

Guidelines on Chapter 4: Examinations

Section 4-1: Additional information regarding re-sit examinations/re-scheduled examinations and special examinations

Re-scheduled and re-sit examinations are sat in weeks 8/9 for autumn courses and weeks 32/33 for spring courses.

Some courses require re-scheduled and re-sit examinations to be taken early. The course description states whether the course has special arrangements for taking re-scheduled/re-sit examinations. The academic administration arranges the examinations based on the specific requirements of the course.

Students must register for re-scheduled/re-sit examinations via StudentWeb or by completing the electronic form on our web site.

Each course description provides an overview of the assessment form for re-scheduled/re-sit examinations. The frameworks for the assessment forms used in connection with re-scheduled/re-sit examinations are also found in the guidelines on systematic quality assurance.

Only the overall assessment for courses with combined examinations that jointly lead to one assessment can be continued.

The fee for re-scheduled examinations is NOK 220¹per credit. For part assessments, the fee will be calculated according to the assessment's credits.

If a course is no longer available, the student has the right to apply to the academic administration for a replacement course within the framework of the completion deadline.

Examination dates will be published on StudentWeb and through the official communication channels of the college.

Section 4-7: Additional information regarding special arrangements for examinations

Students who require permanent adaptation in connection with examinations must apply for such adaptation by 15 September for the autumn semester and 15 February for the spring semester. Students taking online courses must apply for adaptation within the examination registration deadline in the semester the examination will be taken. Applications and documentation of the need for adaptation are sent to the examination team.

Students who develop an acute need for special arrangements must submit an application as soon as possible after the situation arises. The application form and attached medical certificate must be sent to the examination team/online courses. The application form is sent by e-mail and the associated

¹To be introduced from 2019. The applicable price lists of the two institutions for spring 2018 will apply up until then. The fee for re-scheduled examination can be index adjusted.

medical certificate is to be handed in/posted to the reception department within five days. Adaptation must not be so comprehensive that it gives the student more advantages over other students.

Extended time for individual written examinations can be given as a special arrangement in the form of additional time for students with documented reading/writing difficulties, breastfeeding mothers, the physically disabled or students with documented mental health problems. Allergies and diabetes do not give automatic entitlement to extended time during examinations. Extended time is calculated in relation to the length of the examination.

Students can apply to use a computer as a special arrangement when taking written examinations and a digital examination is not offered. This applies to candidates with documented reading and writing difficulties, and those with documented physical problems with writing (tendonitis or other physical function impairment).

Students should note that it is not always suitable to use a computer for all types of examinations. (For example, computers are not suitable for assessment forms that use numerical data as the main basis).

The Kristiania University College, or examinations organiser approved by the college, will provide the required equipment when special adaptation includes the use of a computer as an examination support material.

If a computer is used, the examination must be taken on college premises or venue of the examinations organiser approved by the college.

Section 4-9: Additional information regarding cheating

Cheating or attempted cheating during examinations or tests, includes having disallowed examination support material at one's disposal during an examination; presenting the work of others as your own; copying one's own work without stating the source; quoting sources or using sources in written and visual work in any other way without adequate reference to the source; falsification/fabrication of interviewees/sources; unauthorised cooperation between examination candidates or groups and other behaviour that breaks the examination rules; enabled mobile telephones or other electronic equipment that is not allowed as an examination support material.

With supervised written examinations, the actual examination paper should state the allowed examination support materials. All other materials than the aforementioned are considered disallowed examination support materials. The examination support materials only have to be available to the student during the examination - whether the student actually uses/tries to use them is not the deciding factor. Examples of disallowed examination support materials are: sheets of paper/notes containing information relevant to the syllabus ('cheat sheet'); text/sheets of paper that have been written in/glued into allowed examination support materials, such as dictionaries, collections of legal texts, etc.; the student's own sheets of paper with pre-drafted/added text; electronic devices as examination support materials and mobile telephones. NB! The list is non-exhaustive.

Having disallowed examination support materials at one's disposal during the examination, but outside the actual examination venue, for example, toilets, as well as communication with co-students or others in or outside the examination venue whilst the examination is being held, is also considered attempted cheating.

Examples of cheating in connection with independent assignments (bachelor's/master's degrees), home examinations/portfolios and compulsory activities include: replication of subject matter/material from textbooks, other academic books, periodicals, the student's own assignments or those of others, etc., that are presented without source references or quotation marks to clearly define quotes, answers submitted by students in previous examinations, answers prepared by someone other than the student, submitted work of a practical or artistic nature prepared by someone other than the student, collaboration that leads to an answer very similar to another answer connected to the same examination and an individual answer is required.

Information about the examination related to home assignments/portfolios must clearly state whether an individual answer or joint answer is required for multiple students/a group. Specific forms of student collaboration are allowed for home examinations. It is therefore crucial that students know where the boundaries lie between allowed and disallowed collaboration for each examination.

Section 4-10: Additional information regarding the fourth examination attempt and failing a bachelor's or master's thesis

In accordance with the *Regulations for Study Programmes, Admission and Examinations at the Kristiania University College*, Section 4-10, students can take the same examination a maximum of three times. Dispensation can be given for a fourth attempt.

Applications must be sent in writing to eksamen@kristiania.no by 1 August for the autumn semester/1 January for the spring semester. You must have taken the applicable examination three times before applying for a fourth attempt. Applications that do not fulfil the requirements may be rejected.

Applications for a fourth examination attempt are only granted in special cases. Special weight is placed on the following criteria:

- Whether the applicant has failed to use other rights prior to submitting the application (other rights include adaptation for examinations/study programmes, de-registering from examinations or absence of leave).
- Whether the actual course/study programme will be discontinued.
- Whether the course can easily be replaced by other courses at the Kristiania University College or other education institutions.

- Valid documentation that confirms the situation described in the application. Examples of documentation, include a medical certificate and declaration/statement from a specialist, and documentation from government agencies. It should be noted that the list is non-exhaustive.

- A full assessment of the course of study.

Failing a bachelor's or master's thesis

When a bachelor's or master's thesis is submitted for a group, the rewritten version must also be submitted for the group.

Section 4-12: Additional information regarding examination results and using external examiners

At least two examiners must be used, of which at least one shall be an external examiner in the following cases:

- Bachelor's and master's theses.
- Oral examinations and other examinations within disciplines related to life and health, which cannot be tested later.
- For other examinations, an external examiner must be used in addition to an internal examiner for at least a third of the courses to ensure that all the courses have an external examiner during a three-year period.
- Reassessment of the examination grade when appealed.
- Reassessment of the examination grade due to a formal error.

Two examiners must be used in connection with other oral examinations/examinations that cannot be tested. The department decides whether one of the examiners will be an external examiner.

The department can decide to record and/or take pictures of practical or performing arts examinations. Should such documentation exist, the department can assess whether it qualifies for the examination to be viewed as testable.

The requirement of two examiners can be waived for examinations with absolute answers or when the examination results are based on a predetermined answer key, for example, multiple choice. For courses with 40 or more candidates, the Kristiania University College has the option to use external examiners for a determined number of examination answer papers. This assessment will then form the basis for assessment of the other candidates.

Evaluation of examination arrangements

The examination arrangements should be evaluated at least every three years with the participation of external examiners or supervisory examiner. An external evaluation might involve:

- external participation and assessment of examination questions and learning outcomes of the course (examiner's report);
- external grading of certain parts of assessments, which will result in a final grade;
- a review of the assessment procedures set out in course and programme descriptions;
- evaluation of examination questions and assessment criteria of selected courses included in the relevant study programmes;
- random checks on assessments carried out by an internal examiner(s) for selected courses included in the relevant study programmes.

Qualification requirements for external examiners

In order to qualify as an external examiner, one of the following four criteria must be fulfilled:

1. The examiner must be employed by another education or research institution at assistant professor level.
2. The examiner must have a second degree from a university, university college or similar, or the highest attainable education within the field of arts in Norway (or equivalent education from another country) or similar documented proficiency.
3. The examiner must have documented experience as an examiner for the applicable subject/course at a university or university college.
4. Through documented work experience, the examiner should demonstrate considerable expertise in the discipline concerned.

Requirements for appointing external examiners:

The education committee is responsible for appointing first-time external examiners, as delegated by the board of directors and recommended by the head of study programmes. The examiners are then managed by the academic administration based on a list supplied by the head of study programmes. In addition the following must be fulfilled:

- The external examiner must not have been employed by the Kristiania University College or carried out teaching on the course concerned or conducted academic supervision at the Kristiania University College during the current academic year. Unpaid guest lecturers are exempted from the rules.
- External examiners are appointed for both re-scheduled and re-sit examinations at the same time.
- External examiners are appointed as external examiners for the reassessment of examination grades at the same time.