of the exam.
2. The examiner or invigilator picks up the key to the room from the Service Desk.
3. Upon entering the room, the examiner or invigilator checks whether:
  - a. the tables and chairs are arranged in an exam layout;
  - b. the room is in an orderly state;
  - c. there is sufficient exam paper and scrap paper available (supplies are coordinated by the Service Desk)
4. The examiner or invigilator places exam paper and scrap paper on each table, in accordance with the wishes expressed in the digital Exam Information Form (TIF) of FlexDelft.
5. The examiner or invigilator opens the doors to the room at least 15 minutes before the start of the exam, invites the students to enter and implements the door policy (see Article 3, points 4 and 5).

## Article 5: Tasks during the exam

The examiner or invigilator maintains peace and quiet during the exam and causes the least possible distraction for the students while carrying out their tasks.

1. Students who report to the exam room more than 30 minutes after the start of the exam will no longer be allowed access to the exam room.
2. Students wishing to leave the room, either temporarily or permanently, will not be allowed to do so until after the first 30 minutes of the exam.
3. Two-factor authentication in the case of digital exams: if a student has set up two-factor authentication when logging in to the assessment tool, this will be done before the start of the exam. The student's mobile telephone will be placed in a closed bag after logging in.
4. Before commencing the exam, the examiner or invigilator asks for:
  - a. silence;
  - b. all mobile devices (such as smartphones, smartwatches, etc.) and all other communication equipment to be switched off and put away in a closed bag;
  - c. the campus card – and any extra-time declaration – to be placed on the table for inspection;
  - d. students to write their names and student numbers on all exam paper and scrap paper.
5. Thereafter, the examiner or invigilator hands out the exam questions.
6. During the exam the examiner or invigilator checks the details of the campus cards and the details on the exam paper. The extra-time declarations are also checked.
7. During exams, students may not use or have available any aids such as pre-programmed calculators, computers, mobile telephones or other devices with similar functions unless the examiner has decided otherwise.
8. During an exam the student may not have available nor consult any books, lecture notes, other notes or other documents unless the examiner has decided otherwise.
9. Content-related questions will only be answered by the examiner – or a person responsible who has been mandated by the examiner.
10. Once a student has finished the exam, the student submits the exam questions and the completed exam paper (and any scrap paper used) to the examiner or invigilator.
11. 15 minutes before the end of the exam, the examiner or invigilator alerts students that the exam will end in 15 minutes.

## Article 6: Tasks at the end of the exam

1. At the end of the exam session, the examiner or invigilator announces that the time available has elapsed and asks the students:
  - a. to stop working;
  - b. to check that they have filled in their names and student numbers on all pages;

- c. to hand in the completed exam paper and the exam questions.
2. The examiner or invigilator gives students who have a valid extra-time declaration the opportunity to work 10 minutes longer on the exam for each exam hour.
3. The invigilators hand all exam questions, completed exam paper (as well as any scrap paper used), lists of participants and any official reports (of fraud) over to the examiner in the room at the end of the exam.
4. Once all students have left the room, the examiner or invigilator locks the room and returns the key to the Service Desk.

## Article 7: Rules of conduct for students during exams

1. Students must always follow the instructions of the examiner or invigilator.
2. Students can participate in the exam on the basis of: 1. campus card, 2. legally valid ID and 3. an exam ticket (printed or digital).
3. Students who are entitled to extra time will be given extra time if they have a valid printed extra-time declaration with them.
4. Students must arrive on time. No one will be admitted to the exam any later than half an hour after the start of the exam session.
5. Students scan their campus card at the card reader if there is one in the room. Otherwise, students report to the examiner or invigilator to present a valid exam ticket.
6. Students must switch off all mobile devices (such as smartphones, smartwatches, etc.) and other communication equipment and put them away in a closed bag.
7. Students place their campus card on the table to be checked.
8. Students place their printed extra-time declaration on the table to be checked.
9. Students write their name and student number on each page of exam paper and scrap paper.
10. Students may only leave the exam room, either permanently or temporarily, half an hour after the start of the exam.
11. After the first half hour students must request permission from the examiner or invigilator to leave the exam room *temporarily* in urgent cases. No more than one student may be absent from the room at a time.
12. From 30 minutes after the start of the exam, students can hand in the exam questions, the completed answer forms, exam paper and scrap paper to the examiner or invigilator, unless the examiner decides otherwise. Once a student has handed in their completed exam papers and left the room, they are no longer allowed to re-enter it.
13. Students must leave the room as quickly and calmly as possible, taking all of their personal belongings with them.

14. Students must not cause any disruption to fellow students or other persons present in and around the exam room (talking, eating, drinking). The examiner and/or invigilator determines when disruption has occurred.

15. Students must refrain from any form of fraud.

16. In the event of any disruption the examiner can exclude a student from further participation. In this case no result will be recorded for the exam.

## Article 8: Guidelines for irregularities during exams

1. An irregularity exists if an exam is interrupted or terminated prematurely while an exam is taking place, because of the following:

### a. Fire alarm

In the event of a fire alarm, the examiner, invigilators and students (everyone present) must always leave the building immediately. The exam is terminated from that time. All exam materials must remain in the exam room.

### b. Technical malfunction: electricity, network, internet, etc.

In the event of a technical malfunction, the examiner decides whether or not to terminate the exam. This is done in consultation with the ICT directorate if it concerns a digital exam.

### c. Other incidents during an exam

In the event of other incidents in the exam room, the examiner decides whether or not to terminate the exam. Examples are: an invigilator or student becoming unwell, excessive noise, water leaks/flooding, excess heat or cold.

Invigilators collect information on and report incidents via a portal managed by FlexDelft. At the end of the exam weeks an overview will be drawn up of the reported incidents which will be shared with FM, ICT, Boards of Examiners and teachers for follow-up.

**If an exam is terminated prematurely, the Board of Examiners will decide at a later date on the validity of the exam and a possible new opportunity to take the exam.**

# Appendix 1: Door policy diagram





# Last-minute Procedure

## Regulations

According to the regulations students must register for exams on time. Students who fail to do so will no longer be entitled to take the exam in question.

## The last-minute admissions procedure

The last-minute procedure exists for students who do not have a valid exam ticket. This procedure works as follows:

- Half an hour after the start of the exam it is determined how many available places and exams are available (and whether there are sufficient invigilators).
- Students without a valid exam ticket are admitted to the available places in order of registration with the examiner or invigilator (see sequence number on this form).
- The following declaration must be completed and signed before admission to the exam room is possible.
- It is not possible to compensate a missed half an hour of exam time.
- The right to extra time continues to apply provided a printed extra-time declaration can be produced.

## Declaration

The undersigned is aware that:

- this declaration is no guarantee of an exam place (that depends on the available exam places, exam questions and invigilators);
- students will only be admitted to the exam room half an hour after the start of the exam;
- delayed students with a valid registration will take precedence;
- the other students will be admitted to the available exam places in order of registration with the invigilator.

TU Delft student number: .....

Name and initials: .....

Registered for the programme(s): .....

Are you entitled to extra exam time? ..... YES / NO

The undersigned has not registered for the following exam:

Course code: .....

Course name: .....

Exam date: .....

Student's signature: .....

### Appendix 3: Official report of fraud form

## Official report of suspected fraud

Fraud is taken to mean any act or omission by a student that makes a proper assessment of the knowledge, insight and skill of that student or another student fully or partially impossible.

Exam (code and name):.....

Exam date and time: .....

Invigilator's name: .....

Lecturer's name: .....

Student's name and student number: .....

Description of what happened:

.....  
.....  
.....  
.....  
.....  
.....  
.....

Was evidence seized? YES/NO

If so, what? .....

Invigilator's signature  
(optional)

Lecturer's signature

Student's signature  
(optional)

.....

Inform the student that a suspicion of fraud has been reported. Submit the official report and any evidence immediately to the secretary of the Board of Examiners associated with the course.