

# Rules and Guidelines Examination Board FGB 2021-2022

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## 1. Scope of application

The Rules and Guidelines as referred to in Article 7.12b, third paragraph, of the Higher Education and Research Act (*Wet op het hoger onderwijs en wetenschappelijk onderzoek*) are adopted by the Examination Board and further clarified as the Rules and Guidelines of the Examination Board FGB. These Rules and Guidelines apply to the (interim) examinations in the degree education clusters<sup>1</sup> of Human Movement Sciences, Pedagogical Sciences, and Psychology of the Faculty of Behavioural and Movement Sciences (FGB). These regulations apply to anyone following a degree programme in this academic year, irrespective of when he/she started the degree programme.

## 2. General

1. The terms described in the Teaching and Examination Regulations for these degree programmes also apply to these Guidelines. The other terms are defined by the Higher Education and Research Act.
2. In the event that any provision in these Guidelines conflicts with a provision in the Teaching and Examination Regulations, that applies to the relevant degree programme, the provisions of the Teaching and Examination Regulations (TER) takes precedence.

## 3. Composition of the Examination Board

1. The composition of the Examination Board FGB and a detailed categorization of duties within the Board is laid down in the Internal Rules of the Examination Board FGB (Appendix 1). Members of the Executive Board and persons otherwise bearing financial responsibility within the institution may not take a seat on the Examination Board. An overview of current members of the Examination Board for the FGB can be found on VUweb.
2. Before a member is appointed, the Faculty Board (FB) discusses the proposed appointment with the Examination Board.
3. A member of the Examination Board is appointed for a period of three years and can be reappointed with a maximum of one additional three-year term.
4. The members of the Examination Board are appointed by the Faculty Board.
5. If necessary, a chair will appoint another member, not being an external member, to represent him/her during his/her absence.
6. The FB is responsible for guaranteeing that the Examination Board operates in a manner that is independent and expert.

## 4. Duties of the Examination Board

The duties of the Examination Board are regulated by law (see Higher Education and Scientific Research Act; WHW). These include in any case establishing rules for the execution of duties and responsibilities, and taking measures with regard to:

- maintaining and assuring the quality of all the examinations and final degree assessments;
- determining in an objective and expert manner whether or not a student meets the conditions set in the Teaching and Examination Regulation (TER) relating to the knowledge, insight and skills necessary to be awarded a degree;
- granting a degree certificate, including a diploma supplement, as proof that the student has successfully completed his/her final degree assessment;
- granting permission to students to complete a free study programme with an examination that leads to the award of a degree;
- granting exemptions for one or more examinations;
- 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 individual has successfully completed a supplementary examination on the relevant subject matter; if necessary, the board can impose additional subjects in order to meet the current exit requirements of the programme concerned;

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<sup>1</sup> Ba BW, Ba PSY, Ba PW, Ba PA2, pmc HMS, pmc PW, Ma HMS, Ma MPS, Ma PSY, Ma PW, RM HMS, RM CDP, RM CNP, RM GBH, RM SP.

- granting permission to sit an exam in a different form;
- issuing a statement of result(s) attained to persons who have successfully completed one or more examination(s) but are not eligible for a degree certificate;
- launching an investigation upon notification of suspicion of fraud committed by a student and determining the sanction to be applied if fraud is established;
- determining guidelines and instructions within the framework of the Teaching and Examination Regulation (TER) to assess and determine the results of the examinations and final degrees assessments;
- appointing examiners to conduct (interim) examinations and determine the results;
- preparing an annual report of its activities.

#### 5. A) Working method of the Examination Board

1. The working methods of the Examination Board are provided in the Internal Rules for the Examination Board for the FGB (Appendix 1).
2. The FB has added an official secretary to the Examination Board. The official secretary is not a member of the Examination Board. The Official Secretariat is part of the Education Office.
3. In the event of a request or complaint involving a member of the Examination Board, this shall be dealt with in the absence of the member concerned.
4. A request or complaint must in any case include a justification of the request or a description of the complaint. A request or complaint must be submitted no later than five working days before the meeting. Students must submit a written request or complaint in accordance with the procedure described on VUweb.
5. The Examination Board will make a decision within thirty working days after receiving the request or complaint. The Examination Board may postpone this decision and will inform the interested parties of this in writing.
6. Students who take a course elsewhere within the framework of their degree programme must submit a request for an exemption or an extra examination to the Examination Board of the degree programme to which that course belongs.
7. If a student takes a subject with another programme and fraud/plagiarism is suspected, the Examination Board of the programme to which the subject belongs will investigate the suspicion of fraud by the student. The Examination Board of the study programme the student is following will be informed of the findings. This board decides whether the case concerns fraud/plagiarism and if so, which measure/sanction will be imposed on the student.
8. If the relevant Examination Boards are both competent with regard to the subjects referred to in paragraphs 6 and 7, both Examination Boards determine in joint consultation which measures will be taken.

#### 5B) Consideration of interests

To reach its decision, the Examination Board uses the following criteria, and weighs the interest of one criterion against the other in case of conflict:

1. preservation of the quality and selection requirements of an exam;
2. leniency for students who have experienced delays in their studies due to special personal circumstances through no fault of their own;
3. efficiency requirements, which are expressed in efforts to prevent serious time loss for students, as well as (too much) extra workload for lecturers, in preparing for (interim) examinations. This takes into account whether students have participated in all the tests for a particular course (or were not able to do so due to circumstances).

The assessment shall also take into account that the efforts of the organization are not disproportionate.

## 6. A) Registration for examinations

1. Registration for written examinations:
  - a. By registering for a subject, a student simultaneously registers for all first (constituent) examination opportunities for that subject.
  - b. Students only wishing to participate in an examination must duly register during the registration period for the subject.
  - c. Students who fail to achieve a pass grade at the first examination opportunity are automatically registered for the resit examination for the same academic year; they are not required to register for the resit, themselves.
  - d. Registered students who do not participate in an examination and do not cancel in time will receive a no-show (NS), and will not be automatically registered for the resit examination. These students must themselves register for the resit examination. In this situation, registration for the resit examination is possible up to one week before the resit.
  - e. Students who deregister for the first examination opportunity are not automatically registered for the resit examination. These students must themselves register for the resit examination. In this situation, registration for the resit examination is possible up to one week before the resit.
  - f. To be able to participate in an examination, the student must be duly registered.
  - g. A student who decides not to participate in an examination must deregister at the latest one week before the examination date.
2. Signing up after the deadline is not possible. A student who is not able to register before the deadline due to special personal circumstances may submit an appeal on the basis of the hardship clause (see article 26 section 1).
3. Examinations to be held in writing or via online proctoring are held in a week that is announced at least two months in advance. Date and time are not final until two weeks before the examination.

## 6B) Inability to sit interim examinations due to illness or other circumstances

1. A student should as soon as possible report to the academic adviser if he/she is unable to sit an interim examination due to long-term illness or special circumstances.
2. In the event of long-term illness or special circumstances which severely hinder academic progress, a request can be submitted to the Examination Board for alternative/extra opportunity (or opportunities) to sit the interim examinations.  
Circumstances without long-term consequences for academic progress, such as a short-term illness, are no ground for special arrangements.

## 7. Questions and assignments, course content, and duration of examinations

1. None of the individual questions and 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 to sit 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 subsequent academic year, the student will sit an examination based on the material set for that examination in the academic year in question, unless the Examination Board decides otherwise at the request of the examiner.
3. The length of each examination is such that the student can reasonably be expected to answer the questions in the time given. Written examinations usually last 2 hours and 15 minutes. For students with a functional impairment, the examination duration can be extended. They should contact the Academic Advisor.

4. The examiner in question provides students with the opportunity to acquaint themselves with a written sample interim examination and the model answer sheet with the marking standards used to assess the examination.
5. For written, scheduled examinations students are entitled to resit satisfactory (sub)results. The procedure is described in the study manual for the subject in question.
6. Regarding research reports, internship reports, final papers and theses, the options to redo them or to improve on them are listed in the respective manuals. The options to retake or improve on other assignments or papers are indicated in the study manual of the subject in question.
7. The Examination Board monitors the quality of examinations and final degree assessments.

#### 8. Language of examinations

1. The (interim) examinations will be administered in the language of tuition, unless the lecturer has indicated otherwise at the start of the course. Exception: the substantive subjects of the Bachelor's programme in Psychology (Dutch variant) are partly taught in English, but the interim examination is held in Dutch.
2. Students of Dutch-language Bachelor's programmes whose mother tongue is not Dutch are allowed to use a dictionary during written exams in their first year of enrolment. A request for this use must be submitted to the Examination Board in good time.
3. The literature set for a particular unit of study may be worded in a different language than the language of tuition.
4. At an examiner's request, the Examination Board may permit exemption from section 1;
5. At the student's request, the Examination Board may decide that - contrary to section 1 - for a specific course another language that both the examiner and the student(s) have mastered to a sufficient extent may be used in the preparation of the examination questions and assignments and/or in answering and making the examination questions and assignments. This request is made by the student at the latest when enrolling for the relevant course.

#### 9. Completing examinations in other ways

1. The manner and form, in which a course is assessed, is stipulated in the online study guide on [studiegids.vu.nl](http://studiegids.vu.nl).
2. At an examiner's request, the Examination Board may permit a different form of (interim) examination than stipulated in the study guide.
3. At the student's request, the Examination Board may permit a different form of interim examination than stipulated in the study guide. Student also shows that, due to the special circumstances, taking the examination in a regular manner is a disproportionate burden. The assessment shall take into account that the efforts of the organization are not disproportionate. The board decides on any other form of test after consulting the examiner of the course.
4. In the case of a unit of study that is no longer offered at least one opportunity will be provided to sit the interim examination(s) or parts thereof and a transitional arrangement will be included in the Teaching and Examination Regulations, in the academic year following its termination.

#### 10. Oral examinations

1. The student must identify himself to the examiner at the start of the oral examination.
2. Unless otherwise specified by the Teaching and Examination Regulation for the relevant educational unit, no more than one student will be examined orally at the same time.

3. The Examination Board may decide that one or more persons are present during the oral examination at the invitation of the examiner or the student.
4. An oral examination will be taken in the presence of a second examiner, unless the Examination Board decided otherwise.
5. If an oral (re)examination takes place via Zoom or online in any other way, the presence of a second examiner is not necessary, but an audio recording of the (re)examination will suffice. The audio recording must be kept for at least two months and destroyed within six months at the latest.

#### 11. Inspection and reflective discussion

1. If the student was unable to inspect his/her marked work at the designated place and time through no fault of his/her own, an alternative option will be offered.
2. Students who have attended a collective reflective discussion, or who were unable to attend through no fault of their own, can submit a request for an individual reflective discussion to the relevant examiner. The reflective discussion will take place at a time and location to be determined by the examiner.
3. Assessment will take place in such a way that examinees can see how their examination results were arrived at (see 7.4)
4. If a student intends to appeal against the way in which his/her mark was assessed, he/she can be issued with a copy of the marked work at his/her request.
5. If a student approaches the Examination Board or the Examination Appeals Board with a complaint or an appeal, respectively, regarding the way in which his/her work has been assessed, he/she may be provided with a copy of the examination papers at his/her request to support him/her in the procedure regarding the complaint or appeal. The copy of the examination scripts is provided on the basis of a duty of confidentiality. If the student violates the duty of confidentiality, this is considered committing fraud.

#### 12. Quality assurance

1. Quality is assured in accordance with the provisions of the Guide for Examination Boards ('Handreiking Examencommissies').
2. The Examination Board applies the Assessment Policy Framework ('Toetsbeleid') to ensure the quality of examinations and final degree assessments.

#### 13. A) Procedure for written examinations

1. The Regulation for Shared Examination rooms applies to all exams (Appendix 2).
2. In the case of a physical (re)examination the student is obliged to follow the instructions of the examiner and the invigilator(s). Refusal to follow the instructions or otherwise disruptive behaviour may result in the examiner excluding the student from further participation in the (re)examination.
3. In the case of an online examination or re-examination, the student is obliged to comply with the instructions that the examiner has published on Canvas prior to the examination or has made known to students in some other way, the instructions given by the examiner during the examination, and - if online proctoring is involved - the general instructions on the VU website regarding this form of online supervision.
4. If the student has not sufficiently followed the instructions mentioned above, the examination committee may decide to declare the (re)examination invalid and possibly impose an additional sanction.

### 13 B) Invigilation of written examinations

1. In-person examinations are subject to Article 7 of the VU Examination Regulations contained in Appendix 2. The aforementioned article applies to the invigilation of examinations both in shared examination rooms (such as TenT, RAI and Emergohal) and rooms which are not shared.
2. The following guidelines apply to the number of invigilators per in-person (interim) examination in an examination room that is not shared:
  - a. if the examination takes place in a single room, an external invigilator (from an agency for example) will be present along with an examiner from the course in question;
  - b. regardless of the number of rooms in which the examination takes place, at least one external invigilator will be available per 50 students (i.e. a total of 51 students requires a minimal of two external invigilators, 101 requires a minimal of three, 151 requires a minimal of four and so on).
3. In the case of in-person examinations and resits, the examiner is subject to the following conditions:
  - a. the examiner of the course will be present half an hour before the start of the exam, to offer instructions to the attending invigilator(s);
  - b. subsequently, the examiner will be present for at least the first and the last half of hour of the exam or resit. The examiner is not required to be present for the last half hour of electronic exams, because there are no exam papers or exam question papers to be handed in. In the meantime, the examiner will be available by phone for the invigilator(s). If the examiner is unable to be present at the exam or resit due to force majeure, he or she will arrange for substitution by a colleague (examiner, lecturer, PhD candidate). In no event may the substitute be a student assistant;
  - c. the examiner may only be substituted by a colleague if the exam or resit is drawn up in such a way that during the exam no explanation of the contents whatsoever is required
4. In the case of online examinations or resits, the examiner – or their designated replacement – are required to make themselves available for contact with the TestVision support team by telephone and email. They should be available from 15 minutes before the start of the examination or resit until 15 minutes after it has finished.

### 13 C) Procedure for practicals

1. The practical supervisor, under the responsibility of the examiner, ensures that for the practical experiments assistants are appointed where necessary to monitor the proper running of the practical or research activity.
2. At the request of the examiner or the Examination Board, students are obliged to produce identification by means of valid proof of registration.
3. Students are obliged to immediately follow the instructions of the practical supervisor given before or during the practical.
4. Any student who fails to comply with the provisions laid down by or pursuant to Paragraphs 2 or 3 may be excluded from further participation in the practical by or on behalf of the Examination Board. Exclusion means that no result will be determined. Before the Examination Board decides on exclusion, the student in question will be given the opportunity to be heard.

### 14. Graduation

1. The Examination Board shall set the results of the examination, if it has established that the student has successfully completed all the components that are part of the programme of study and that the student therefore meets the final learning outcomes of the programme of study. The examination is passed on the date on which the last examination was passed.

2. A degree certificate will only be issued once the Executive Board has certified that the student has met all procedural requirements, including payment of tuition fees.
3. The student may request the Examination Board not to start the graduation procedure yet (postponement of graduation). The request needs to be submitted within 10 working days after the student has been notified of the intended graduation date or has met the requirements for graduation. The Examination Board allows postponement of graduation, provided that the graduation date falls within the nominal study duration, increased by one year. The Examination Board may decide otherwise in special cases.

#### 15. Deviation from regular programme

1. Subject to certain conditions, the student has the option of compiling a study programme of his/her own choice which deviates from the study programmes prescribed by the degree programme.
2. The composition of such a programme requires the prior approval of the Examination Board that has the greatest jurisdiction over the programme components.
3. The free programme is compiled by the student from educational units offered at Vrije Universiteit Amsterdam or another institution of higher education and must at least have the same scope, breadth and depth as a regular Bachelor's programme. The student must ensure that the proposed study programme enables him/her to proceed to at least one Master's programme. In doing so, he/she is not obliged to take the relevant Master's programme.
4. Students wishing to meet the requirements of certain exams by studying at another faculty or university, in the Netherlands or abroad, must request permission from the Examination Board beforehand.
5. Students can request the Examination Board to be exempt from participating in practical work (practical) or tutorials. A substitute assignment may be granted, inter alia, on the grounds of conscientious objection. The Examination Board will determine, in consultation with the examiner, which substitute requirements the student must meet.
6. The Facilities Regulation (including a special regulation for top athletes), which is published in the Student Statute, could provide grounds for allowing deviations from the regular programme.
7. Any request to deviate from the programme of study must be submitted to the Examination Board using the relevant form on VUweb, stating the reasons for the request. Requests will be declined in all cases where the proposed replacement component followed is not at least the same level and scope as the component it replaces.
8. Any request to complete a component of the degree programme at another university in the Netherlands or abroad must be approved by the Examination Board before education at the other university commences.

#### 16. Iudicia

1. A student who has performed excellently may be awarded the designation 'cum laude'.
2. Cum laude Bachelor's programme  
A classification of 'cum laude' is awarded if all of the following conditions have been met:
  - a. the unrounded weighted average of all exam sections excluding the Bachelor research project (Ba BW), the Bachelor thesis (Ba PSY/Ba PW) must be at least 8.0; marks achieved for extracurricular subjects and exemptions are not included in calculating the weighted average.
  - b. the rounded final mark for the Bachelor research project (Ba BW), the Bachelor thesis (Ba PSY/Ba PW) is at least 8.0.



- c. no more than two components were passed with a rounded final mark lower than 7.0.
  - d. all (sub)marks were obtained without resitting an exam.
  - e. all marks were obtained within a period equal to the nominal length of studies of the degree programme, plus one year.
  - f. exemptions shall not exceed 20% of the nominal credits to be obtained.
  - g. no sanctions for academic misconduct or plagiarism were imposed on the student during the degree programme.
3. Cum laude Master's programme

For Master's students, the requirements of Paragraph 2d-g apply, supplemented by:

- a. the unrounded weighted average of all exam sections excluding the Master Research Project (Ma HMS/Ma MPS), the Master thesis and Master internship (Ma PSY/Ma PW) the Research Project RM or the Minor and Major projects (RM HMS), Master's thesis (RM CDP, RM CNP), Research Project II + III (RM SP), Internship II – Master thesis (RM GBH) must be at least 8.0; marks obtained for extracurricular subjects and exemptions are not included in calculating the weighted average.
  - b. the rounded final mark for the Master Research Project (Ma HMS/Ma MPS), the Master thesis and Master internship (Ma PSY/Ma PW) the Research Project RM or the Minor and Major projects (RM HMS), Master's thesis (RM CDP, RM CNP), Research Project II + III (RM SP), Internship II – Master thesis (RM GBH) must be at least 8.0.
  - c. no components were passed with a rounded final mark lower than 7.0.
4. Hardship clause
- Students who do not fully meet the requirements for a cum laude classification may request the Examination Board to nevertheless award that designation on the grounds of special circumstances or accomplishments.

#### 17. Degree certificate and statement

- 1. The Examination Board grants a degree certificate as proof that the student has passed his/her final degree assessment. The Examination Board adds a diploma supplement to the degree certificate that provides information on the nature and content of the completed degree programme. The diploma supplement is drawn up in Dutch or English and complies with the European format.
- 2. In addition, the supplement will include reference to components that are not included in the final (Bachelor's/Master's) degree assessment but in which the student was examined at his or her request before the result of the final assessment was determined, providing that he/she passed these components. On a supplement of a (research) master programme no bachelor subjects are mentioned.
- 3. Those who have passed one or more than one examination(s) but who are not entitled to a degree certificate as referred to in paragraph 1 may, upon request, receive a statement issued by the relevant Examination Board which lists the examinations passed, specifying the educational units concerned, the number of credits thus obtained and when the examination results were achieved.

#### 18. Exemption or substitution

- 1. A request for an exemption from an examination or a request to substitute an examination, must be submitted no later than six weeks before the start of the relevant component using the form designated for this purpose on VUweb;

2. After consulting the relevant examiner, the Examination Board can grant exemption from an examination or practical based on the following:
  - a. a successfully completed examination or practical exercise in higher education in the Netherlands or elsewhere, which corresponds in terms of content, level, and study load with the component from which an exemption is being requested;
  - b. knowledge and/or skills of similar content, level, and scope gained outside higher education.
3. Students wishing to meet the requirements of certain exams by studying at another faculty or university, in the Netherlands or abroad, must request permission from the Examination Board beforehand.
4. A satisfactory result obtained at a university abroad is registered as 'pass'. An exemption based on a study result obtained at a foreign university is also registered as a 'pass'.
5. Students can request the Examination Board to be exempt from participating in practical work (practical) or tutorials. The Examination Board will determine, in consultation with the examiner, which substitute requirements the student must meet.  
At all times, the student must comply with the final attainment targets of the programme.

#### 19. Assessment of examinations

1. Each programme component is concluded with an examination, for which the student receives a final mark or an abbreviation (pass/fail, good/sufficient/insufficient, or a different type of qualification).
2. If a programme component is assessed by means of partial examinations or assignments, the examiner must announce on Canvas before the start of the component how the partial marks will be weighted in order to arrive at a final mark.
3. Partial marks are given on a scale from 1 to 10 with no more than one decimal point.
4. The final marks are given in whole or half points.
5. Final marks between 5 and 6 will be rounded off to whole marks: between 0.1 - 0.4 rounded down; between 0.5 - 0.9 rounded up. To pass a course, a 6 or higher is required.
6. Final grades potentially composed of multiple sub-grades, with a rough score higher or equal to 4.75 and lower than 5.50 will be rounded up or down to 5.0. Final grades with a rough score higher than or equal to 5.50 and lower than 6.25 will be rounded up or down to 6.0
7. For assessment the grades have the following meaning:
  - 10 Excellent
  - 9 Very Good
  - 8 Good
  - 7 Satisfactory
  - 6 Sufficient
  - 5 Below sufficient
  - 4 Insufficient
  - 3 Very Insufficient
  - 2 Poor
  - 1 Very Poor
8. Students will be assessed as having passed an examination if they are awarded a final mark of six or above.
9. Symbols may be used rather than numbers (e.g. Good – Sufficient – Insufficient (G, V, OV), Pass–Fail (VD, NVD) or in case of exemption the symbol VRS).
10. A mark of 0 will only be awarded if the assessment relates to a partial assignment that has not been handed in or in cases where academic misconduct has taken place. It is not possible to give an overall final mark of 0.
11. In the case of an educational unit where examination takes the form of one single exam/resit, a “no-show” (NS) will be recorded if the student has registered for the exam/resit, but did not attend. For an educational unit where examination takes the form of multiple partial exams and/or partial assignments, a NS will be recorded if a student did enrol for an exam/resit, but did not take part in any of the partial exams.

12. Not fulfilled (in Dutch: niet voldaan, abbreviated: NVD) is recorded when an educational unit consists of multiple partial examinations and a student has not fully met all the requirements for the completion of one or more of those partial examinations.
13. Examinations will be assessed in such a way that students can determine how their examination results were reached.

## 20. Academic misconduct and plagiarism

1. Academic misconduct and plagiarism are defined as any act or omission by a student that partially or entirely precludes an accurate assessment of his knowledge, understanding and skills, or those of another student, as well as the wrongful participation in an exam.
2. In any event, academic misconduct includes:
  - a. Using resources (pre-programmed calculator, mobile phone, books, syllabi, notes, smart watch, smart glasses etc.) which are not expressly permitted during the examination;
  - b. Copying from or exchanging information with another student during the examination; any person offering the opportunity for others to copy is complicit in academic misconduct.
  - c. Assuming someone else's identity during the exam;
  - d. Allowing someone else to assume your identity during the exam;
  - e. Obtaining details of exam questions before the date or time at which that exam is scheduled to take place;
  - f. Changing, extending, or amending a section of the exam after it has been submitted for final assessment;
  - g. Continuing to work on the exam after the exam time has ended. It goes without saying that this does not apply to students who have been given written permission for extra time.
3. Plagiarism, using or copying other people's texts, data or ideas without a complete and correct acknowledgment of sources, includes:
  - a. Not showing clearly in the text, for example through the use of quotation marks or a particular layout, that text is being cited directly from another author, even where correct referencing has been included;
  - b. Paraphrasing or translating someone else's texts without proper referencing;
  - c. Copying another student's work and trying to pass it off as original work;
  - d. Including illustrations, digital, or audio-visual files (whether edited or not) without citing the author, and file location, or without citing the file location if no author can be identified.
4. Recycling original work
  - a. Submitting texts that have previously been submitted for earlier assignments (or similar texts) for separate exam components constitutes plagiarism, unless this is expressly permitted in the course or by the lecturer;
  - b. Copying or partly copying from previous original work without attribution in the source reference is prohibited;
  - c. Not showing clearly in the text, for example through the use of quotation marks or a particular layout, that text is being cited directly from previous original work, even where correct referencing has been included, is prohibited.
5. Academic misconduct in preparing assignments
  - a. An assignment is understood to mean any written, audio-visual or digital product submitted by the student for assessment, in order to complete a component of the programme of study;

- b. Submitting assignments acquired from commercial institutions or that have been written by someone else, whether or not in exchange for payment;
  - c. If one of the authors of a joint assignment commits plagiarism, the co-authors are complicit to the plagiarism.
6. Electronic detection software programs may be used to detect plagiarism in texts. When submitting a text, the student implicitly consents to the text being entered into the database of the detection program concerned.

## 21. Procedures and penalties for (suspected) academic misconduct

1. If the examiner, whether or not through intervention of an invigilator, ascertains, or has good reason to suppose, that (complicity in) fraud or plagiarism has taken place, s/he must report this to the Examination Board in writing immediately. He also informs the student about his report to the Examination Board.
2. For online proctoring exams, the Examination Board receives the official report of the video surveillance after the exam. This official report contains observations of the video surveillance staff and is, to a significant degree, authoritative for the Examination Board when deciding on possible sanctions. In the case of a suspicion of fraud or irregularity noted in the official report, the student will be asked for an explanation before the Examination Board decides whether or not to declare the examination invalid and/or impose additional sanctions.  
In case of online proctoring examinations the Official Secretariat will inform the student(s) by e-mail.
3. The Examination Board may use recordings that have been made of the student who is suspected of academic misconduct during the exam. The recordings will be provided directly to the Examination Board per her request.
4. If possible within two weeks after receipt of the report, The Examination Board invites the student to respond in writing and/or to a hearing about the alleged plagiarism or other form of academic misconduct, and render a decision based on the documentary evidence, among which recordings of the online proctoring examination may belong, and, if possible, the information provided by the student during the hearing. The hearing may take place online. Further information may be required from the examiner.
5. On suspicion of plagiarism in an assignment, the Examination Board can decide to examine assignments previously submitted by the same student for plagiarism. This investigation can result in previously awarded assessments or sub-assessments being retroactively declared invalid.
6. If the Examination Board has not been able to reach a decision based on the submitted documents, it may impose an additional oral exam in the event of persistent suspicions of fraud or irregularities.
7. If the Examination Board is convinced that academic misconduct has been committed, a sanction will be imposed. If the regular resit takes place before the examination board has reached a decision, the student may take part in this resit at his own risk. It is possible that this retake will be declared invalid afterwards.
8. With due regard to the principles of legal fairness and proportionality, the Examination Board can issue an official warning, award the mark 0 for the (interim) examination or assignment to which the academic misconduct relates or declare the (interim) examination or assignment to be invalid and also exclude the student from the next examination opportunity of the study unit in question. Furthermore, the student is excluded from the classification 'cum laude' and an official reprimand is included in the student's file. Finally, the student is obliged to demonstrate that he/she is aware of the rules regarding plagiarism. The student can demonstrate this by obtaining or re-obtaining a certificate for Master's students through the website:  
<https://plagiarism.iu.edu/certificationTests/index.html>.

9. In the event of serious or repeated academic misconduct, the Examination Board may exclude the student from participating in one or more exams for a maximum of one year.
10. If very serious academic misconduct has been identified, the Examination Board can advise the Executive Board (through the Faculty Board) that the student's registration should be terminated permanently.
11. The Examination Board grants no exemption based on exams which, during the period in which the student is debarred from sitting exams, are held in another faculty or other university.
12. In urgent cases relating to academic misconduct which are not covered by these Rules and Guidelines, the Examination Board will make a decision with due regard to the principles of an appropriate procedure.

## 22. Irregularities

If the Examination Board concludes that one or more exam components, or an entire exam, were not completed in the prescribed manner or that an exam component or exam was not held in the proper manner, the board can declare the exam, or the relevant part thereof, invalid.

## 23. Retention periods

1. Research Project II + III (RM SP), Bachelor theses and Bachelor Research project reports (Ba BW), Bachelor theses (Ba PSY/Ba PW), Master Research projects reports (Ma HMS/Ma MPS), Master thesis and -internship (Ma PSY/Ma PW), the Research Project RM or the Minor and Major projects (RM HMS), Master's thesis (RM CDP, RM CNP), Research Projects II + III (RM SP), Internship II – Master thesis (RM GBH) are retained for at least seven years.
2. Examination assignments are retained for at least seven years, with effect from the 1 January immediately after they were drawn up. Exam question answers, including assignments and other written materials for which a full or partial examination mark has been awarded, are retained for a period of at least two years.

## 24. Annual report

By 1 December, the Examination Board will compile a report on its activities during the previous academic year. The Examination Board will send the Annual Report to the Faculty Board. On request, the Annual Report or parts of it can be made available to interested parties.

## 25. Amendments to these Rules and Guidelines

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

## 26. Unforeseen circumstances/Hardship clause

1. In any circumstances not covered by these Rules and Guidelines, or in circumstances where the provisions in this regulation are unreasonable or unfair to the student, the decisions of the Examination Board will be final.
2. Hardship clause: Students can appeal against decisions by the Examination Board with the Examination Appeals Board, within six weeks after the decision is rendered.

## 27. Date of commencement

These Rules and Guidelines take effect as of 1 September 2020.

Adopted by the Examination Board FGB in September 2020.

## Appendix 1

### Internal Rules Examination Board FGB

#### 1. Relevant (sub)-boards and official

The Examination Board of the FGB (Faculty of Behavioural and Movement Sciences) is structured as follows:

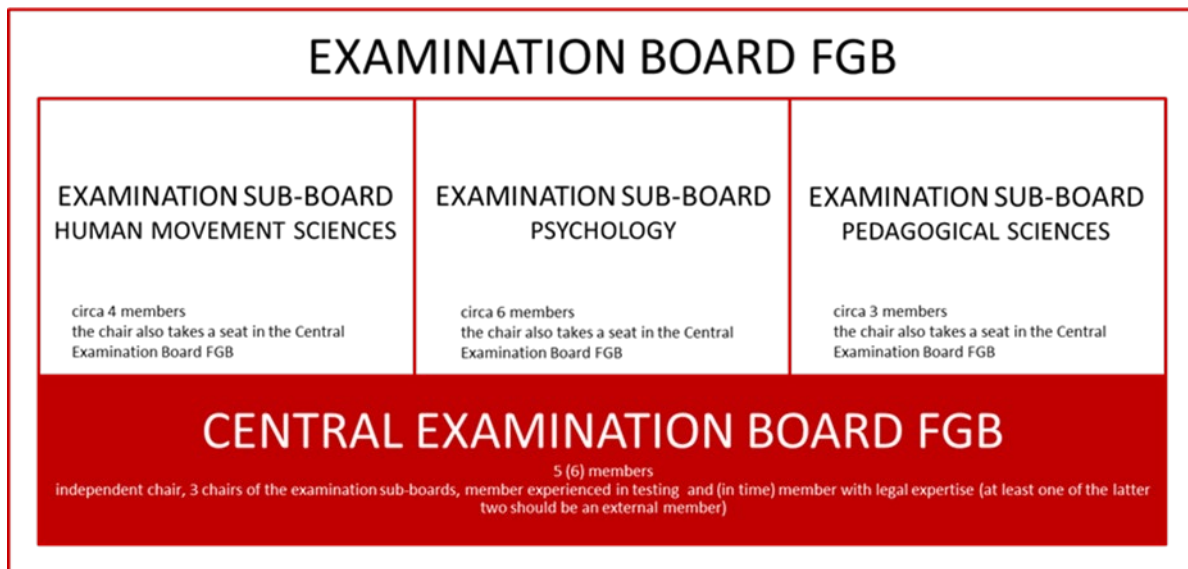


Figure 1: Graph representing the structure of the FGB's Examination Board

Within the Examination Board FGB, you can distinguish four different bodies, namely the Central Examination Board FGB and the three discipline-specific Examination Sub-boards Human Movement Sciences, Pedagogical Sciences, and Psychology.

The Examination Board FGB is supported by the Official Secretariat.

The FGB's Central Examination Board comprises an independent chair, the three chairs of the examination sub-boards, one member experienced in assessments, and (on an ad hoc basis) one member with legal expertise. At least one of the latter two members should be external to the faculty.

The three disciplines of the faculty (Human Movement Sciences, Pedagogical Sciences and Psychology) each have their own examination sub-board. The examination sub-boards consist of lecturers of the various degree programmes. In the examination sub-board, each degree programme must be represented by at least one employee.

The Official Secretariat comprises of the Official Secretary and two Student Affairs employees.

#### 2. Duties and responsibilities

The Central Examination Board FGB is concerned with faculty-wide policy matters. In addition to its independent policy responsibility, the Central Examination Board FGB provides the Faculty Board with solicited and unsolicited advice regarding educational matters.

The Central Examination Board is responsible for guaranteeing the test quality and advising the Faculty Board with regard to the faculty's test policy. In addition, it draws up faculty guidelines for the purpose of handling the requests of the students of the faculty.

The Central Examination Board is not involved in the decisions regarding individual requests and complaints of students.

The operational tasks of the Central Examination Board are divided among cluster-specific examination sub-committees. These operational tasks include the processing of individual requests of students (which can't be dealt with by the Official Secretariat), appointing examiners, handling reports regarding suspected fraud, determining results, awarding and signing the graduation certificate.

How the (operational) tasks are executed is documented in the Rules and Guidelines Examination Board FGB, which is drawn up by the Central Examination Board. (available on VUweb).

Both the Central Examination Board and the sub-boards are supported by the Official Secretariat.

### 3. Formal Powers

All decisions are formally made by the Examination Board FGB, this also applies to the individual requests and complaints. It does not matter which part of the Central Examination Board actually decides. If, for example, the Examination Sub-boards Psychology makes a decision regarding the request of a student applying for a special examination facility, the decision concerning the request is made formally by the Examination Board. The examination sub-board is conducting this request, on behalf of the Central Examination Board.

Therefore, all decisions are signed by the Examination Board FGB

### 4. Division of tasks between the (sub-) boards and the Official Secretariat

The tasks of the Central Examination Board in the field of development of a universal, faculty-wide policy.

In any event, this board shall meet four times a year.

The chair is also responsible for the external representation of the Examination Board FGB.

Furthermore, the chair is also responsible for writing the annual report regarding the activities of the Examination Board FGB.

The tasks of the examination sub-boards are on an operational level. The range of tasks of these cluster-specific examination sub-board cover multiple elements. Firstly, they handle the individual requests of students which cannot be dealt with by the employees of the Official Secretariat. Secondly, they deal with the suspected fraud cases and appeals concerning their degree programmes, and represent the Examination Board during hearings of the Examinations Appeals Board of the VU. Thirdly, all chairs of the examination sub-boards sign the graduation certificate and the diploma supplement that belong to their cluster of programmes. Fourthly, the sub-boards have the important task to maintain quality within the programmes which they monitor, and can, to an extent, adjust the policy of those programmes. On request of the Central Examination Board, the sub-boards formulate policy regarding subject which are department specific to such a degree that they cannot be formulated on a faculty-wide level.

The sub-boards meet once every month, or when the chair deems it necessary.  
The meeting schedule will be published in a timely fashion.  
The meetings of the examination boards are not viewable for the public.

The tasks of the Official Secretariat are mainly; (a) supporting the Central Examination Board and the sub-boards, (b) preparing the meetings of said boards, (c) and to report on those meetings. The Official Secretariat makes sure that the various commissions receive the relevant requests, complaints, appeals, suspected fraud cases, and/or other information that the commission should make a decision about.

In addition, the Official Secretariat individually deals with a part of the requests of the students. When doing so, the Official Secretariat applies the formal rules as well as the jurisprudence that has been developed by the Examination Board. The Official Secretariat is present during the meetings of the commissions on an advisory and supportive level. The Official Secretariat makes sure that the decisions, that have been made by various bodies of the Examination Board, are registered and communicated to the ones involved, which are mostly students.

#### 5. Registratie en routing van individuele verzoeken en klachten van studenten

The registration and routing of individual requests and complaints is done online. After being submitted on VUnet, all individual requests and complaints from students arrive at the Official Secretariat's Topdesk. The requests and complaints, that cannot be dealt with on an individual level by the Official Secretariat, are discussed in the meeting of the Examination Sub-boards.

Student requests must be answered within 30 work days.

A student may appeal directly to the Examination Appeals Board against a (written) decision of the Examination Board.

Adopted by the Examination Board FGB on 31 August 2020.



## Appendix 2

### VU Amsterdam – Examination Regulations

*The examination regulations outlined below refer to common examination rooms (rooms shared by multiple faculties) and non-shared examination rooms (rooms that are used by only one faculty at a time). In the context of clarity and the practical feasibility of these regulations for invigilators, examiners and students, the decision was made to draw up one regulation for both types of rooms. As regards common rooms, the Examination Boards are not free to deviate from the provisions outlined below as these are the Executive Board's conditions for the use of the common examination rooms. As regards examination rooms that are not shared, Examination Boards are free to make any adjustments to their own faculty's provisions they deem necessary, with the condition that the Examination Board in question must clearly indicate the deviations and communicate any deviations to the invigilators, examiners, students and other stakeholders within the faculty. VU Amsterdam strongly advises to avoid or limit deviations to the extent possible and to adhere to the provisions outlined below.*

*In force as of 1 February 2020*

#### 1. Rooms, support and time slots

- a. VU Amsterdam has a range of both common and non-shared examination rooms.
- b. Exams with more than thirty participants can take place in the common examination rooms. Corporate Real Estate and Facilities provides support for examinations held in the common examination rooms.
- c. Examinations that take place in the non-shared examination rooms are supported by the faculty Education Offices.
- d. The examinations will be scheduled in time slots. VU Amsterdam uses the following time slots:

	Standard examination time	Extra examination time	Total duration of examination
Block 1 (long – 2.45 hrs)	08:30 – 11:15	11:15 – 11:45	2:45 - plus 30 min extra time
Block 2 (short – 2:15 hrs)	12:15 – 14:30	14:30 – 15:00	2:15 - plus 30 min extra time
Block 3 (short – 2:15 hrs)	15:30 – 17:45	17:45 – 18:15	2:15 - plus 30 min extra time
Block 4 (long – 2.45 hrs)	18:45 – 21:30	21:30 – 22:00	2:45 - plus 30 min extra time

- e. If multiple examinations are scheduled in common examination rooms at the same time with varying start and end times, Corporate Real Estate and Facilities will ensure that the groups of students disturb each other as little as possible when arriving and leaving.
- f. Students who have been granted extra examination time are entitled to sit their exams including the extra time in the regular examination rooms. The Examination Board shall inform the Department of Educational Planning in a timely fashion in the event that such a measure is necessary.

## **2. Student ID**

- a. In order to participate in an examination, students must show a valid ID to the invigilator. Examples include a university registration card, passport, driving license, Academic Centre for Dentistry Amsterdam pass, ID card or public transport travel pass.
- b. Students taking part in an electronic assessment should use their personal VUNetID and password. Students are responsible for memorizing both codes
- c. The invigilator checks the ID and establishes based on the attendance sheet whether a student is registered for the exam in question.

## **3. Aids**

- a. Students must leave all items, particularly books, notes, smartphones, or anything else that could serve as study aids, outside the examination room or put them in a place in the examination room designated by the invigilator. Pathways between the tables must be kept free
- b. In derogation of paragraph a, a study aid may be used by the student during an examination if it has been approved as such in advance by the examiner or the Examination Board. Permitted study aids are also mentioned on the front page of the examination paper.
- c. Any student who appears to have within reach during an examination a study aid that has not been approved as such, or during a visit to the toilet during the examination, is guilty of misconduct.

## **4. Time constraints**

- a. The examination room is accessible to students fifteen minutes prior to the start of the examination.
- b. Once an examination has started, nobody may enter the examination room.
- c. In derogation of paragraph b, the following has been decided for students who arrive late:
  - for the common examination rooms: students stay in the waiting room. Thirty minutes after the start of the examination in question, they are all admitted to the examination room together.
  - for the non-shared examination rooms: students will be admitted up to thirty minutes after the start of the examination in question.
- d. Students are not permitted to leave the examination room during the first thirty minutes of an examination.
- e. Students are not permitted to leave the examination room during the last thirty minutes of the examination.
- f. Students who continue to work after the official examination time has ended are guilty of academic misconduct, with the exception of those who have been awarded extra time.

## **5. Visits to the toilet**

- a. Visits to the toilet are permitted no earlier than one-and-a-half hours after the start time of the examination.

- b. Any student who has submitted a medical note to the academic advisor before an examination that states that he or she should be allowed to visit the toilet within that period of 90 minutes, may visit the toilet during the examination and the time period, as intended in the first paragraph.
- c. For each group taking a particular examination, only one student at a time may visit the toilet.
- d. Any student wishing to go to the toilet must show the invigilator that they are not carrying any study aids. The invigilator also ensures that any student visiting the toilet during an examination does not enter into any contact with other students and is not able to use any kind of study aid
- e. Any student wishing to visit the toilet must leave all the examination materials in place, with a blank page of paper facing upwards at the place where he or she is sitting in the examination room.

## **6. Food and drinks**

- a. Students are not permitted to eat in the examination room unless they have been granted permission for a disability
- b. The consumption of beverages during examinations is allowed. Cups, bottles, or any other beverage containers may be checked by an invigilator or examiner to see whether they have been tampered with.

## **7. Invigilation**

- a. Examiners are responsible for the content of the examination.
- b. Invigilators work under the responsibility and authority of the examiner. The invigilators are required to follow the examiner's instructions.
- c. The examiner informs invigilators prior to the start of the examination of any aids students are permitted to use and other relevant details for the examination.
- d. For 50 or more students, at least two invigilators are required to be present. There should be one additional invigilator for every additional 50 students. At least one chief invigilator is present per exam. The method of the exam and the number of students taking the exam may result in a deviating standard
- e. The invigilators will ensure that the exam question papers are handed out to students at the same time to the extent possible.
- f. Students are obliged to follow the instructions of the examiner and the invigilator(s).
- g. To prevent academic misconduct, examiners and invigilators are allowed to conduct checks on items students use or may use during their exams. This includes bottles of water, legal codes, calculators, watches with internet function, etc.
- h. If academic misconduct is suspected based on the irregularities noted by the examiner or invigilator, then the examiner, or the invigilator on the examiner's behalf, must report this to the student in question. Any materials or resources used in the suspected academic misconduct may be confiscated with proof of receipt. The student may complete the exam. In the event of suspected academic misconduct, the examiner decides whether there is cause to report it to the Examination Board in accordance with the applicable rules and guidelines.
- i. The invigilator proceeds to inform the examiner immediately of questions from students and irregularities during the exam. For this purpose the examiner is present in the examination room during the exam or can easily be contacted by the invigilator.

**8. Seat allocation**

The Examination Board may allocate students a specific seat in the examination room.  
The Examination Board shall inform the invigilators of this in a timely fashion.