

Guidelines for Examination Candidates at Nord University

The guidelines are supplementary provisions to the " Regulations relating to Studies and Examinations at Nord University" adopted by the Board of Nord University on August 1, 2022. The guidelines were adopted by the rector's decision of May 16, 2023. The guidelines enter into force on May 16, 2023, and apply for all students.

Written on-site Examination – Digital Examination and Pen and Paper Examination

Before the exam

1. For digital on-site exams, candidates must bring their own laptop, according to the Regulations relating to Studies and Examinations at Nord University, §8-2. Candidates are obliged to familiarize themselves with the preparations required for the digital exam, cf. <https://www.nord.no/en/student/examination/written-site-examinations>
2. Candidates are advised to bring a mobile phone for two-factor authentication. The mobile phone must then be placed in the designated place.
3. Candidates are not permitted to prepare for the examination inside the examination room. Learning resources that are not indicated as permitted aids, such as textbooks, lecture notes, exam tasks, notes, etc., must be stored in the backpack/bag and placed in the designated place before the exam starts.
4. The candidate is personally responsible for acquiring knowledge and skills to use auxiliary equipment that has been approved as an exam accommodation.

During the exam

5. Examination candidates should arrive at the examination room at least 30 minutes before the exam starts. Candidates who arrive later will not be given extra time.
6. Valid identification or student card must be presented in the examination room. Student ID app and digital identification are not valid. Examination candidates without valid identification or student card may be denied access to the exam.
7. The examination candidate must bring writing tools, food and drink, as well as aids allowed for the exam specified in the course description. The candidate is personally responsible for ensuring that the aids do not contain illegal notes.
8. Mobile phones, all types of watches and other communicable electronics are not allowed during the exam and must be turned off before they are placed in the designated place in the examination room along with bags, backpacks, bags, and outerwear.

All aids must be presented for inspection.

If a check of permitted aids is carried out before the exam starts, the exam is considered started when the aid inspection begins.

9. It is not allowed to start writing on the sheets before the exam starts.
10. The candidate must follow the instructions of the invigilator. All questions during the exam are directed to one of the invigilators.
11. Examination candidates who have been handed out exam tasks cannot leave the examination room until at least 30 minutes have passed.
12. If the candidate has illegal aids at his/her place and/or other places in connection with the examination room (for example, the toilet), this will be interpreted as an attempt to cheat, see [Cheating](#).
13. If the candidate wishes to withdraw during the exam, a form must be signed and submitted. The candidate has then used one attempt and has access to a new (re-sit) exam if it is arranged.
14. A candidate who does not attend the exam without valid reason is considered to have used one attempt and will have access to the subsequent new (re-sit) exam if it is arranged.

Appropriate documentation (for example, a medical certificate) must be submitted within one week after the exam date to justify absence.

15. Any form of communication between the candidates is prohibited during the exam.

During digital on-site exams, it is not allowed to visit other websites than for the current exam.

Candidates can ask the invigilator for clarification if something is unclear in the exam task.
16. It is not allowed to leave one's place without permission from the invigilator. Breaks should be as short as possible.
17. Candidates should respect others in the examination room so as not to cause disturbances. In case of serious breaches of order, a candidate can be expelled from the examination room.
18. For written exams carried out with pen and paper, special exam sheets are used.

Submission at Written On-site Exam

19. During the digital exam, the exam is closed precisely at the end time. The candidate will get an extra 15 minutes to fill out the heading and codes on any hand drawings and arrange the sheets. In the case of a written exam on pen and paper, the candidate will get 15 minutes to organize the papers.
20. Headings and codes should be completely filled out. It is the candidate's responsibility to ensure that the submission is complete and marked with the candidate number.

21. When the answer is ready for submission, the candidate signals to the invigilator. The candidate remains seated until everything is checked and then leaves the examination room immediately when the answer is submitted. All used and unused paper should be handed over to the invigilator for inspection. Draft sheets are not considered part of the answer and are not forwarded for grading.
22. An answer that has been submitted cannot be handed out again.

Home Exam, Assignment, and Portfolio

23. Submissions of home exams, assignments, and portfolios should be submitted as PDF in Inspira, unless otherwise stated.
24. Changes can be made in the submitted answer up to the submission time.
25. Examination candidates must ensure that all documents are uploaded before the submission deadline expires. It is the candidate's responsibility to ensure that the correct file is uploaded.

Aids, Source Referencing, Unregulated Collaboration, and Plagiarism

26. Nord University performs plagiarism checks of submitted written works. All aids are generally allowed for submissions. However, it is not allowed to collaborate on individual submissions. Examination candidates must therefore be cautious with discussions about the task text that can result in similarities in content, structure, language, interpretation, and evaluations in the answer. The answer must be designed by the individual candidate alone, and similarity can be an expression of unauthorized collaboration that can be considered as cheating.
27. When submitting written work, all sources must be stated both in the text itself and in a complete bibliography, unless otherwise specified in the task text. For direct transcripts, it should be clearly marked with indentation and italics or similar, and there should be a source reference with a specified page reference. Information about correct source usage and references can be found here: [Citing sources and referencing](#). Insufficient source references and references can be considered as plagiarism and will be treated as cheating/attempted cheating.
28. It is stated in the course description whether the exam answer should be answered individually or in a group.
29. Generating an answer using ChatGPT or similar artificial intelligence and submitting it wholly or partially as one's own answer is considered cheating unless otherwise stated for the specific exam.