

Examination Board Faculty of Social Sciences

PLEASE NOTE
always refer students
to examination board
FSS on VUNet

Who is on the examination board?



- ❖ André van Montfort (chair), Frans Kamsteeg (quality control), Guido van Koningsbruggen (misconduct – plagiarism policy)
- ❖ Kees Boersma, Lenie Brouwer, Sinan Cankaya, Mariska van der Horst, André Krouwel, Pal Nyiri, Christoffel Reumer, Sawitri Saharso, Ed Sleenbos, Martin Tanis, Pieter Wagenaar, Wolfgang Wagner, Harry Wels
- Support: Jeannette Wouters, Sido Notermans, Rianne Alkemade
- Internal e-mail address for teachers: excie.fsw@vu.nl
- Always refer students to examination board FSS on [VUNet](#)

Taking the exam

- ❖ Special facilities needed? Education Office sends request to hand in exam 10 working days prior to examination
- ❖ Be present 30 min. before start of exam to give instructions to invigilators
- ❖ Presence mandatory at examination
 - First and final 30 min.
 - Digital exam? Only first 30 min.
 - Be reachable by phone by invigilators for the duration
- ❖ Always organize a review of the exam
- ❖ Archive (digitally) for at least 2 years: exam questions and –answers, (written) assignments/reports, results

Exam and resit – always in course manual

- ❖ Make explicit how testing is organized
 - Describe test forms, to what extent (%) test determines final grade, individual or group grade, all 6 or higher vs. possible to compensate, attendance mandatory, other conditions?
- ❖ Also make explicit how resit is organized
 - Possible to resit every partial examination or one single resit exam that covers all partial examinations?
 - Does resit written assignment consist of either (A) new assignment or (B) improve initially evaluated assignment (possibly with maximum on attainable grade)? Decide and communicate (A or B) in the course manual on Canvas at the start of the course!

Language of examinations

- ❖ In general, our rule is.....

Language program	Language course	Language exam questions and assignments	Student answers in
Dutch	Dutch	Dutch	Dutch
Dutch	English	English	English or Dutch (student's choice)
English	English	English	English

Grades – rounding, NVD (not fulfilled) or NS (no show)?

- ❖ Partial grades: 1-10 using max. 1 decimal (grade 0 possible when assignment has not been handed in)
- ❖ Final grades between 5-6 rounded to whole number: up to 5,5 round down; from 5,5 round up
- ❖ All other final grades always in whole or half digits
- ❖ Rounding final grades: less than 0,25 round down; 0,25 up to and including 0,74 round to 0,5; from 0,75 round up
- ❖ Signed up, did not complete any (partial) exam(s) → NS
- ❖ Not all requirements met → NVD, e.g., if:
 - Failed or did not complete one of the partial exams
 - Failure to meet attendance requirements

Suspected cheating or plagiarism?

- ❖ Always report suspected cheating/plagiarism to examination board
- ❖ E-mail the following information to excie.fsw@vu.nl
 - Course name + name assignment
 - To what extent (%) assignment determines final grade
 - 1st opportunity or resit?
 - Name student + student number
 - Brief description of suspicion
 - Course manual
 - Pdf turn-it-in report assignment
- Let student know you reported this case and stop your evaluation
- On Canvas: add Guido van Koningsbruggen as coordinator