

The Examination Board's Rules and Guidelines 2023-2024

**THE EXAMINATION BOARD'S RULES  
AND GUIDELINES**

**2023-2024**

Examination Boards  
Faculty of Science



## **The Examination Board's Rules and Guidelines (2023-2024)**

**Valid from September 1, 2023**

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### **1. Scope of application**

The Rules and Guidelines referred to in Article 7.12b, third paragraph, of the Higher Education and Research Act 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 examinations and final degree assessments in the degree programmes of the Bachelor's Colleges and Graduate Schools in all areas of the Faculty of Science: Health and Life Sciences (HLS), Earth, Ecological and Environmental Sciences (EEE), Information Sciences (IS) and Natural Sciences and Mathematics (NSM).

These regulations apply to all students taking a degree programme during this academic year, irrespective of the moment at which they commenced the degree programme.

### **2. Definition of terms and general information**

1. The terms defined in the Teaching and Examination Regulations (TER) that apply to the relevant study programme also apply to these Rules and Guidelines. The other terms have the meanings ascribed to them by the Higher Education and Research Act. Below is a list of key terms and their definitions within the context of this document:
  - 1) *Examination Board or sub-board*: the Examination Board for one or more of the faculty's degree programmes;
  - 2) *Faculty Examination Board*: an overarching Examination Board focused on procedural harmonization of the sub-boards' methods, approving reports of the Assessment Committee and constructing the Rules and Guidelines. All members of the Examination Board for one or more of the faculty's degree programmes are also members of the Faculty Examination Board.
2. In case that a clause in these regulations conflicts with a clause in the Teaching and Examination Regulations applicable to the relevant degree programme, the provisions of the Teaching and Examination Regulations will take precedence.

### **3. Composition of the Examination Board**

1. The Examination Board is composed on the basis of the Faculty Regulations. The Faculty of Science has two Faculty Examination Boards: the HLS-EEE Faculty Examination Board (encompassing Health & Life Sciences and Earth, Ecological & Environmental Sciences) and the NSM-IS Faculty Examination Board (encompassing Information Sciences and Natural Sciences & Mathematics). The HLS-EEE Faculty Examination Board has nine sub-boards and the NSM-IS Faculty Examination Board has seven sub-boards. The Examination Board for specific degree programmes (or a cluster of degree programmes) consists of a maximum of four members, all experts in the field of the relevant programme(s). At least one member should belong to the teaching staff of the programme or one of the programmes to which these Rules and Guidelines apply. The members of the various Examination Boards together form the Faculty Examination Board. The Faculty Examination Board should contain at least one member who is not affiliated with the relevant degree programme(s). Members of the Executive Board or persons who have other financial responsibilities within the institution are excluded from serving on the Examination Board.
2. The members of the Examination Board are appointed by the Faculty Board.
3. The Examination Board appoints one of its members to act as chair (not the external member). The chair appoints another member to replace him/her in the case of absence. The chair of the Faculty Examination Board should preferably not be a member of one of the sub-boards. The administrative secretary is responsible for the procedural matters of the Examination Board.

4. Before a member is appointed, the Faculty Board will consult the Examination Board regarding the proposed appointment.
5. A member of an Examination Board is appointed for a period of three years and may only be reappointed twice.
6. The Faculty Board is responsible for guaranteeing that the Examination Board operates in a competent and independent manner.

#### **4. Duties of the Examination Board**

The responsibilities of the Examination Board are regulated by law. These include drawing up rules for the performance of duties and responsibilities and taking measures concerning:

- a. determining in an objective and competent manner whether or not a student meets the conditions set in the Teaching and Examination Regulations relating to the knowledge, insight and skills necessary to be awarded a degree;
- b. maintaining and assuring the quality of all examinations and final degree assessments;
- c. determining guidelines and instructions to assess and determine the results of examinations and final degree assessments within the framework of the Teaching and Examination Regulations;
- d. granting exemptions for one or more examinations;
- e. extending the validity period of an examination or an exemption in a motivated manner;
- f. determining in exceptional cases that the assessment method laid down in the TER may be deviated from;
- g. fraud;
- h. appointing examiners to conduct examinations and determine their results;
- i. granting degree certificates, including a diploma supplement, as proof that the student has successfully completed his or her degree programme;
- j. granting permission to students to take part in a free-choice study programme and the accompanying final degree assessment which leads to the awarding of a degree;
- k. issuing a transcript of the results attained by students who have successfully completed more than one examination, but are not eligible for a degree certificate
- l. drawing up an annual report on its own activities

#### **5. Working method of the Examination Board**

1. The Examination Board normally meets once a month (with the exception of July and August) or as often as its chairperson deems necessary. The meeting schedule will be published in time. The meetings are not held in public. The Faculty Examination Board meets at least five times a year.
2. The Faculty Board can add an administrative secretary to the Examination Board.
3. In the event of a request or complaint where a member of the Examination Board is involved in, this will be dealt with in the absence of the member concerned.
4. The request or complaint must always include a justification of the request or a description of the complaint.
5. The Examination Board will make a decision within six weeks of receiving a request. This period may be extended, if the Examination Board informs all parties concerned in writing.
6. Decisions of the Faculty Examination Board require 1 vote per sub-board member. Decisions of the Faculty Examination Board will be taken only when half of the sub-

boards are represented.

7. The HLS-EEE Faculty Examination Board has nine sub-boards for Bachelor's and Master's programmes in the following fields:
  - Earth Sciences
  - Biology and Ecology
  - Biomedical Sciences
  - Biomolecular Sciences
  - Environment and Resource Management
  - Health and Life
  - Health Sciences
  - Management Policy Analysis and Entrepreneurship in the Health and Life Sciences & Global Health
  - Neurosciences
8. The NSM-IS Faculty Examination Board has seven sub-boards for Bachelor's and Master's programmes in the following fields:
  - Mathematics & Business Analytics
  - Chemistry
  - Pharmaceutical Sciences
  - Computer Science
  - Physics and Astronomy
  - Medical Sciences
  - Science, Business & InnovationThe sub-boards of NSM-IS are disjunct.
9. Sub-boards are mentioned accordingly. Every sub-board has at least 2 members.
10. In the interest of procedural matters, non-voting members can be added to the sub-board.
11. A chairperson and a secretary are elected by the own members of the sub-board, they will function as the executive board.
12. Day-to-day matters in the Faculty Examination Board are settled in the sub-boards.
13. Decisions of the sub board are taken by majority vote.
14. Students who take a course elsewhere as part of their program should contact the Examination Board of the program to which that course belongs, if they request an extra examination opportunity.
15. If the decision of the Examination Board requires the weighing of interests, the following should be taken into account, among other things:
  - a. safeguarding the quality of examinations or final degree assessments;
  - b. efficiency requirements: the Examination Board aims to prevent students falling badly behind in their studies, as well as lecturers or the degree programme having a significant/excessive additional workload. It will be taken into account in the assessment that the efforts required of the degree programme should not be disproportionate;
  - c. leniency: the Examination Board will exercise leniency towards students if they have fallen behind in their studies due to special circumstances beyond their control.
16. Students can submit an appeal against the decision made by the Examination Board directly to the Examination Appeals Board within six weeks of the announcement of the decision.

## **6. Questions and assignments, study material 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 the examination material are announced prior to the start of the programme component that prepares students to sit the examination in question.

The exact scope of the examination material is published no later than one month before the exam is administered.

2. In the event of a resit in another 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. Each exam will have such length as to ensure that students to reasonable standards have enough time in order to answer the questions.

**7. Completing examinations in a different form than that specified in the TER**

1. At an examiner's request, the Examination Board may permit a different form of examination than that stipulated in the TER.
2. At the student's request, the Examination Board may permit a different form of examination from that stipulated in the TER.

**8. Oral examinations**

1. Unless otherwise specified by the Teaching and Examination Regulations for the relevant educational unit, no more than one student will take an oral examination at the same time.
2. The sub-board or the examiner may decide in an exceptional case that an oral examination is not public.
3. A student may submit a motivated request to the Examination Board to deviate from the requirement for a public oral examination. The sub-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 lecturer/examiner.
5. In order to participate in an oral examination, students must show valid proof of registration and a valid ID.

**9. Right of inspection and post-examination discussion**

1. When a student is hindered to take note of his assessed work within the designated period, he will get an opportunity to inspect this at another moment.
2. Students who have attended the 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 discussion shall take place at a time and location to be determined by the examiner.
3. In case the student appeals against the way his examination was assessed, he will have the opportunity to receive a copy of his assessed work.

**10. 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 (Kader Toetsbeleid) to ensure the quality of examinations and final degree assessments.

**11a. Procedure for written examinations**

1. In order to participate in an examination, students must show a valid proof of registration (university registration card) and a valid ID with a signature and a photo that resembles the individual in question.
  - a. If a student cannot produce valid proof of ID, as stated in paragraph 1, the student will be excluded from the exam, or the exam submitted by the student can be declared invalid afterwards.
  - b. Participating in a digital exam is not possible without the personal VUnetID and password of the student. The student is responsible him- or herself for having

these available.

2. The Examination Board ensures that enough invigilators are appointed for the written examination and that these individuals will ensure that the examination is conducted properly.
3. The examiner may, when using a common examination room, ask the central organization unit to ensure that there are enough invigilators present.
4. Students are obliged to follow the instructions of the invigilator(s).

#### **11b. Procedure for practicals**

1. The member of teaching staff responsible for the practical, the fieldwork, field trip or for managing the research group ensures that, for the practical experiments and practical sessions, assistants will be appointed where necessary to monitor that the practical, fieldwork, field trip or research activity goes well.
2. At the request of the Examination Board or someone acting on the Examination Board's behalf, students are obliged to identify themselves by presenting a valid proof of registration.
3. Students are obliged to follow the instructions given by the person in charge of the practical, both before and during the practical.
4. Any student who fails to follow up the provisions included or intended in paragraphs 2 and 3 may be excluded from further participation in the relevant practical by the Examination Board or someone acting on the Examination Board's behalf. As a consequence of this exclusion, no result will be issued. Before the Examination Board decides on exclusion, the student in question will be given the opportunity to be heard.
5. If a risk assessment was drawn up for the practical exercise, the student must sign this document before the start of the course. A student who does not sign this may be excluded from the course.

#### **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, unless the final degree assessment includes an administrative procedure to be carried out by the Examination Board itself.
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 can make a substantiated request to the Examination Board not to proceed with issuing a degree certificate. Any such request must be submitted within 10 working days of the student having been informed of the intended graduation date or has met the requirements to graduate. The Examination Board allows graduation to be postponed provided the postponed graduation date falls within the nominal duration of the programme plus one year. The Examination Board may decide differently in exceptional cases.

#### **13. Free curriculum**

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 makes is not obliged to take the relevant Master's programme.

**14. Degree classifications (*judicia*)**

1. If a student completes the programme with outstanding results, the classification 'cum laude' may be awarded.
2. Cum laude on the Faculty of Science Bachelor's programme  
The classification 'cum laude' is awarded to students who have met the following conditions:
  - a. all grades must be 7.0 or higher;
  - b. the weighted average of all degree components must be 8.0 or higher; for NSM-IS, the grade for the final Bachelor's project does not count towards the weighted average. Extracurricular grades do not count towards the average.
  - c. the grade for the final project on the Bachelor's programme must be 8.0 or higher;
  - d. at HLS-EEE, exemptions are granted up to a maximum of 60 credits and at NSM- IS, exemptions can make up no more than 20% of the standard number of credits to be obtained.
  - e. all grades must be obtained within four years of starting the programme.
  - f. only the results obtained during the initial participation are taken into account. This requirement applies to all students who started the programme as of September 1, 2023.
  - g. Students who started their studies before the first of September 2018 have to meet the requirements of the cum laude classification of their starting year
3. 'Cum laude' on the Faculty of Science Master's programme  
The classification 'cum laude' is awarded to students who have met the following conditions:
  - a. a grade of 7.0 or higher for all components;
  - b. the weighted average for all degree components must be 8.0 or higher; at NSM-IS, the grade for the final Master's project does not count towards the weighted average. Extracurricular grades do not count towards the average.
  - c. the grade for the graduation project must be 8.0 or higher;
  - d. at NSM-IS, exemptions make up no more than 50% of the standard number of credits to be obtained.
  - e. at HLS-EEE, exemptions are granted up to a maximum of 20% of the total number of credits;
  - f. for a two-year Master's, all grades must be obtained within three years after starting the programme, while for a one-year Master's all grades must be obtained within two years after starting the programme
  - g. only the results obtained during the initial participation are taken into account. This requirement applies to all students who started the programme as of September 1, 2023.
  - h. If a student follows two master's programs of two years each, then the student must have completed both programmes within 3,5 years.
  - i. If a student follows two master's programmes, where one programme lasts two years and the other one year, then the student must have completed both programmes in three years.
  - j. Students who started their studies before the first of September 2018 have to meet the requirements of the cum laude classification of their starting year
4. No additional degree classification (e.g. cum laude) will be awarded if a student is guilty of fraud.



5. When applying the criteria for awarding degree classifications as described in paragraphs 2 and 3, the rounded final results of the degree components as registered in the official student administration records are used.

When applying the criteria for awarding degree classifications, a student will be deemed to have participated 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, the student will be deemed to have participated once a final version has been submitted.

6. As long as it presents arguments for its case, the Examination Board may deviate from the criteria stated in paragraphs 2, 3 and 4, either to the advantage or the disadvantage of the student.

#### **15. 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 will add a diploma supplement to the degree certificate, which will provide information on the nature and content of the completed degree program. The diploma supplement is drawn up in Dutch or English and complies with the European format. Extra-curricular courses that have been passed outside of the VU, will not be included in the diploma supplement.
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. 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 least states the examinations passed, and is accompanied by a specification of the educational units involved, the number of credits thus obtained and when the examination results were achieved.

#### **16. Exemption (supplementary to the Teaching and Examination Regulations)**

1. A request for exemption from an examination must be submitted to the Examination Board before the start of the relevant degree component.
2. After consulting the relevant examiner, the Examination Board can grant exemption from an examination, practical or fieldwork based on the following:
  - a. a successfully completed examination, practical or fieldwork project 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; or
  - b. knowledge and/or skills of a similar content, level and scope gained outside higher education.
3. Prior approval is required from the Examination Board if a student wishes to meet the requirements for specific examinations by studying at a different faculty or university (in the Netherlands or abroad).
4. If the Examination Board grants an exemption for an examination that is part of an educational unit that involves more than one examination, the exemption can only be granted once all other components of the educational unit have been passed. In that case, the exemption is registered as the final result for the educational unit.
5. An exemption based on a course from the programme that gave the student admission to the degree programme cannot be granted.
6. The Examination Board grants no exemptions from examinations which are taken at another faculty during the period when the student is debarred from sitting examinations.
7. No exemptions can be granted for theses or final projects.

## **17. Replacement assignments**

1. Students can request that the Examination Board grant them exemption from participation in practical components or give them a replacement assignment. The grounds for granting such exemptions include conscientious objections. The Examination Board determines in consultation with the examiner which supplementary requirements the student has to meet. Student must always meet the learning outcomes for the programme.
2. 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'.

## **18. Exemption from practical training and tutorials**

In exceptional cases, the Examination Board can, upon request, exempt a student or partially exempt a student from the obligation to participate in a practical training or tutorial. The Examination Board decides how the student can demonstrate that he / she has the required academic skills.

## **19. Fraud and plagiarism in examinations and final degree assessments**

1. Fraud (including plagiarism) is defined as any act or omission by a student that partially or entirely precludes an accurate assessment of their knowledge, understanding and skills, or those of another student.
2. Fraud includes:
  - a. being in possession of tools or resources (pre-programmed calculator, mobile phone, books, syllabi, notes, etc.) which are not explicitly permitted during the examination;
  - b. copying from or exchanging information with another student during the examination;
  - c. assuming someone else's identity during the examination;
  - d. allowing someone else to assume your identity during the examination;
  - e. obtaining the examination questions before the date or time when the examination is scheduled to take place;
  - f. changing, extending or amending a section of the examination after it has been submitted for a final assessment.
  - g. continuing to work on an examination after the official examination time has ended, with the exception of those who have been granted extra time;
  - h. the use of generative artificial intelligence to create ready-made content in assignments is considered fraud unless this use of AI is explicitly permitted by the examiner in the instructions for the assignment.
  - i. falsifying data/research data;
  - j. plagiarism
3. Plagiarism includes the following:
  - a. using or copying another person's written work, data or ideas without providing full and appropriate source references;
  - b. not indicating 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 source references have been included;
  - c. paraphrasing the content of other people's texts without sufficient referencing of sources;
  - d. submitting a text (wholly or in part) that has previously been submitted for an earlier assignment for a separate degree component;
  - e. copying work from other students and presenting this work as one's own;
  - f. submitting assignments that have been obtained from a commercial agency or that have been written by someone else (whether or not in exchange for payment).

4. 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.

## **20. Procedures and penalties**

1. If the examiner ascertains, or has good reason to suppose, that fraud has taken place, he/she must report this to the Examination Board in writing immediately.
2. The Examination Board will inform the student of this report in writing and invite the student to a hearing about the alleged fraud, and will take a decision based on the documentary evidence and, if possible, the information provided by the student at the hearing. Further information may be required from the examiner. It is possible that the Examination Board will only invite a student to be heard after a provisional decision has been sent.
3. If the Examination Board is convinced that fraud has been committed, a penalty will be imposed.
4. In cases of fraud, the Examination Board can – with due regard to the principles of legal fairness and proportionality – declare the examination or the assignment to which the misconduct relates to be invalid or assign a grade of 0, and may also exclude the student from the next examination opportunity for that particular course or subject. The Examination Board can also require the student to write a reflection report. Also, as a part of the sanction, the Examination Board may impose that a plagiarism certificate be obtained before the grade is released.
5. In the event of serious or repeated fraud, the Examination Board may exclude the student from participating in one or more examinations or final degree assessments at VU Amsterdam for a maximum of one year.
6. If serious fraud is identified, the Examination Board can advise the Executive Board that the relevant student's registration should be terminated permanently.
7. In urgent cases relating to fraud and plagiarism 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.
8. If a student takes a course at another degree programme and fraud is detected or suspected, the Examination Board responsible for the course in relation to which the fraudulent conduct has been detected, will investigate the suspected fraud by the student. The Examination Board of the degree programme that the student is enrolled in, will be informed of the findings. The latter Examination Board determines whether, and what measure is imposed on the student, in the event of fraud.

## **21. Irregularities**

If the Examination Board concludes that an examination or one or more components of an examination were not completed in the prescribed manner, or that an examination or examination component was not administered correctly, it can declare the examination, or the relevant component, invalid.

## **22. Retention periods**

1. Bachelor's and Master's theses and final assignments are retained for a period of at least seven years.
2. Exam question will be retained for a period of at least 7 years, starting from the end of the academic year in which the examination was put together. Solutions written by students (including assignments and other written materials for which a full or partial grade has been given) and examination results are retained for a period of at least two years after the end of the academic year in which the answers have been given.

3. For the re-accreditation of the degree programmes a random pick of solutions written by students will be retained for seven years.
4. The Examination Board will follow the Retention Period List of the VU University for any other documents.

**23. Annual report**

By the first of November, 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 the report can be made available to interested parties.

**24. 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 infringe the interests of the students.

**25. Unforeseen circumstances / hardship clause**

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

**26. Date of commencement**

These Rules and Guidelines take effect as of 1 September 2023.

Adopted by the NSM-IS Examination Board on August 31, 2023

Adopted by the HLS-EEE Examination Board on August 31, 2023

## Appendix: Examination Protocol Faculty of Science 2023-2024

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## 1. Written examinations

The Education Office, and specifically the Sciences VU Examination Organization team, is responsible for organizing the Faculty of Science programmes examinations. Such organization involves:

- making copies of the examinations (115% of the number of students who have registered);
- hiring invigilators;
- transport to examination locations;
- provisions for students with disabilities;
- placing archiving examinations in the archives.

To ensure that these organizational aspects run smoothly, the following agreements have been made:

1. *Examination timetables will be set **no later than 10 working days** before the start of the semester in question.*

Each programme is responsible for its examination timetable and for communications with examiners and course coordinators.

2. *Informing examiners about the examinations.*

Using the examination timetable set down at the start of the semester, the Sciences VU Examination Organization shall inform the examiners about the relevant examination by standard e-mail, **no later than 4 weeks** before the start of the examination. The information will include:

- Date/time/location;
- The deadline for supplying the examination by e-mail in PDF;
- Invigilators required.

The examiners should supply the examinations as a PDF as soon as possible to the Sciences VU Examination Organization ([tentamenorganisatie.beta@vu.nl](mailto:tentamenorganisatie.beta@vu.nl)) **no later than 10 working days** before the start of the examination, stating the course name, course code, and date of examination.

Please note: Any changes to an examination timetable that has already been set and approved may only be made in consultation with and at the request of the programme coordinator.

If nothing has been supplied **10 working days** before the start of an examination, the Sciences VU Examination Organization will inform the relevant programme coordinator. He or she will then raise the matter with the examiner in question. The examiner is then responsible for making copies of the examination and for arranging their transport to the location. The examiner must still supply the examination as a PDF by e-mail. This examination will be archived for accreditation purposes.

3. *Examiners must be present live for at least the first half hour of the examination, if not possible then it is expected to hand over the mobile number.* Examiners can clarify matters and answer any questions from students.

4. *Students must register.*

For each examination organized by the Sciences VU Examination Organization, invigilators are given an attendance list and must verify that students who have registered are indeed present. University registration cards, ID documents, passports, driving licences, public transport card ( No anonymous public transport card ), or Academic Centre for Dentistry Amsterdam ( ACTA ) passes can be used for this purpose. Students must place their identity documents at the top right-hand corner of their desks. Students who are NOT registered may nonetheless be admitted to the room where the examination is taking place. Any such student who wishes to have their result registered will have to use a complaints form via [vu.nl](http://vu.nl) to ask for permission from the Exams commission to be retrospectively registered for the examination, thereby allowing their grade to count.

Examiners can use [vu.nl](http://vu.nl) to view the attendance lists. More information is available on [vu.nl](http://vu.nl):

dashboard > Apps > candidate list.

Also applicable are the rules on registration that cover the whole VU, the shared examination rooms management regulations, and the Examination Board rules and guidelines.

5. *The examiners collect the completed examinations from the Sciences VU Examination Organization (WN-P371)*

The examiner initials the 'process-report' statement. The Sciences VU Examination Organization may ask for proof of identity. When the exams are picked up, all the material (including the draft paper used by the students) will be given to the examiner.

If an examiner is unable to collect completed examinations him/herself, he/she must inform the Sciences VU Examination Organization by e-mail of who will be doing so. Proof of identity may then be asked for again. Examinations can be collected from half an hour after the end of the relevant block of examinations, unless they have been held at an external location (RAI, Emergohal, VU Sports Centre). In that case, they can be collected on the next working day.

6. *The Sciences VU Examination Organization archives examinations for at least 2 years.*

Completed examinations are retained for 2 years in the paper archives for accreditation purposes.

## **Written examinations in external locations (RAI, Emergohal, VU Sports Centre)**

FCO Central Examination Organisation arranges the hiring of the invigilators in the external locations (RAI, Emergohal, VU Sports Centre). The Logistics department arranges the transport of exams to and from the external locations – this is mandatory. Preparations are carried out by the Sciences VU Examination Organisation. The detailed procedure concerning examinations in external locations can be found on [vu.nl](http://vu.nl).

If an examination has to be held in multiple locations (no more than 2), this will be communicated as follows:

- The Sciences VU Examination Organization will send an e-mail to the examiner no later than **10 working days** before the start of the examination in question stating which students will be taking the examination in each location. The examiner will publish this information on Canvas. The information will also be given during the lessons.
- The Sciences VU Examination Organization will also put the information on the 'process-report' statement to enable the invigilators to verify it and to assist in their communications.
- The Sciences VU Examination Organization will inform those compiling the timetables that more than one location is to be used, thereby ensuring that students are aware of the different locations when looking at their personal timetables. For specific locations, students should refer to Canvas.

## **Digital examinations**

Digital examinations are organized along similar lines; below is the agreed procedure:

At VU, fixed examination locations (DigiTent, Initium 2nd floor and NU 1B05) and central digital locations are used during teaching weeks. Testing is done on fixed PCs and on laptops. On laptops, there is a fixed exam configuration. On PCs, more options are available. This may differ between rooms: some software is rolled out by default in certain rooms and on certain PCs and not on the rest. This or similar software is not available for the remaining PC rooms. Versions of software differ between rooms. Students still need to log in with their own VUnetID, the DigiTent is in exam mode by default.

1. *Requesting and scheduling digital examinations*

A request is made via UAS to see whether an examination is digital or not. Availability for taking digital examinations is limited. Allocations are made according to the priorities involving the

education office and SOZ- working together.

2. *Inform examiner about the digital examination.*

Using the examination timetable set down at the start of the semester, the Sciences VU Examination Organization informs the examiners about the digital examination by standard e-mail, **no later than 4 weeks** before the start of the examination.

3. *Preparing exam in Testvision.*

In case the examiner wishes to use other programs besides Testvision (with SPSS, R Studio etc), he/she should inform the Sciences VU Examination Organization at the latest six weeks prior to the exam.

- If it concerns a TestVision test the examiner is requested to submit the test to TestVision **no later than 10 working days** before the date of the examination and to inform the Sciences VU Examination Organization by email of the fact ([tentamenorganisatie.beta@vu.nl](mailto:tentamenorganisatie.beta@vu.nl)). The Sciences VU Examination Organization then checks the test and the conditions relating to the examination and lets the examiner know whether everything is in order or whether any alterations are needed. Any changes are carried out in consultation between the examiner and the Sciences VU Examination Organization. Once the test has been approved and the examination is set to take place in the DigiTenT, the Sciences VU Examination Organization will send an request form IT support Digital Test provided with the exam details to the DigiTenT ([digitent@vu.nl](mailto:digitent@vu.nl)).
- If nothing has been supplied **10 working days** before the start of an examination, the Sciences VU Examination Organization will inform the relevant programme coordinator. He or she will then raise the matter with the examiner in question.

4. *During the exam*

Students taking part in a digital test should use their personal VUNetID and password.

Students are themselves responsible for knowing both codes themselves.

The examiner must be available by phone for questions from students and faculty support contact persons.

5. *Results to examiner*

In TestVision, the examiner can view the test results after the end of digital examinations.

6. *The examiner converts the test scores into marks and organizes the examination viewings.*

The examiner converts the test scores into marks and organizes the examination viewings. He or she can ask the scheduling department to arrange a room for this purpose ([roosterafdeling.beta@vu.nl](mailto:roosterafdeling.beta@vu.nl)). Please note: prior to the inspection moment, the inspection must be made ready in the settings in TestVision. The Canvas course [Getting to know Testvision for teachers](#) contains both a textual instruction for setting up an inspection moment and an instructional video. View the course in Canvas for more information or contact the BETA Exam Organization for help. The DigiTenT is the preferred location for digital inspections.

The necessary configurations ([op aanvraag](#)) can be set up and prepared here.

There is also support from IT available. Multiple inspections can be scheduled at the same time in the DigiTenT. The DigiTenT is primarily an exam location and can therefore not be used indefinitely for inspections. NB! There are no invigilators present during inspections. The teacher must be present to guide the students.

7. *Archiving examinations.*

The examinations are stored in TestVision; they may be stored in the Digital Programme File at a later stage. **For more information on this, see [vu.nl](http://vu.nl).**

The remaining stages are the same as those for written examinations; see Chapter 1.



## Invigilators

Below is a list of the arrangements with regard to invigilators:

- Written and digital exams: The Sciences VU Examination Organization organizes its 'own' invigilators for every scheduled examination, except those held in the external locations (DigiTenT, RAI, Emergohal, VU Sports Centre). If you do not want to make use of invigilators, we request you to inform the Sciences VU Examination Organization at least 5 working days in advance by e-mail ([tentamenorganisatie.beta@vu.nl](mailto:tentamenorganisatie.beta@vu.nl)).
- Examiners have final responsibility at all times for the successful organization of examinations. They are assisted in this by the invigilators.
- FCO Central Examination Organisation organizes the invigilators for these locations: DigiTenT, RAI, Emergohal and Sportcentrum VU and almost all the computer rooms. The detailed procedure concerning examinations in shared locations can be found [Vu.nl](https://vu.nl).
- The Sciences VU Examination Organization instructs the invigilators in accordance with the Rules and Guidelines for Invigilators (see Appendix 1).

## Fraud and irregularities

Whenever an invigilator or examiner suspects (possible) fraud or any irregularities, this should be reported by the invigilator on the 'process-report' statement. Students complete the examination as normal. As soon as the 'process-report' statement has been handed in, the administrative secretary to the Examination Board will be informed by e-mail by the Sciences VU Examination Organization (CC to the examiner). The Examination Board will then deal with the case.

## Students and provisions

General: Using the candidate list icon on [vu.nl](https://vu.nl), examiners can find an overview of the number of students who have registered for an examination, and also information on any provisions such as extra time, laptops, or visits to the toilet.

### *1. Provision room during exams*

The provision room is a low-stimulus area provided by the VU, in which students with certain disabilities can take their exams.

The provision room is only accessible for students who have registered for the provision room.

You have to register for every exam and resit at least 14 days before the exam takes place.

The rooms can be found on the 1G-wing in the Main Building also known as the Philosophers'court.

For more information click [Provision room during exams - Vrije Universiteit Amsterdam \(vu.nl\)](https://vu.nl)

### *1. Extra time*

When registering in [vu.nl](https://vu.nl) at the start of their programme, students may state any functional impairment they have, such as dyslexia, any illness (chronic or otherwise), problems with their wrists, or diabetes, and whether they require special provisions or facilities for their studies. The academic advisor will assess students' requests. The information is then recorded in the VU information system. Students who have been awarded extra examination time must state in [vu.nl](https://vu.nl), for each examination, whether or not they need extra time for the examination in question. The default position for such students is that they will require extra time, but they may opt out by unchecking the relevant section.

- A distinction is made between 'short' and 'long' blocks. Examinations for which more than 2 hours and 15 minutes are needed are scheduled for the long blocks. All other examinations are scheduled in the short blocks. This means that the 5-days-a-week and 4-tests-a-day schedule can be maintained, and also that students entitled to extra time can take their examinations in the same rooms as those who are not.

Specifically, the schedule is as follows:

Time block, total	Duration of examination	Extra time
08.30 – 11.45	2 hours and 45 minutes	+ 30 min
12.15 – 15.00	2 hours and 15 minutes	+ 30 min
15.30 – 18.15	2 hours and 15 minutes	+ 30 min
18.45 – 22.00	2 hours and 45 minutes	+ 30 min

*This schedule requires of each faculty and programme that they timetable their long and short examinations in a way that ensures that the overall examination schedule runs smoothly.*

Extra-time students will take examinations with regular students on campus, RAI, Emergohal, and VU Sports Centre locations.

### 2. Requesting laptops

The Sciences VU Examination Organization has laptops for students who will be taking their examinations in a modified form. Students should apply to the academic advisor for this facility. If the academic advisor awards the facility, the student in question may request a laptop for their examination from the Sciences VU Examination Organization ([tentamenorganisatie.beta@vu.nl](mailto:tentamenorganisatie.beta@vu.nl)). Students should do so **no later than 10 working days** before the examination. Laptop reservations are recorded on the examination overview.

### 3. Other provisions/facilities

A number of students have been granted special provisions, such as office chairs, screen magnifiers, and special laptops. Organizing these provisions is carried out in close consultations between the following parties: academic advisor, the Sciences VU Examination Organization and the student concerned. Applications for these provisions should be made by the Sciences VU Examination Organization to the Facilities service desk, and submitted by the academic advisor **no later than 10 working days** before the start of the examination.

### 4. Two exams at the same time

Any examination clash of the VU should generally be raised by the student concerned and reported to his or her programme. The following arrangements have been made to enable Bèta students to do both examinations.

Students should report any examination clash **no later than three weeks** before the examination period to the programme coordinator or the academic advisor;

- The programme coordinator or the academic advisor contacts the Sciences VU Examination Organization;
- The Sciences VU Examination Organization organizes an additional or alternative examination on the same day, on condition that the two examinations can be taken by the student in question in immediate succession, under the supervision of one or more invigilators.
- when it concerns digital exams and written examinations of other faculties and Join Degree courses that are scheduled at the same time, we do our best but there is no guarantee that a student can take both exams. Students need to keep in mind that they may have to take the resit of one of the exams.

## Viewing examinations

For courses with a course code starting with X, students may request a copy of their exams via [vu.nl](http://vu.nl). The exams may be viewed up to 20 working days after the announcement of the results (see Academic and Examination Regulations, Article 3.9). None of the questions or assignments will be made available, so if a student's answers form part of the same document, they will only be sent in consultation with the programme department.

Examiners are responsible for organizing discussions about examinations and content-related questions.

With other courses, the examiners mark the examinations and organize examination viewings. They can reserve a room for this purpose through the Faculty of Sciences education office. Following the viewings, the examiner takes the examinations to the Sciences VU Examination Organization, which then archives them. This only applies to courses of which the course code starts with X. For all other courses the examiner is responsible for archiving.

Viewings of digital exams are organised by the examiner.

*The Sciences VU Examination Organization archives examinations for at least 2 years.*

Completed examinations are retained for 2 years in the paper archives for accreditation purposes. After two years, the examinations are destroyed.

## **Appendix 1: The Sciences VU examinations rules and guidelines for invigilators**

### General

- 'The Sciences VU examinations rules and guidelines for invigilators' apply to invigilators.
- Examiners have final responsibility at all times for the successful organization of examinations. They are assisted in this by the invigilators.
- Invigilators are independent employees. This is their only relationship with Vrije Universiteit Amsterdam.
- Invigilators are hired in through one of the "preferred suppliers".
- Instruction meetings for invigilators are organized at least twice a year. They take place several weeks before examination periods 2 and 5.
- During each examination period, the Sciences VU Examination Organization carries out random checks on the work of the invigilators.
- In cases of emergency, invigilators should contact the Sciences VU Examination Organization:
  - 020 5984292
  - 06 27188618

### Distribution of examination materials

- Invigilators should be present/report to the Sciences VU issuing counter WN-P371 forty five minutes before the start.
- Examination package. Each invigilator is given the exam questions, writing and scrap paper, multiple choice form and list of participants, list for noting the names of non-registered candidates, fraud protocol and evaluation forms, as the case may be.
- The examinations are distributed and completed examinations are taken to and from the examination location by at least two invigilators.

### Preparations for examination location

- There are always at least two invigilators present in every room.<sup>1</sup> This ensures better supervision and allows the possibility of consulting with the Sciences VU Examination Organization or the examiner.
- Preparations for the room:
  - Put in place blank paper;
  - If a lecture hall is being used as an examination room<sup>2</sup>, spaces two places wide should separate each of the participants;

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<sup>1</sup> Two invigilators are sufficient for up to 50 participants. For every multiple of 50, an additional invigilator is required, with a maximum of 5 invigilators for each examination location.

<sup>2</sup> The capacity of flat-floored lecture halls when used as examination rooms is determined by dividing their actual capacity by 3; that of sloping lecture halls, by 4. Students should be allocated places in these rooms in a way that minimizes their opportunities for copying from other students' work. Students should sit one behind the other, with an empty row between each of them, if possible.

- If a lecture hall is being used as an examination room, alternate rows should be left empty, if possible (that is, where there are not many participants).
- If more than one examination is taking place in one lecture and/or computer room, the exam being taken in one row should be different to the next.
- Coats, bags, and baseball caps should be left downstairs or at the front of the room. Participants may not have mobile phones or smart watches on their person – instead, they must be left with their coats and bags.

## STUDY AIDS

- a. Students must leave all items, particularly books, notes, smartphones, or anything else that could serve as exam 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 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 fraud.

## Procedures during the examination

- Once the examination papers have been handed out, the invigilator checks how many people are present, and notes the number. This includes any latecomers.
- Students must show proof of their identity during examinations. The following documents are acceptable forms of identity, according to the regulations:<sup>3</sup>
  - University registration card
  - Academic Centre for Dentistry Amsterdam pass ( ACTA )
  - Passport
  - Driving licence
  - ID card
  - Public transport card ( No anonymous public transport card )
- Questions on the part of the candidates: the invigilators are not responsible for any alleged errors in the examination papers. The invigilator shall contact the relevant examiner or someone from the Sciences VU Examination Organization. Do not engage in any discussion – this is extremely disruptive for the other candidates.
- List of participants: the invigilator checks whether the candidates appear on the list of participants. If any student does not appear on the list of participants, the invigilator shall note down the name and other details of the person involved on the list of non-registered students.
- Eating during examinations is not allowed, with the exception of students who are allowed to do so for medical reasons.
- 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.
- Being an invigilator is an active role and involves active supervision. Do not carry out any other activity that is not related to the task of an invigilator, such as reading newspapers, working on personal matters, or anything else. Look around and walk around the room on a regular basis. Keep your eyes open! Sit in different parts of the room. There should also be someone at the back of the room.

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<sup>3</sup> The document should not be expired, and the document must bear a photograph and the name of the holder. Photocopies or scans from telephones or laptops, for example, are not acceptable proof of identity documents. You must see the official document. For the entire duration of any examination, students must have their identity documents available on their desk so that the invigilator can inspect them. The invigilator checks the identity documents and places a cross next to the name of the relevant candidate on the list of participants.

### Participants who arrive late: the following is provided for students who are late

- a. Common areas: students stay in the waiting room. They are jointly admitted to the examination room thirty minutes after the start of the examination.
- b. Non-common areas: students are still admitted to the examination room after the first thirty minutes after the start time of the examination.
- c. Participants who arrive after half an hour after the start time of the examination will not be admitted. Half an hour late is the upper limit.

### Visits to the toilet

- a. Visits to the toilet are permitted only after ninety minutes after the start time of the exam.
- 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 will take their examinations in a separate room or in a separate section of the examination room.
- 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 exam aids. The invigilator accompanies the student and waits in the corridor. 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.

### Leaving the room

- a. Students are not permitted to leave the examination room during the first thirty minutes of an examination.
- b. The invigilator may not leave the room during an examination without a good reason<sup>4</sup>.
- c. Handing in of completed examinations: candidates who leave up to thirty minutes before the end of an examination must hand in their papers to the invigilator at the front of the room and sign on the list of candidates as proof that they have done so.
- d. At the end of each examination, the completed papers are handed in by the candidates, row by row, to the invigilators. The invigilator ensures that candidates actually hand in their papers when signing that they have done so.  
If any student does **not** hand in their work, then he or she signs for **non-submission**. This is noted clearly on the list. In other words, students always have to sign – either for handing in their papers OR for not doing so.
- e. While the papers are being handed in, one invigilator continues to supervise the rest of the room. At the end, the papers that have been handed in are counted in the room and put in alphabetical order. A check is carried out to see whether the number of examinations handed in corresponds to the number on the 'process-report' statement. Note the number of examinations handed in on the envelopes as well.
- f. Students who continue to work after the official examination time are committing fraud, with the exception of those who have been awarded extra time.

### Detecting fraud

- Fraud: whenever any attempt at fraud (copying from other students, using sources other than those that have been permitted) is observed, the student involved should be seated elsewhere.

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<sup>4</sup> Good reasons are defined as candidates visiting the toilet, consulting with the Sciences VU Examination Organization, and an exceptional emergency. Personal phone calls for invigilators do NOT constitute a good reason.

Make it obvious that he or she is being closely watched. Do not allow calculators or jotting paper to be passed around – answers to a particular sum may be stored in the memory of a calculator.

- Try to establish cases of fraud with at least two invigilators. Do not enter into a discussion with the student. This is extremely disruptive for the other candidates.
- Complete the fraud protocol as fully as possible and report the case after the examination to the Sciences VU Examination Organization.

## Subsequent processing

- Invigilators return in pairs the examination material to the Sciences VU Examination Organization.
- The examinations may only be given to the examiner present after receiving permission from the Sciences VU Examination Organization.
- Every list, form, remaining question, and completed examination must be handed in to the Sciences VU Examination Organization immediately after each examination.
- In the plastic folder – completed front page.
- In envelopes: Put the completed examinations into the envelope, in alphabetical order. Note the number of completed examinations on the envelopes.
- After the end of the examination, the three examination items<sup>5</sup> must be handed in separately by the invigilators to an employee of the Sciences VU Examination Organization at the WN-P371 issuing counter.

## Evening examinations

- Evening examination papers are distributed in a manner similar to that for daytime examinations forty five minutes before the start of an evening examination, the invigilators must be present and report to the WN-P371 issuing counter.
- If the staff of the Sciences VU Examination Organization cannot be present for taking the examination package items, the invigilators<sup>6</sup> will be informed beforehand that after the end they have to hand in the examination to the chief invigilator in room WN-P369.
- The package<sup>7</sup> must always be left locked away at night.

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<sup>5</sup> 1) Plastic folder with 'process-report' statement of the examination, 2) Envelopes with completed work, and 3) Package of evaluation forms.

<sup>6</sup> The Sciences VU Examination Organization prefers to use highly experienced chief invigilators for evening examinations, or at least one who is familiar with the regulations and organization of returning items

<sup>7</sup> 1) Plastic folder with 'process-report' statement of the examination, 2) Envelopes with completed work, and 3) Package of evaluation forms.

