

## RULES AND GUIDELINES (EXAMINATION REGULATIONS)

### EXAMINATION BOARD FACULTY OF LAW

Valid from 1 September 2023

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## **1. SCOPE**

The rules, as described in Article 7.12b, third paragraph, of the Higher Education and Research Act (*Wet op het Hoger onderwijs en Wetenschappelijk onderzoek, WHW*) are adopted by the Examination Board and further referred to as the Rules and Guidelines of the Examination Board.

These Rules and Guidelines apply to the (partial) interim examinations and final assessments in the Faculty of Law's Bachelor's and Master's degree programmes.

These regulations apply to anyone enrolled in the degree programme in this academic year, irrespective of when the degree programme was started.

## **2. GENERAL**

1. The terms used in the Teaching and Examination Regulation (hereafter: OER) also apply to these regulations. The definition of all other terms used is in accordance with the definition used in the Act.
2. In the event that any provision in these regulations conflicts with a provision in the OER applicable to the relevant degree programme, the provisions of the OER shall take precedence.

## **3. COMPOSITION OF THE EXAMINATION BOARD**

1. The Faculty Regulations apply to the composition of the Examination Board. At least one member of the Examination Board works as a lecturer within the programme or one of the programmes to which these Rules and Guidelines apply. At least one member of the Examination Board is not affiliated with the degree programme(s). Members of the Executive Board and persons otherwise bearing financial responsibility within the institution may not take a seat on the Examination Board.
2. The members of the Examination Board are appointed by the Faculty Board.
3. Before a member is appointed, the Faculty Board will consult with the Examination Board regarding the proposed appointment.
4. Board members are appointed for a period of three years and may be re-appointed.
5. The Faculty Board appoints a chairperson and a secretary, not being the external member. The chairperson is responsible for the procedural matters of the Examination Board. The chairperson appoints another member to deputize in case of absence.
6. The Faculty Board is responsible for guaranteeing that the Examination Board operates in an independent and expert manner.

## **4. DUTIES OF THE EXAMINATION BOARD**

The duties of the Examination Board are laid down by law. These include at the very least drawing up rules for the performance of duties and exercise of powers and taking measures with regard to:

1. determining in an objective and expert manner whether or not a student meets the conditions set in the OER relating to the knowledge, insight and skills necessary to be awarded a degree;
2. safeguarding the quality of examinations and final degree assessments;
3. determining guidelines and instructions for assessing and determining the results of examinations and final degree assessments within the framework of the OER;
4. granting exemptions for one or more examinations;
5. extending the limited period of validity of an examination or exemption if a student submits a reasoned request to that effect. The Examination Board can decide to permit an extension of

validity only after the student making the request has passed a supplementary examination on the relevant subject matter;

6. determining in exceptional cases that the assessment method laid down in the Study guide may be deviated from;
7. ensuring that measures are taken in cases of academic misconduct;
8. appointing examiners to conduct (interim) examinations and determine the results;
9. granting a degree certificate, including a diploma supplement, as proof that the student has successfully completed the final degree assessment;
10. granting permission to students to take part in a free-choice study programme, the final degree assessment for which leads to the awarding of a degree;
11. issuing a statement of results attained to persons who have successfully completed more than one examination but are not eligible for a degree certificate;
12. preparing an annual report of its activities.

## **5. WORKING METHOD OF THE EXAMINATION BOARD**

1. In principle, the Examination Board meets once a week or when the chair deems necessary. The meetings are not held in public.
2. The Faculty Board can add an Official secretary to the Examination Board.
3. The Examination Board mandates the chair and secretary each individually to execute the duties of the Board in as far as the nature of the mandate allows and to coordinate the execution.
4. The safeguarding of quality by the Examination Board is done in accordance with the guidelines in the VU Guide for Examination Boards (*Handreiking Examencommissies*).
5. For the safeguarding of the quality of examinations and final degree assessments the Examination Board uses the guidelines in the Faculty Memo Examination Policy (*Facultaire Nota Toetsbeleid*).
6. Any request or complaint involving a member of the Examination Board will be handled without the member in question being present.
7. A request or complaint must in any case include substantiation or a description, respectively.
8. The Examination Board will take a decision within thirty working days of receiving a complaint or request. The Examination Board may postpone this decision and inform the interested parties of this in writing.
9. Students taking a course elsewhere as part of their degree programme should contact the Examination Board of the degree programme of which the course is part if they wish to request an exemption or an additional examination opportunity.
10. The Examination Board of the degree programme which the course taken by the student from a degree programme at a different institution is part of, investigates a suspicion of academic misconduct by the student. Its findings are reported to the Examination Board of the programme the student is enrolled in. This Examination Board then determines if and what measures will be imposed on the student, in case academic misconduct or plagiarism has been committed.
11. If the Examination Boards concerned are both competent with regard to the subjects referred to in paragraphs 9 and 10, the Examination Boards will determine by mutual agreement what decision is to be taken.
12. If the decision of the Examination Board requires the weighing of interests, the following aspects shall be taken into account, among other things:
  - a. quality: safeguarding the quality of examinations or final degree assessments;

b. proportionality: the Examination Board aims to prevent serious study delay for students as well as an (overly) excessive additional workload for lecturers or the degree programme. The assessment will take into account that the efforts required of the degree programme must not be disproportionate;

c. special circumstances: the Examination Board will take into account the interests of students who due to special circumstances beyond their control have fallen behind in their studies.

13. Students can submit an appeal to the Examination Appeals Board against the decision by the Examination Board within six weeks of the announcement of the decision.

## **6. QUESTIONS AND ASSIGNMENTS, SUBJECT MATTER AND DURATION OF EXAMINATIONS**

1. None of the individual questions or assignments in the examination will relate to anything other than the previously announced examination material. The main points of this examination material will be announced prior to the start of the programme component that prepares students for the examination in question. No later than one month before the date of the examination in question, students will be notified of the exact scope of the examination material.
2. In the event of a resit in a following academic year, the student will sit the examination based on the material set for that examination in the following academic year, unless the Examination Board decides otherwise at the request of the examiner.
3. The duration of each examination is such that students can reasonably be expected to answer the questions in the time given.

## **7. EXAMINATION IN A FORM OTHER THAN THAT PRESCRIBED IN THE VU STUDY GUIDE**

1. At an examiner's request, the Examination Board may decide that an examination shall be conducted in a different form than that stipulated in the study guide.
2. At the student's request, the Examination Board may permit an examination to be conducted in a different form than that stipulated in the study guide. Further regulation concerning this is: the student demonstrates that due to special circumstances, taking the examination in the regular manner would represent a disproportionate burden for the student.
3. At the student's request, the Examination Board may permit a student to take an interim examination outside the normal timetable if exceptional circumstances give cause to do so. In case of an examination outside the normal timetable, the examiner determines the form of examination.
4. Based on article 3.5 sub 4 of the OER, the Examination Board may grant students an extra opportunity to sit an interim examination, in that case the examiner determines the form of examination. Per academic year a student can be granted one extra opportunity based on article 3.5 sub 4 of the OER per degree programme.

## **8. ORAL EXAMINATIONS**

1. Unless specified otherwise by the OER for the relevant educational unit, no more than one student will take an oral examination at the same time.
2. The Examination Board or the examiner may, in exceptional cases, decide that an oral examination is not conducted in public.
3. A student may submit a reasoned request to the Examination Board to deviate from the public nature of the examination. The Examination Board will weigh the student's interests against the interests of administering a public examination.

4. An oral examination will be taken in the presence of a second examiner.

## **9. INSPECTION AND REFLECTIVE DISCUSSION**

1. If students were unable to inspect their marked work during the specified period through no fault of their own, an alternative option for inspection will be offered.
2. Students who have attended the collective reflective discussion, or who were demonstrably unable to attend through no fault of their own, and who did not have the opportunity to ask questions about the marking of their work, will be offered an individual reflective discussion by the relevant examiner at the request of the student. The collective and individual reflective discussion takes place in a manner and at a time and location determined by the examiner.
3. If a student has lodged an appeal regarding the manner in which the marking of the student's work was determined, then the student will be supplied with a copy of the student's marked work at the request of the student.

## **10. PROCEDURE FOR WRITTEN EXAMINATIONS**

1. Students are obliged to be validly registered at the time of participating in an examination and to provide proof of identity in accordance with the provisions of the VU Amsterdam Examination Regulations (Appendix 2).
2. The student's work will not be assessed until it has been established that the student was registered for the examination in question.
  - a. The student who is unable to supply the documentary evidence referred to in the first paragraph, may be barred from participating in the examination or the examination which the student has handed in may be declared invalid. The registration for the examination will be retained.
  - b. It is not possible for a student to take part in a digital exam without making use of the personal VUnet ID and password. Students are responsible for knowing both codes.
3. In consultation with the faculty education office, the testing organisation sees to it that enough invigilators are appointed for the written examination, who will ensure that the examination is conducted properly.
4. If the examination is not conducted in a common examination room as described in the VU Amsterdam Examination Regulations, the faculty testing organisation will ensure that enough invigilators are present.
5. Students are obliged to follow the instructions of the invigilator(s).
6. Unless granted permission to do so by the examiner, students arriving after an examination has started in an examination room supported by the faculty, will not be admitted,.
7. The examiner ensures that all students sitting a given examination have the same period of time in which to complete the questions.
8. The examiner is physically present at the location of the examination during the first and the last half hour of the exam and for the remaining duration of the exam reachable by phone. To this end the examiner informs the head invigilator at which telephone number the examiner can be reached.

**11. THE ASSESSMENT OF EXAMINATION COMPONENTS**

1. The examiner assesses the examination component within the period specified in article 3.4 sub 1 of the OER. In case of force majeure the examiner may request the Examination Board to extend the period.
2. The assessment of examination components takes place in accordance with the appendix to these Rules and Guidelines.
3. Students pass an examination component when it is assessed with a grade of at least six.
4. The assessment of examination components takes place in accordance with standards which have been recorded beforehand as much as possible and which may be adjusted in accordance with the results of the assessment of the component.
5. An examiner will only assess those theses for which the examiner has approved the subject beforehand and has made arrangements for the supervision with the student in question.
6. On the basis of the method of assessment, it should be possible for students to determine how their grade for the degree component was derived.
7. Students who participate in an examination, but who fail to submit any work for assessment will be awarded a grade of 1 (one) for the component in question.

**12. GRADUATION**

1. The Examination Board will determine the result of the final degree assessment once it has established that the student has passed all of the educational units in the programme. The final degree assessment takes place on the date on which the final examination has been successfully taken.
2. A degree certificate can only be issued once the Executive Board has certified that the student has met all procedural requirements, including the payment of tuition fees.
3. The student may ask the Examination Board to postpone graduation and therefore not to proceed with awarding the degree certificate. Any such request must be submitted within 10 (ten) working days after the student is informed of the intended graduation date or meets the requirements for graduation. The Examination Board allows graduation to be postponed, provided the postponed graduation date falls within the nominal duration of the programme for the student, plus one year. The Examination Board may decide differently in exceptional cases.

**13. FREE PROGRAMME**

1. Under certain conditions, the student has the option of composing his own study programme which departs from the standard curriculum as prescribed by the degree programme.
2. The composition of such a programme requires the prior approval of the Examinations Board that has the greatest jurisdiction over the programme components.
3. The free programme is put together by the student from the educational units offered by VU Amsterdam or another institution of higher education and must at least have the size, breadth and depth of a regular Bachelor's or Master's programme.  
The student must ensure that the proposed Bachelor's programme will enable admission to at least one Master's programme. In doing so, the student is not obliged to take the relevant Master's programme.

**14. JUDICIA**

1. The classification “cum laude” (“with merit”) is awarded by the Examination Board if the examinee:
  - a. was awarded a grade of at least an 8,0 for the thesis, and
  - b. was awarded a grade of at least a 7,0 as final result for the educational unit for the other degree components, and
  - c. has obtained a weighted<sup>1</sup> grade average of at least a full 8,0 for all degree components.
2. The classification “summa cum laude” (“with distinction”) is awarded by the Examination Board if the examinee:
  - a. was awarded a grade of at least a 9,0 for the thesis, and
  - b. was awarded a grade of at least an 8,0 as final result for the educational unit for the other degree components, and
  - c. has obtained a weighted<sup>2</sup> grade average of at least a full 9,0 for all degree components.
3. When applying the criteria for awarding degree classifications as described in paragraph 1 and 2:
  - a. only the results obtained during the first examination participation are taken into account; a student participates in an examination once the examination location has been entered or, in the case of a digital examination, once the examination environment has been accessed; in the case of papers and assignments assessing skills, a student participates once a final version has been submitted;
  - b. for the calculation the rounded final results of the degree components as registered in the official student administration records are used;
  - c. degree components completed extra-curricularly are not included in the calculation of the judicia<sup>3</sup>;
  - d. exemptions granted and assessments not expressed as a number (VD = Pass) are disregarded, with the exception of exemptions relating to a previously written thesis. Any such previous thesis must have been awarded a grade of at least an 8,0 for the judicium “cum laude” and at least a 9,0 for the judicium “summa cum laude”;
  - e. the weighted grade average is not rounded.
4. When a student pursues two specialisations, a judicium can be awarded in case the student meets the criteria for the judicium on the basis of the final results of one of the specialisations, plus the final results of degree components of the second specialisation to come to a classification based on 60 EC, where degree components with the highest final results may be included.
5. The judicium classification is recorded on the degree certificate.

**15. DEGREE CERTIFICATE AND STATEMENT**

1. The Examination Board will award a degree certificate as proof that the student has passed his final degree assessment. The Examination Board will append a diploma supplement to the degree certificate outlining the nature and content of the completed degree programme. The

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<sup>1</sup> Students who started the degree programme before 1 September 2021 can request the Examination Board to determine the judicium on the basis of an unweighted grade average.

<sup>2</sup> Students who started the degree programme before 1 September 2021 can request the Examination Board to determine the judicium on the basis of an unweighted grade average.

<sup>3</sup> This applies to all students who started the programme after 1 September 2018 and for all students who graduate on or after 1 September 2019.

diploma supplement is drawn up in Dutch and in English and meets the requirements of the European format.

2. Those who have passed more than one examination but who are not entitled to a certificate as referred to in paragraph 1 may, on request, receive a statement issued by the relevant Examination Board which at the very least states the examinations passed, specifying the educational units concerned, the number of credits thus obtained and when the examination results were achieved.

**16. EXEMPTION FROM EDUCATIONAL UNITS**

1. A request for exemption from an examination must be submitted before the start of the relevant degree component to the Examination Board using the form designated for this purpose on the VU website.
2. After consulting the relevant examiner, the Examination Board can grant exemption from an (partial) examination or practical on the basis of an examination or practical in higher education successfully completed in the Netherlands or elsewhere that corresponds in terms of content, level and study load with the component for which an exemption is requested.
3. The Examination Board does not grant exemptions from examinations sat at another faculty or university in the period during which the student has been debarred from sitting examinations due to academic misconduct.
4. Exemption for degree components based on examinations completed elsewhere which are part of the first year of the Bachelor's programme can only be granted in case the student has obtained a positive Binding recommendation on continuation of studies (BSA, minimal 42 EC) elsewhere.
5. In order for a degree certificate for a Master's programmes to be issued, no more than 12 EC may be exempted.
6. Exemption of the free electives component(s) of the Master's programmes can be granted on the basis of a completed academic Master's programme, to a maximum of 12 EC. Further regulation concerning this is: the full free elective(s) part of this academic Master's programme must be filled with educational component(s) completed with a passing grade.
7. The Bachelor's and Master's thesis or graduation project are excluded from the possibility for exemption.

**17. REPLACEMENT ASSIGNMENT AND EXEMPTION FROM PRACTICAL EXERCISE/STUDY GROUP SESSIONS**

1. Prior approval must be obtained from the Examination Board if a student wishes to meet the requirements for specific examinations by obtaining results at a different faculty or (Dutch or foreign) university. A study result for a replacement assignment for which a pass mark has been obtained at a foreign university, may be registered as 'geslaagd' or 'pass'.
2. In exceptional cases, the Examination Board may, if requested, exempt a student, or partially exempt a student, from participating in a practical exercise or a study group session.
3. Students can request the Examination Board to provide a replacement assignment for practical components. If the Examination Board honours this request, it will determine in consultation with the examiner which substitute requirements the student must meet. In all cases, the student must meet the final attainment levels for the degree programme.



**18. ACADEMIC MISCONDUCT, FRAUD AND PLAGIARISM IN EXAMINATIONS AND FINAL DEGREE ASSESSMENTS**

1. Academic misconduct is defined as any act or omission by a student that partially or entirely precludes making an accurate assessment of the knowledge, understanding and skills of the student, or those of another student.
2. Academic misconduct includes (non-exhaustive):
  - a. being in possession of aids or resources (e.g. pre-programmed calculator, mobile phone, smart watch, books, syllabi, notes and the like) which the student is not expressly permitted to consult;
  - b. not presenting for inspection items the student is in possession of during the examination at the request of the examiner or the invigilator;
  - c. copying from or exchanging information with another student during the examination;
  - d. assuming someone else's identity during the examination;
  - e. allowing someone else to assume the student's identity during the examination;
  - f. obtaining details of examination questions before the date or time at which that examination is scheduled to take place;
  - g. changing, extending or amending a section of the examination after it has been submitted for final assessment;
  - h. continuing to work on an examination after the official examination time has ended, with the exception of those who have been granted extra time;
  - i. submitting work that has in part or completely been generated using artificial intelligence, in a manner which is not permitted by the examiner;
  - j. falsifying (research) data;
  - k. plagiarism.
3. Plagiarism includes the following (non-exhaustive):
  - a. using or copying another person's written work, data or ideas without providing full and appropriate source references;
  - b. failing to show clearly in the text, for example through the use of quotation marks or an appropriate layout, that text is being cited directly from another author, even where correct source references have been included;
  - c. paraphrasing the contents of another person's text without sufficient referencing of sources;
  - d. submitting previously submitted or comparable texts (or parts thereof) for assignments for other degree components;
  - e. copying work from other students and presenting this work as one's own;
  - f. submitting assignments that were obtained from a commercial agency or that were written by someone else (whether or not for payment).

Fraud detection software may be used for the detection of academic misconduct. By submitting a text, the student implicitly consents to the inclusion of the text in the database of the relevant detection software.

**19. PROCEDURES AND PENALTIES FOR BREACHES OF THE RULES**

1. If the examiner personally or on the basis of a notification by the invigilator ascertains, or has good reason to suspect, academic misconduct, then the examiner will report this in writing to the Examination Board within five working days. The Examination Board will inform the student of this report in writing, enclosing the relevant documentary evidence.

2. The invigilator or the examiner can request the student to present to them the incriminating material relating to the breach of the rules in question. A refusal to do so will be recorded in the report referred to in paragraph 1.
3. If the breach of the rules is observed during an examination, the student is given the opportunity to complete the examination in the remaining time allotted.
4. The Examination Board gives the student the opportunity to submit a written reaction to the report referred to in paragraph 1 within a reasonable period of time to be determined by the Board.
5. The Examination Board invites the student to be heard on the alleged fraud and decides on the basis of the evidence and, where possible, the information provided by the student at the hearing. Further information may be required from the examiner.
6. If the Examination Board finds that academic misconduct has occurred, a penalty will be imposed, within six weeks of the end of the period of time referred to in paragraph 4.
7. In cases of academic misconduct, with due regard to the principles of legal fairness and proportionality, the Examination Board can declare the examination or the assignment to which the academic misconduct relates to be invalid or assign a grade of 0 (zero), and may also exclude the student from the following relevant examination.
8. In the event of serious or repeated academic misconduct, the Examination Board may debar the student from participating in one or more examinations or final degree assessments for a maximum of one year. If serious academic misconduct is identified, the Examination Board can advise the Executive Board that the student's registration should be terminated permanently.
9. In urgent cases relating to academic misconduct that are not covered by these Rules and Guidelines, the Examination Board will make a decision with due regard to the principles of due procedure.

## **20. IRREGULARITIES**

If the Examination Board concludes that one or more examination components, or an entire examination, was not completed in the prescribed manner or that an examination component or examination was not held in the proper manner, it will declare the examination, or the relevant component thereof, invalid.

## **21. RETENTION PERIODS**

Bachelor's theses and final assignments and Master's theses are retained for a period of at least seven years.

Examination problems are retained for at least seven years, starting from the end of the academic year in which the examination was put together. Exam question answers, including essays and other written materials for which a (partial) mark has been awarded and examination results are retained for at least two years after the end of the academic year in which the answers have been given. For the purposes of programme re-accreditation, an arbitrary selection of answers is retained for seven years. In relation to the remainder, the Examination Board follows the terms stipulated in VU Amsterdam's List of Retention Periods.

**22. ANNUAL REPORT**

Before 1 November, the Examination Board will compile a report on its activities over the previous academic year. The Examination Board will send the annual report to the Faculty Board. On request, the annual report or parts thereof can be made available to interested parties.

**23. AMENDMENTS TO THESE RULES AND GUIDELINES**

No amendments are made in relation to the current academic year, unless there is a reasonable expectation that this will not be detrimental to the interests of the students.

**24. UNFORESEEN CIRCUMSTANCES**

In any circumstances not covered by these Rules and Guidelines, or in circumstances where the provisions in these Rules are unreasonable or unfair to the student, the Examination Board will have the final say.

**25. DATE OF COMMENCEMENT**

These Rules and Guidelines take effect on 1 September 2023.

Thus adopted by the Examination Board on 8 August 2023.

**APPENDIX 1 PROCEDURAL RULES**

The Examination Board has drawn up the following Procedural Rules.

- Students should be present well in advance.
- Students arriving after the examination has started will not be admitted, unless granted permission to do so by the examiner.
- All examination candidates must take their places in their allotted examination hall and must be in possession of a valid university registration card.
- This university registration card must be clearly visible on the desk, for inspection purposes.
- Any books, notes, extracts etc. must be kept in a closed bag, unless their use is explicitly authorized by the examiner or prescribed.
- Law-books may contain (self-made) tabs, if necessary with an article reference (juncto), no keywords. It is not allowed to write anything in the law-books, it must be completely clean (no keywords, no article references, underscores and highlights are allowed); checks for compliance with these rules will be made once the examination has started.
- When jurisprudence books are allowed during the examination, they may contain (self-made) tabs with the name of the judgement, but no article references and no keywords. It is not allowed to write anything in the jurisprudence books, it must be completely clean (no keywords, no article references, underscores and highlights are allowed); checks for compliance with these rules will be made once the examination has started.
- No visits to the toilet are permitted, unless approved by the invigilator.
- No more than one individual may visit the toilet at the same time.
- Examination stationery and notepaper are provided. Students are not permitted to use their own jotting pads or writing paper.
- A ballpoint or fountain pen should be used during the examination and all answers must be in clearly legible handwriting, unless it is a digital examination.
- No talking is allowed once the first examination sheet has been distributed.
- It is forbidden to leave the examination hall during the final 20 minutes of the examination.
- At the end of the examination, both the examination stationary and all other pieces of paper provided (notepaper) must be handed in. Students who fail to submit any work for assessment will be awarded a grade of 1 (one).

For an examination which is taken digitally with the use of Online Proctoring, the following procedural rules apply:

- The student must begin the examination within 30 minutes of the start of the examination period.
- Before beginning the examination, the student must perform a desk scan and show a valid VU registration card or ID to the camera. Instructions can be found on the VU website.
- Only explicitly permitted materials are allowed to be present during the examination.
- The rules regarding law and jurisprudence books described above are in force fully.
- The student must be visible via the webcam for the duration of the examination, the head and eyes must be clearly visible.
- No visits to the toilet are permitted, unless a toilet facility has been granted.

- No other persons are allowed to be present in the room where the examination is sat during the examination.
- Talking is not allowed during the examination.
- AirPods, Ear pods and headphones are not allowed.
- The examination must be submitted no later than 15 minutes after the examination period has ended.

**APPENDIX 2 VU AMSTERDAM EXAMINATION REGULATIONS**

See VU Examination Regulations on the *important regulations* page on [vu.nl](https://vu.nl).

### **APPENDIX 3 POLICY FOR DESIGNATING EXAMINERS**

#### **Procedure**

1. The Examination Board designates examiners individually.
2. Examiners are not required to have tenure with the Vrije Universiteit Amsterdam.
3. Designations are made ex officio or per request.
4. Prerequisites pertain to the designation, as described in the appendix “Requirements examiner qualification” to these Rules.
5. In preparation of the designation or the extension thereof the Examination Board investigates the suitability of the candidate-examiner, when necessary by means of consultations with the candidate, the Head of department or the Programme director.
6. The designation of an external examiner occurs only after the candidate-examiner has declared to conform to the faculty rules and procedures regarding examinations and assessments, with the other prerequisites remaining in full force and effect.
7. The designations are recorded in a register.
8. The designation is temporary of indefinite.
9. The designation may apply to a specific part of the examination process: course coordination (A), supervisor and assessor of bachelor theses (B), supervisor and assessor of master theses (C).
10. When an examiner no longer meets the requirements or otherwise does not function in the appropriate manner, the designation can be revoked. Section 5 is applicable herein.

#### **Requirements examiner qualification**

##### **General**

1. Comprehensive knowledge of faculty policy regarding examinations and assessments.
2. A good knowledge of the Rules and procedures for the preparation and conducting of examinations.
3. A good knowledge of the criteria which apply to the assessment of written papers.

##### **Course coordinator (A)**

1. Comprehensive and extensive knowledge of the study subject(s) to be examined.
2. Comprehensive knowledge of the curriculum and the learning objectives of the course which derive from the curriculum.
3. Experience in translating the course subject into written and oral examination questions on different levels: reproductive, insight, application, analysis, synthesis and evaluation, both with regard to open and closed questions.
4. Experience in developing examinations, such that the knowledge of the students is measured in a reliable and valid way.
5. Experience in assessing answers to examination questions.
6. Experience in translating the course subject into topics for written papers and in the assessment thereof.
7. Knowledge relating to quality analysis of examinations and the ability to perform this analysis or have it performed.

##### **Supervising and assessing bachelor theses (B)**

1. Knowledge of the theses topics which are suitable.
2. Some experience in conducting scientific research relevant to the discipline.

3. Experience with students guidance, focused on skills and knowledge development, during their process of writing written papers.
4. Experience with the assessment and grading of written papers

Supervising and assessing master theses (C)

1. Comprehensive knowledge of the theses topics which are suitable.
2. Extensive experience in conducting scientific research relevant to the discipline.
3. Extensive experience with students guidance, focused on skills and knowledge development, during their process of writing written papers.
4. Extensive experience with the assessment and grading of written papers.

**APPENDIX 4 FACULTY POLICY EXAMINATION REGULATIONS**

See [Facultaire Nota Toetsbeleid 2022 \(vu.nl\)](https://vu.nl) (in Dutch only).

**Summary content**

*The Examination Board*

The Law faculty has one Examination Board, with members who together can comprehend the full spectrum of the degree programmes offered by the faculty. To guarantee sufficient expertise on examination matters, an external expert on examination methods is attached to the Board. The Examination Board is free to consult with other experts. The official secretaries support the Board. To avoid a conflict of interests, the official secretaries explicitly have no tasks in academic advising.

The Board has three tasks:

1. to safeguard the quality and quality control of the interim and final examinations;
2. to organise (the administration of) the examination and assessment process;
3. to designate examiners.

To carry out its tasks, the Examination board is guided by the stipulations in the Higher Education and Research Act (WHW), the relevant chapters in the VU Manual for Quality Assurance of Teaching and Learning, relevant faculty policies and the visitation framework of the NVAO.

*Assessment framework*

Based on the VU Manual for Quality Assurance of Teaching and Learning, the following assessment components are used at programme and course level:

Assessment plan	At the level of the degree programme, the assessment plan is set up by the Director of Studies, who seeks advice from the Examination Board and the Programme Committee. The assessment plan clarifies the assessment policy of the degree programme, providing a link between assessment and evaluation, the teaching programme and the intended final attainment levels of the degree programme. The drafting and updating of an assessment plan for each degree programme is mandatory.
Assessment dossier	The assessment dossier is a collection of documents that provides insight into the nature and quality of the assessment and evaluation of a particular programme component, as regards process, content and results. It is mandatory to create an assessment dossier for each programme component. These documents are usually compiled by the examiner as he or she goes through the assessment cycle. The specific content required and the identity of those responsible for compiling the dossier are stipulated in the faculty assessment policy (or the programme assessment plan). The Director of Studies has access to the assessment dossier by virtue of his or her responsibility for the quality of assessment within the degree programme, and he or she can use this access to obtain information for the programme’s quality control cycle. On this basis, checks or additional checks can be carried out and, where necessary, quality control processes can be adapted. The Examination Board can consult the assessment dossier in its role

	as internal supervisor, based on indicators and random checks. Doing so enables the Examination Board to fulfil its role as the guarantor of assessment quality.
Assessment blueprint	An assessment blueprint is a table that shows how the assignments associated with certain objectives are divided between at least two dimensions: content categories (subject matter) and categories of behaviour (e.g. knowledge, application, insight). The aim is to make it clear that an assessment or set of assessments tests the learning objectives to a sufficient extent and at the right level, and that the sum total of assessments in a programme component test all the learning objectives to a sufficient extent and at the right level.

*End works (Bachelor's and Master's thesis)*

All theses must be assessed by two qualified examiners. For the assessment, a standardized form with assessment criteria is used. The Examination Board checks periodically if the proper procedures are adhered to.

*Transparency examinations and assessments*

To promote transparency, students must be informed before the start of the education period about when, how and on what material the (resit) examination will take place. This information is published in the Study Guide. If this is not possible, the information must be provided under course information on the course page in Canvas, but only after the expressed permission of the Programme director.

Students are given the opportunity to prepare for the examination by practicing with sample exams, old exams or a comparable other method, in a way that matches the actual examination in order to get an understanding of how the examination problems should be tackled.

For questions regarding this faculty policy you can contact the faculty administration.



**APPENDIX 5 TO ARTICLE 15, THE ASSESSMENT OF EXAMINATIONS, PARAGRAPH 2**

The following grades can be awarded as end results for academic performances:

- whole numbers ranging from 1.0 to 10;
- the intermediate half numbers, such as 6.5, with the exception of 5.5

No grade of less than 1.0 is awarded, unless as a sanction for academic misconduct, fraud or plagiarism.

In the table below, the columns are as follows:

1. Points: the total number of points that can be awarded for an examination (derived by totaling the points awarded for each question or assignment);
2. Grade: the figure derived from the number of points awarded, entered into the computer (in accordance with the way in which the computer has been programmed).

The table shown below is based on a scale with a 100-point maximum. By doubling the number of points, a scale with a 50-point maximum can be converted to a 100-point scale. By halving the number of points, a scale with a 200-point maximum can be converted to a 100-point scale. If the assessment involves a multiple choice examination, a correction for the probability of guessing the correct answer is applied before the table is used. As a starting point (which may be waived, provided that a justification is given), the following method is used for this purpose. First, the average probability of guessing the correct answer is determined on the basis of the number of possible answers, divided by the number of questions. For example: there are 40 questions and 150 possible answers. This means that there are an average of 3.75 possible answers per question. So, per question, the probability of guessing the correct answer is  $1/3.75 = 26.66\%$ . This probability of guessing the correct answer is then used to determine the number of correctly answered questions that do not count towards the final grade. In the example:  $26.66 \cdot 0.4 = 10.66$ . In accordance with the table, 55% of the remaining 29.34 questions (= 16.14) must be answered correctly to get a passing grade. In total, therefore,  $10.66 + 16.14 = 26.8$  (rounded up to 27) questions must be answered correctly to get a passing grade. Another way of putting it is to say that the passing grade is 27 questions.

points	grade	points	grade	points	grade
40	4	50	5	60	6
40.5	4	50.5	5	60.5	6
41	4	51	5	61	6
41.5	4	51.5	5	61.5	6
42	4	52	5	62	6
42.5	4.5	52.5	5	62.5	6.5
43	4.5	53	5	63	6.5
43.5	4.5	53.5	5	63.5	6.5
44	4.5	54	5	64	6.5
44.5	4.5	54.5	5	64.5	6.5
45	4.5	55	6	65	6.5
45.5	4.5	55.5	6	65.5	6.5

46	4.5	56	6	66	6.5
46.5	4.5	56.5	6	66.5	6.5
47	4.5	57	6	67	6.5
47.5	5	57.5	6	67.5	7
48	5	58	6	68	7
48.5	5	58.5	6	68.5	7
49	5	59	6	69	7
49.5	5	59.5	6	69.5	7
50	5	60	6	70	7

**Explanatory note:** The 40-50 and 60-70 series illustrate the normal system of grading and rounding off, which is also used above 70 and below 40. The 50-60 series is anomalous since, in accordance with a decision by the Executive Board dd. 20 April 2000, grades between 5 and 6 cannot be awarded.

Words, rather than numbers, can also be used to grade components designated by the Examination Board. These are as follows: Exemption (VRS), Fail (OV), Pass (V) Good (G), Pass (VLD) or Fail (NVLD). The corresponding English terms are, respectively: Exemption, Fail, Pass and Good, Pass and Fail

### Rounding numbers

Up to 1,25 → 1	From 5,5 to 6,25 → 6
From 1,25 to 1,75 → 1,5	From 6,25 to 6,75 → 6,5
From 1,75 to 2,25 → 2	From 6,75 to 7,25 → 7
From 2,25 to 2,75 → 2,5	From 7,25 to 7,75 → 7,5
From 2,75 to 3,25 → 3	From 7,75 to 8,25 → 8
From 3,25 to 3,75 → 3,5	From 8,25 to 8,75 → 8,5
From 3,75 to 4,25 → 4	From 8,75 to 9,25 → 9
From 4,25 to 4,75 → 4,5	From 9,25 to 9,75 → 9,5
From 4,75 to 5,5 → round down to 5	From 9,75 to 10 → 10

### Rounding with more than 2 decimals

When the examination result has more than 2 decimals, a 2-tier rounding is applied.

Firstly, the result is rounded to 2 decimals using the mathematical rules for rounding. When the 3<sup>e</sup> decimal is a 0, 1, 2, 3 or 4, the 2<sup>e</sup> decimal remains unchanged. When the 3<sup>e</sup> decimal is a 5, 6, 7, 8 or 9, the 2<sup>e</sup> decimal is increased by 1. The decimals following the 2<sup>e</sup> decimal are dropped. Next, the final result is determined following the rounding rules in the table above. \*)

Examples : 7,72633 becomes 7,73 and then 7,5 following the table above. 5,49198 becomes 5,49 and then 5.

\*) the result of the first rounding can be submitted to SAP, SAP will then perform the second rounding step itself. This way, students will see the result after 1 rounding step on Canvas.