

GUIDELINES FOR EXAM CANDIDATES AND EXAMINATION ARRANGEMENTS

Approved by the University College Director 24.04.2019 pursuant to Regulations for admissions, studies and examinations at Volda University College (Forskrift om opptak, studium og eksamen ved Høgskulen i Volda) 01.01.2015

1. GENERAL REGULATIONS

1.1 Examination attempts

A student is entitled to three (3) attempts at an examination in the same subject, cf § 5-2 in Regulations for admissions, studies and examinations at Volda University College (Forskrift om opptak, studium og eksamen ved Høgskulen i Volda).

A candidate who fails to attend the exam/submit an answer paper, or who withdraws during the examination, is considered to have used up one of these three attempts. Withdrawal less than 14 days prior to the date of the examination counts as an attempt. In the case of home examinations, the date of the examination is the day the examination commences.

Legitimate absence which entitles the candidate to a re-sit examination is documented absence for medical reasons, welfare reasons accompanied by a certificate from a doctor or other experts. Failing an examination and withdrawal during the examination also entitle the individual concerned to a re-sit in the following semester.

1.2 Grade F or Fail

When a candidate is awarded the grade F at an oral adjustment examination, and the written paper has been passed, a candidate may sit for a new oral adjustment examination without having to submit a new written paper.

A student who is awarded the grade F or Fail for their master's thesis, bachelor's thesis, semester assignment or similar may use the same research question in a new attempt at the examination cf *Regulations for admissions, studies and examinations § 5-9(6)*. The candidate must obtain approval for this in advance from the person with course responsibility.

The candidate must draw up a note explaining what changes have been made. The alterations must account for at least 1/3 of the thesis/assignment.

If the candidate is awarded the grade F or Fail also at the second attempt, a completely new examination answer based on a new research question must be submitted for the third attempt.

1.3 Improving the grade

If a student should wish to improve the grade awarded for their master's thesis, bachelor's thesis, semester assignment or similar, he/she must submit a new assignment or an assignment that has been so comprehensively reworked that it may be considered to be a new assignment cf *Regulations for admissions, studies and examinations § 5-5*. The candidate must obtain approval for this in advance from the person with course responsibility and inform the academic administration well in advance of the submission deadline.

The candidate must draw up a note explaining what changes have been made. The alterations must account for at least 1/2 of the thesis/assignment. This note **must** accompany the submitted assignment for the latter to be considered valid and sent for grading.

The deadline for improving the grade is two years from the date of submission of the first assignment.

1.4 Illness

A candidate who is ill and cannot attend the examination/submit an answer paper must immediately inform the Student Service Office and send/submit a doctor's certificate at the latest on the next working day. If a candidate is taken ill during an exam, the person concerned must contact the chief invigilator, so that he/she may grant the individual permission to leave the exam venue. The medical certificate must then be submitted/postmarked at the latest on the next working day.

1.5 Quoting and use of sources

All students who submit written examination work or electronically submitted assignments are obliged to familiarise themselves with the regulations relating to quoting and the use of sources. Permitted exam support material and correct use of sources are described in § 5-8 in *Regulations for admissions, studies and examinations*.

In the case of examinations without invigilation, the work must not

- have been used at another exam at Volda University College
- have been used at exams at other institutions at home or abroad
- make reference to or be based on other persons' work without this being stated
- make reference to or be based on the candidate's own earlier work without this being stated

Copying, close paraphrasing of text or quoting without reference to sources will be considered as cheating. Cheating, attempted cheating or complicity in cheating at an exam, in coursework requirements or other requirements that have been set to earn the right to sit an exam may lead to sanctions, cf *Act relating to universities and university colleges § 4-7 and § 4-8, subsection 3*.

2 WRITTEN AND DIGITAL COLLEGE EXAMINATIONS

2.1 Requirements relating to the use of personal laptop at the exam

Written campus exams are arranged as digital campus exams unless otherwise specified in the examination schedule on the website. Students at Volda University College must bring their own standard laptop computer with an updated operative system and approved browser.

Cf *Regulations about changes in the regulations relating to fee-paying at universities and university colleges (fee-paying regulations)*, published 30.06.2016.

§3-3, (3) *The institution may require that the student has his/her own laptop computer.*

It is the responsibility of the candidate to ensure that their laptop computer has the latest updates and correct version of the approved browser. IT-support at the university college can be of assistance if the candidate contacts them well in advance of the exam (minimum a fortnight before the date of the exam).

2.2 Prior to the exam

The candidate must be in his/her in the exam venue **at the latest 30 minutes before the exam starts**. The candidate must not have with them anything other than writing implements, permitted exam support material and food on their desk. All other belongings that the candidate brings to the exam

venue must be placed in the designated place; for example, mobile phone, smart watch or other digital means of communication or electronic aids.

During the exam, candidates must not use items of clothing that completely or partly hide their faces, cf Act relating to amendments to the Education Act (Lov om endringer i opplæringslova mv). (ban against the use of facial-covering clothing in kindergartens and teaching situations) (forbod mot bruk av ansiktsdekkjande plagg i barnehagar og undervisningsinstitusjonar) and Law enactment 71 (2017-2018) with amendment to Act relating to Universities and University College / UH-loven from 1 August 2018. During scrutiny at the exam venue with the aim of discovering any non-permitted exam support material, a candidate may be asked to remove headwear or outer clothing that may be used to conceal non-permitted exam support material. This security check will take place outside the exam venue, in the presence of two members of the university college administrative staff.

Nothing may be written until the examination has commenced. The starting time of the exam is absolute.

A candidate who reports late for an exam will normally forfeit the right to sit for the examination. Only in very special circumstances and where the candidate has no control over the reason for the late arrival may the Student and Academic Division make a decision as to whether the candidate may nevertheless be permitted to sit for the exam, provided notice of the delay has been given prior to the start of the exam. The candidate must inform the Student and Academic Division the moment he/she becomes aware of the delay. When the candidate arrives at the exam venue, he/she must report to chief invigilator, who in turn will contact the Student and Academic Division, who will then determine in each individual case whether there are grounds for allowing the candidate to sit for the exam. The reason for the delay must be documented by the student concerned.

2.3 Special examination arrangements

A candidate may apply for special exam arrangements in accordance with deadlines announced on the website for students, cf Regulations for admissions, studies and examinations at Volda University College § 5-4 In the case of acute illness or similar, exceptions may be made in regard of the deadline. The need must be documented with a doctor's certificate or other expert opinion and it must be practically possible to implement the special arrangements. A student must inform the Student and Academic Division as soon as the need arises.

If you have been granted extended examination time, you must check StudentWeb to find your individual submission time.

2.4 Valid identification

The candidate must present valid identification containing a photo. The candidate must register on the official attendance list. External candidates must present a valid receipt confirming payment of the exam fee.

2.5 Examination time

Information regarding the time allowed for the examination must be given in advance in the course plan and programme description. Exam candidates may take a lunch break during the time allotted for the exam.

In the case of digital college exams on Inspira, the candidate will be able to follow the countdown of the time allotted on the screen. When the exam time is over, all writing must cease. In the case of handwritten exams on paper, the candidate is entitled to a maximum of 15 minutes extra in which to

complete the necessary sections on the cover page and examination sheet, and separate the three examination sheets that use carbon paper.

2.6 During the exam

During the exam, all contact with other candidates is forbidden. All questions must be directed to the invigilators. A member of academic staff will be present during the first hour of the exam to clarify any eventual misunderstandings with regard to the wording of the exam questions.

Should a candidate require a break, he/she must be accompanied at all times by an invigilator. The candidate must not under any circumstances communicate with other external parties outside the exam venue, neither in person nor via mobile phone, smart watch or other electronic device.

2.7 Withdrawal during the exam

If a student wishes to withdraw during the exam, the candidate must contact the chief invigilator, fill in the relevant form(s) and remain in their seat until permission to leave is granted.

2.8 Handing in the answer paper

At a digital examination the candidate who has submitted their answer must contact an invigilator by raising their hand. The invigilator will check that the answer paper has been submitted, and take the candidate's ID to the chief invigilator who will initial the attendance list to confirm that the candidate has handed in their paper.

A candidate who wishes to hand in their answer paper must remain seated until the procedure has been completed and all the necessary papers have been checked and handed in and must then leave the exam venue immediately.

An answer paper that has been handed in, cannot under any circumstances be returned to the candidate, altered or supplemented. All used and unused paper must be returned for control purposes. This applies to both answer sheets and rough paper. At a digital exam on Inspira the candidate will be given access to their exam answer when the exam time is over.

The candidate must show consideration for others in the exam venue to avoid any unnecessary noise. In the case of serious disturbances or breaches of regulations, a candidate may be requested to leave the exam venue.

3. FORM AND SUBMISSION PROCEDURE

All digital exam answers must be handed in on Inspira, unless otherwise specifically stated on StudentWeb. Information concerning file type, form and content is to be found in the course plan, semester plan and on Canvas. Exam question papers for home exams will be available on Inspira immediately the exam commences.

The cover page template must be used for a bachelor's thesis and on assignments where the course convenor has so instructed. The person with course responsibility provides instructions as to whether or not the assignment is to be handed in anonymously, i.e. with or without any name on the cover page, and on the length/number of words. In the case of portfolio exams and assignments, a heading must be included containing the candidate number.

Questions relating to holding an examination

All academic and technical questions regarding the way the exam is held must be directed to the Student and Academic Division:

- Telephone: 70 07 50 18 to Student Service Office

- E-mail: studentsorvis@hivolda.no

3.1 Technical equipment

Circumstances that can lead to a delay in holding the exam in the case of exams without invigilation, such as for example failure of the student's technical equipment or inconsistent access/lack of access to the Internet or a power cut, are the student's own responsibility. Circumstances that have caused delays in holding the exam and which can be documented, may provide grounds for a postponement of the deadline. The Student and Academic Division is responsible for handling these applications.

3.2 MASTER'S THESIS

3.2.1 Form and content

Information regarding form and content is to be found in the programme description/course plan and on Canvas. The cover page template must be used for the master's thesis.

The cover page template can be downloaded from the Volda University College website.

Master's theses must be handed in on Inspira, unless otherwise specifically stated on StudentWeb.

3.2.2 Abstract

The master's thesis must include a compulsory abstract of 200-400 words in another language than that in which the thesis is written. Normally that other language will be English. Master's theses that are written in English may include an abstract in English. The abstract is to be handed in as part of the thesis, not as a separate enclosure. The abstract is to be entered at the beginning of the thesis (immediately following the cover page).

3.2.3 Publication

Theses with the grades A, B and C will be published in the University College's open electronic archive Bravo.

If the document or parts of the document contain(s) photographs, drawings or other copyright material, you as the author must provide guarantees that you have obtained the necessary permission from the third party in advance. The student must guarantee that the document does not contain material that contravenes current Norwegian legislation or contains links or to such material.

If the document contains information that is embraced by official confidentiality legislation, publication must be refused. The rules concerning non-disclosure of confidential information are to be found in Forvaltningsloven/Public Administration Act § 13.

The Student and Academic Division sends a copy of the master's thesis to the in-house printers at Volda University College. We advise the candidate to print out a copy of the PDF-file (choose single page copy) before the thesis is handed in on Inspira.

If the student requires extra copies for private use, it is his/her responsibility to order and pay for these.

3.3.4 Master's degree course in teaching and learning

This section comes in addition to the general procedure for handing in master's theses.

Students on the master's degree course in teaching and learning have a special arrangement for handing in their master's thesis.

It is a prerequisite that the student respects these instructions:

- The student must him/herself register for assessment on StudentWeb. The student will receive a number of choices of date/month for handing in and must choose one of them.
- The candidate contacts studentsorvis@hivolda.no at the latest 14 days prior to the submission deadline, so that he/she is granted access to the exam system Inspira to allow them to hand in the thesis.

Inspira opens for handing in one (1) week before the deadline (1 week = five working days + weekend). Inspira has a deadline for submission on the first of each month or the first working day of each month, and the student must hand in the master's thesis by the deadline announced on StudentWeb. In the spring semester this applies to the following exam months: April, May June and in the autumn: September, November and December.

NOTE!

If the thesis is not handed in on Inspira by the deadline that the student has registered for, it will be considered as one (1) of the three permitted attempts at the exam.

Cf Regulations for admissions, studies and examinations at Volda University College, Chapter 5. Assessment, examinations and grading

Registration for a new attempt at the exam must take place by the current deadlines, see StudentWeb.

3.3.5 Handing in exam work in Design, Art and Handicrafts

At the announcement of the exam results, the following rules apply:

- The students will be informed by the academic staff on Canvas regarding the time at which they can retrieve their exam work.
- The students must themselves attend at the time stipulated.
- If students do not have the opportunity to attend, this must be agreed with a member of staff in advance, and the student must him/herself find someone who can attend in his/her place.
- The students must attend precisely.
- The student should check his/her grade on StudentWeb before attending, and should have made up their mind whether or not he/she intends to appeal.
- If the student wishes to appeal against the grade awarded, he/she must contact the member of staff present (leaves after 20 minutes) so that the exam work will be taken into the custody of the section.
- If the student chooses to appeal, he/she must follow the rules in the Act relating to universities and university colleges, Chap 5 Appeals, § 5-2 and § 5-3 and Guidelines for explanations of grades and appeals procedure.
- If the exam work is left in an unlocked room after the time allotted for retrieving it, the student loses his/her right of appeal.
- Volda University College assumes no responsibility for the student's exam work after the grading process has been completed, and objects will be disposed of.