

## **Instructions for Written Examination Candidates**

Approved by the Study Programme Committee 26.09.2003. Altered 12.03.2010.

1. During the exam, candidates shall not have anything but writing utensils, approved learning aids and food at their desks. Handbags, coats and jackets, mobile telephones and other things which accompany the student to the exam locale shall be placed in a specified area on the premises. Borrowing learning aids from other exam candidates is not permitted.
2. Candidates are to be shown to their desk at the examination center. After candidates have taken their places they are not allowed to leave them without the permission of a supervisor. At the examinations center candidates are to follow the instructions given by the supervisors.
3. Candidates are not allowed to write on draft paper before the examination assignment is handed out. Candidates are not permitted to use draft paper other than that which is handed out at the exam. Candidates are not permitted to use learning aids which are not permitted after they are at their desks in the exam locale.
4. Exam answers shall be written in blue or black ink.
5. No candidates shall leave the exam locale the first 60 minutes after commencement of the exam. Later, the candidates may leave the room with the exam supervisor. Breaks are usually limited to 5 minutes.
6. All form of communication between candidates or with other persons during the exam is forbidden. If candidates have questions, they should consult an exam supervisor. The instructor who is responsible for the exam in question will be available during the exam.
7. Candidates who leave the exam without delivering their answers shall sign the withdrawal list held by the main exam supervisor and hand in all unused exam papers. Candidates who withdraw from the exam because of illness must deliver documentation of a legitimate absence within set deadlines in order to be able to take a postponed exam. If the answers are delivered to the external examiner, illness cannot be claimed.
8. Candidates are to keep to the allotted time for the examination. They are not allowed to write on the examination paper after the conclusion of the examination. 15 minutes are permitted at the end of the exam to provide time to separate the copies from the originals.
9. Candidates are to remain seated until the exam answers have been collected and registered. Candidates are to leave the examination center once the answers have been handed in. Once handed in, the exam answers cannot be returned to the candidate.