

Supplementary provisions for examination candidates at Nord University

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These provisions are supplementary to the Regulations relating to studies and examinations at Nord University, adopted by the Board of Nord University on January 6 2016. The supplementary provisions enter into force on August 1 2016 and apply to all candidates at Nord University.

SUPERVISED INDIVIDUAL SCHOOL EXAMINATION

Commencement of the examination

1. Examination candidates shall arrive 15 minutes prior to the commencement of the examination, or at the agreed and designated time. Examination candidates who arrive later than 30 minutes following commencement of the examination shall not be granted access to the examination premises and are not permitted to sit the examination. Examination candidates who arrive later than 30 minutes after commencement must contact the Examinations Office.
2. Candidates who arrive late to an examination shall not be granted any extension of response time.
3. Candidates are not permitted to bring any non-permitted examination aids, including textbooks, lecture notes, examination responses, notes, to their place in the examination premises. Candidates are not permitted to prepare for the examination inside the examination premises.
4. Candidates are not permitted to bring any items to their place other than writing implements, permitted aids, food and drink. Use of mobile phones, watches and other communication-enabled devices is prohibited during examinations. These must be turned off and removed to a designated location together with handbags, backpacks, bags and outerwear.
5. Candidates who have received the examination task may not depart the examination premises prior to signing the candidate overview and not earlier than 30 minutes following commencement of the examination.
6. Candidates shall present valid photo identification at the examination premises. Mobile ID is not considered valid and will not be accepted. Candidates without valid identification will be denied access to the examination. External candidates shall present valid photo identification and receipt for payment of semester registration fees.

Examination papers/submission

7. Nord University uses ordinary response sheets with carbon copies. The response must be written in blue or black ballpoint pen, which ensures transfer to the carbon copies. The candidate is responsible for ensuring that his/her response is legible on all copies.
8. All fields in the heading on each response sheet must be completed. Candidates are not permitted to write on the response sheet prior to distribution of the examination paper. Candidates will be granted an extra 15 minutes at the conclusion of the examination in order to complete the required fields in the heading. This provision does not apply to digital examinations.
9. The original response sheet, the first and second copies shall be bound separately and submitted. The last copy is the candidate's own.
10. Drafting sheets are not considered part of the response and are not sent to grading.
11. When the candidate is ready to submit their response, he/she should raise his/her hand to notify the examination monitor. The candidate shall remain in his/her seat until the examination monitor has checked his/her submission, and shall thereafter leave the examination premises without delay. All used and unused paper shall be submitted to the examination monitor for inspection. The candidate is responsible for ensuring that his/her submission is complete.

12. Under no circumstances may a submitted response be returned to the candidate.
13. If a candidate wishes to withdraw during the course of the examination, he/she must sign and submit the form for “terminated examination” (*avbrutt eksamen*). A candidate who terminates an examination is considered to have used one (1) attempt and will have access to a supplementary examination should one be scheduled.
14. A candidate who does not present for an examination is considered to have used one (1) attempt and will have access to the next ordinary examination.

Conduct of examinations

15. Communication between candidates is prohibited during the examination. A candidate shall not leave their seat without first gaining permission from the examination monitor. Candidates shall follow the instructions of the examination monitor at all times. Candidates shall direct any questions during the examination to the examination monitor.
16. Breaks should be as short as necessary and maximum five (5) minutes in length, in consideration of the needs of other candidates. Use of telephones is prohibited, including during any breaks.
17. If the candidate falls ill during the examination, they must sign and submit the form for terminated examination. If the candidate wishes to apply for valid absence on the grounds of illness, they must obtain a signed and verified medical certificate and submit it to the Examination Office no later than one week following the terminated examination.
18. Candidates shall conduct themselves in a considerate manner at all times and ensure that their actions do not disturb other candidates. Serious violation of this provision provides grounds for expulsion from the examination.
19. Candidates may ask the examination monitor to obtain an explanation from the lecturer/tutor if the examination question is unclear in any way.

Inspection of examination aids

20. The examination candidate must bring his/her own writing implements and any permitted examination aids. The candidate is responsible for ensuring that their examination aids do not contain prohibited notes.
21. All examination aids shall be made available for inspection.
22. If an inspection of examination aids is conducted prior to distribution of the examination paper, the examination is considered to have commenced at the commencement of the inspection. Any non-permitted examination aids found at a candidate’s place during an inspection prior to or during the examination may be considered cheating.
23. Discovery of non-permitted examination aids at the candidate’s place or hidden in other locations prior to the inspection of aids or commencement of the examination may be considered cheating.

Special examination arrangements

24. If a candidate is using a computer on special needs grounds, he/she must save their work regularly to avoid loss of data in the event of a power outage or other problem with their machine. The

university takes no responsibility for loss of text or data as a result of power outage or machine failure. The candidate shall save his/her response in the designated folder on the hard drive.

25. Under normal circumstances, a candidate using a computer will submit three (3) printouts marked with the course code, course name, date and candidate number. The response should be submitted with the designated cover sheet. The candidate is responsible for ensuring that the submitted material (including material submitted electronically) is marked with his/her candidate number.
26. The candidate is responsible for acquiring the knowledge and skills necessary to use any special equipment granted on the grounds of special needs.

UNSUPERVISED TAKE-HOME EXAMINATION

Electronic submission

27. Unsupervised take-home examinations have precise times for commencement and conclusion.
28. Take-home examination responses shall be submitted in the form a PDF using the designated examinations programme. Refer to the guidelines for submission of take-examinations in Fronter.
29. Candidates may revise their submission until the submissions deadline. If a candidate submits several versions, the latest response will be graded. The candidate is responsible for ensuring that they delete any earlier or discarded submissions.
30. The digital examinations premises closes precisely upon the designated deadline. There is no 15-minute margin. Candidates should ensure that all documents are uploaded well before the deadline.
31. Any responses submitted after the designated deadline must be accompanied by an explanation.

Submission in hard copy

32. Under certain circumstances, it is agreed that a take-home examination shall be submitted in hard copy. In this case, the response shall be submitted to the Examinations Office or sent via ordinary post within the designated time. Candidates who reside more than 100 kilometers from the university may send their responses by ordinary post.
33. The response shall include a sheet with the candidate's name and student number. The candidate must obtain a receipt for a response sent by post.
34. The response shall be submitted/sent in three (3) copies. The candidate is responsible for ensuring that he/she makes a copy for his/her own records. The response shall be marked with the course code, course name and candidate number (if required).

Group submissions

35. The course description or assessment plan shall describe the degree to which an examination response shall be submitted individually or in groups.
36. Each examination candidate is responsible for ensuring that the final group submission contains his/her name as well as his/her student number or candidate number.

Referencing and plagiarism

37. When work is submitted in writing, the candidate shall provide information about sources, both in-text and in the form of a complete bibliography. Quotes and excerpts shall be marked clearly with italics and indent, or similar, and include a page-specific reference. Deviations from this provision shall be considered as plagiarism and will be addressed as an act of cheating.
38. Nord University uses the plagiarism detection programme Ephorus to check submitted work for instances of plagiarism.
39. All examinations aids are permitted during take-home examinations. However, candidates are not permitted to collaborate on individual take-home examinations. Examination candidates should exercise caution in cooperation and discussion about tasks/responses that can give rise to similarities in content, structure, language, interpretation and analysis.