

Rules of Procedure for Examinations

Rules of Procedure for Examinations

Rules of Procedure for Examinations shall apply to provide students equal opportunities and proper conditions for taking examinations.

Section 1 General provisions

Article 1

Applicability

These Rules of Procedure shall apply to all written examinations given at locations designated by or on behalf of the Maastricht University Faculty or School Board of Examiners offering the examination. If applicable, supplementary or different regulations may be set forth in the Appendix for examinations given in computer rooms or faculty spaces.

Article 2

Definitions

- a. Board of Examiners: the Faculty or School Board of Examiners;
- b. Examination Coordinator: the person responsible on the Board of Examiners' behalf for scheduling and organising a written examination;
- c. Head (or other) Invigilator: the person monitoring compliance with the Rules of Procedure at the examination location on the Board of Examiners' or Faculty Board's behalf;
- d. Examiner (teacher entitled to give the examination): the person designated by the Board of Examiners to give and determine the results of the examination.

Section 2 Participation in the examination

Article 3

Proof of identity

1

Only students who are validly enrolled at UM at the time the examination is given may participate in the examination. The student must provide proof of his/her identity during the examination through a clearly readable UM Card with an undamaged, recent passport photo which bears a clear resemblance to the student and which complies with the Digital Passport Photo Guidelines for the UM Card (Annex 1) or an original legal ID. 'Legal ID' shall solely mean a valid passport, driving licence or ID card. The UM Card or legal ID must be placed on the table and be properly visible.

Copies of the aforementioned IDs may not serve as proof of the student's identity.

2

If a student cannot provide proof of his/her identity during the examination in the prescribed manner, the student may not participate in or continue to participate in the examination and, at the Head (or other) Invigilator's instruction, must leave the room.

Article 4

Right to participate

1

The student referred to in Article 3 may only participate in the examination if the student is entitled to participate in it under specific faculty regulations.

2

After the examination has officially begun, the student may *no longer* enter into the room where the examination is being given. Regardless of the reason, the student shall no

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longer be entitled then to participate in the examination.

Article 5 Instructions

The student must always follow the instructions of the Examination Coordinator and/or Head (or other) Invigilator.

Article 6 (Revoked.)

Section 3 Use of examination room

Article 7 Arrangement of room

1
The room shall be opened at least 15 minutes before the examination begins. From the time the examination room is opened, students may take a seat in the room in accordance with the room arrangement posted by the entrance to the room.

2
A seat shall be reserved for each student who has registered for the examination in conformity with the registration procedure.

Article 8 Coats/Bags under the table/auxiliary aids; watches

1
Before the examination starts, any coats or bags shall be placed under the table or another spot designated by the Head (or other) Invigilator.

2
The auxiliary aids mentioned in Article 16(c) (such as communication devices and other information carriers) must be stored in the bag and turned off. They may not be used during the examination, unless the Board of Examiners has stated otherwise. These impermissible auxiliary aids may only be taken out of the bag after the student has left the examination room.

3
The student may not wear a watch during the examination. The student must store the watch in his/her bag before the examination starts. The watch may only be taken out of the bag after the student has left the examination room.

Article 9 Not leaving the room/seat

1
The student may not leave the room until 30 minutes after the official examination start time.

2
The student may not leave the room or his/her seat without the permission of the Head (or other) Invigilator.

Article 10 Disturbance

1
The student may not create any disturbance whatsoever for the other students/Invigilators or other persons present in the examination space. The Head (or other) Invigilator shall determine whether a disturbance is being created and shall talk to the student about this.

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2

The student may consume food or drinks which he/she has brought with him/her during the examination, provided this does not create a disturbance or mess.

3

If the Student creates a serious disturbance, the Head (or other) Invigilator may prevent the student from further participating in the examination.

Article 10a

Emergencies in the examination space

During emergencies, students must follow the instructions of the Invigilators, emergency services (such as the fire brigade) and company emergency response workers in the examination space.

Section 4 Turning in the examination

Article 11

Procedure

1

Beginning 30 minutes after the start of the examination, the student may turn in the examination to the Invigilator for his/her course. The student may indicate in two ways that he/she wishes to turn in the examination:

- by raising his/her hand. The student must remain seated until the Head (or other) Invigilator has taken the finished work/answer form/examination from the student's table;
- by walking to the Invigilator with the examination in his/her hand and turning in the examination to the Invigilator.

The Board of Examiners may state that the examination questions must be turned in.

2

A half hour before the examination end time, the Head (or other) Invigilator shall announce that there is a half hour left.

3

After the student has turned in the examination, the student shall leave the room as fast and as quietly as possible. After the student has turned in the examination and left the room, he/she may not enter the room again. The Board of Examiners may state that a student must provide proof of his/her identity in conformity with the provisions in Article 3 when turning in the examination before he/she can leave the room.

4

The finished work/answer form/examination must be turned in no later than the official end time or as indicated by the Head (or other) Invigilator.

Section 5 Trips to the toilet

Article 12

Restrictions; medical necessity

1

The student may only go to the toilet twice during a two-hour examination, but not earlier than 30 minutes after the official examination start time and no later than 30 minutes before the official examination end time.

2

The student may only go to the toilet three times during a three-hour examination, but not earlier than 30 minutes after the official examination start time and no later than 30 minutes before the official examination end time.

3

If there is a medical necessity for the student to go to the toilet multiple times during an examination, the student must indicate this beforehand to the Head (or other) Invigilator by submitting a permission document from the Board of Examiners/Student Adviser.

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Article 13 Procedure

1

To timely leave the examination room to go to the toilet, the student must request permission from the Head (or other) Invigilator by raising his/her hand. If the student receives such permission, he shall receive a toilet pass in exchange for his/her ID. After leaving the toilet area, the student shall be given back his/her ID in exchange for the toilet pass.

2

No more than two students (per block) at a time shall be allowed to go to the toilet.

3

To monitor trips to the toilet, the Head (or other) Invigilator shall record who has gone to the toilet. This shall occur by recording the toilet trips on special lists. The Examination Coordinator shall give these lists to the Board of Examiners after the examination is over. Lastly, this information shall be kept by the Board of Examiners until any appeal has finally been decided.

4

Before going to the toilet, the student shall be asked to display the contents of his/her pockets and the like to check whether he/she has any impermissible auxiliary aids in his/her possession (see Article 16(c)). The student's privacy shall be respected in this regard. If a student refuses to display the entire contents of his/her pockets or the like, a Report of Irregularity Form shall be drawn up. Article 15.2 shall apply by analogy.

5

During the examination, a detection device may be used in the toilet area to check whether a student is utilising communication devices and/or other electronic equipment.

Section 6 Completion instructions

Article 14 Compliance with completion instructions

Instructions for completing the answer form, questions or examination booklet shall be included with the form, questions or booklet. If the student fails to follow these completion instructions, uses other auxiliary aids besides the ones permitted (see Article 16(c)), changes the pre-printed information or makes notes elsewhere on the answer form, it shall not be possible to process the form or give a result for the examination. The student shall be entirely responsible for the consequences of failing to comply with the completion instructions. Any supposed mistakes in the instructions must be reported to the Head (or other) Invigilator.

Section 7 Suspected fraud/Report of Irregularity

Article 15 Report of Irregularity Form

1

If the student is suspected of fraud, the Head (or other) Invigilator shall report this on a Report of Irregularity Form designated for the Board of Examiners.

2

The report shall describe the actual situation encountered by the Head (or other) Invigilator, which he/she shall detail. The Head (or other) Invigilator shall draw up the Report of Irregularity Form in Dutch or English, depending on the student's spoken and written language. The Head (or other) Invigilator shall make sure that the student understands the content of the report. After the student has read the Report of Irregularity Form and agreed to its content, the Head (or other) Invigilator, the Examiner and the student shall sign the form. If the student does not agree, the student may add his/her own account of the events to the form. The student must sign his/her own statement.

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Article 16 Suspected fraud

Fraud shall be suspected if, for example, the student:

- a. exchanges information with another student or other persons in any manner whatsoever before, during or after the examination is given in the examination space;
- b. exchanges information with another student or other persons in any manner whatsoever before, during or after the student goes to the toilet;
- c. has impermissible auxiliary aids within his/her reach. Such 'impermissible auxiliary aids' shall in any event include:
 - other forms of identification besides the UM Card or legal ID (see also Article 3);
 - communication devices and/or other electronic equipment (mobile phones, smart watches and the like);
 - other information carriers (calculators, palmtops and the like) besides the permissible auxiliary aids indicated on the front page;
 - dictionaries, books, texts and notation materials (notes may be made on the empty pages in the examination booklet or on the rough draft sheets furnished by the examination organisation) besides the permissible auxiliary aids indicated on the front page;
- d. leaves the room without an Invigilator's permission;
- e. goes to the toilet without an Invigilator's permission;
- f. takes something out of his/her bag without an Invigilator's permission.

Article 17 Seizure of impermissible auxiliary aids

1

If, in the Head (or other) Invigilator's judgment, the student has impermissible auxiliary aids as referred to in Article 16(c) within his/her reach, the Head (or other) Invigilator may inspect these.

2

The Head (or other) Invigilator shall inform the student of the observed potential irregularity or fraud. Impermissible auxiliary aids shall be seized. In principle, the student may continue taking the examination.

3

If the student objects to the seizure of the impermissible auxiliary aids, the Head (or other) Invigilator shall note this on a Report of Irregularity Form designated for the Board of Examiners. Insofar as the impermissible auxiliary aids seized cannot serve as evidence of the fraud, they shall be returned to the student on a date/at a time to be determined by the Board of Examiners.

4

A student who has written permission from the Board of Examiners to use impermissible auxiliary aids must notify the Examination Coordinator or Head (or other) Invigilator present before the start of any examination and must always be able to furnish a copy of this document.

Section 8 Liability

Article 18 Damage to or loss of property in the examination space

Maastricht University hereby expressly excludes any liability for damage to or loss of property which the Head (or other) Invigilator has taken custody of or seized.

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Section 9 Unforeseen cases

Article 19

If these Rules of Procedure are violated, a Report of Irregularity Form shall be drawn up. Article 15.2 shall apply by analogy.

Article 20

Consultation

In cases not provided for in these regulations, the Examination Coordinator shall decide the matter in consultation with the Head Invigilator and, if possible, the Examiner.

These Rules of Procedure were adopted by the Board of Examiners on 2 July 2014 and shall take effect on 1 September 2014.

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Annex 1

Digital Passport Photo Guidelines for the UM Card

- You are pictured in the photo, and the photo is recent and resembles you.
- Only your uncovered face is shown in the photo.
- Both eyes are visible and clearly recognisable.
- Your head fills up the available space as much as possible.
- The photo is sharp.
- The photo has not been rotated.
- The dimensions are at least 85 x 113 pixels (width x height: 30 x 40 mm.).
- The photo is in JPEG or JPG file format.
- Both colour and black and white photos are permissible.

What should you do if you don't have a digital photo?

- Have a family member, friend or acquaintance take a photo of your face with a digital camera. Save the photo as a JPEG or JPG file.
- Scan a passport or other photo of yourself or have a family member, friend or acquaintance do this. Then save the photo as a JPEG or JPG file.