

## **Guidelines for Chapter 4 The examination**

Effective 1 August 2018

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### **Section 4-1 More information about the continuation exam/deferred exam and additional ordinary examination.**

Deferred and continuation exams are performed in week 8/9 for autumn courses and week 32/33 for spring courses.

Some courses require a quick finalisation of the deferred/continuation exam. The course description specifies whether the subject has special arrangements for the finalisation of the deferred/continuation exam. The Study Administration arranges the exam based on the specific requirements set by the course.

Students must enrol in the deferred/continuation exam via StudentWeb, or alternatively an electronic form on the website.

Each course description specifies the assessment form for deferred /continuation exams. Frameworks for assessment methods in deferred/continuation exams can also be found in guidelines for systematic quality work.

In courses with a composite exam, which together constitute an overall assessment, one can only continue the entire assessment.

The continuation fee rate will follow the current price lists found on websites and the StudentWeb at any given time.

In the case of discontinued courses, the student has the right to apply to the Study Administration for a replacement course within the framework of the completion deadline.

Exam dates shall be published on StudentWeb and the college's official communication channels.

### **Section 4(7) Further information about special arrangements for examinations**

#### *Purpose of special arrangements (adaptations for examinations)*

Students who, for medical or other reasons, are unable to take their examination in the ordinary manner may apply for adaptations to the examination. Individual adaptations for examinations shall be carried out for the purpose of compensating for any disadvantages caused by disability, while ensuring that students are tested equally to the extent possible. Adaptations shall still ensure that examination performance can be assessed based on the established academic criteria set out in the course description.

#### *Application deadlines*

Students on campus:

The application deadline to apply for adaptations to examinations is 15 September for autumn examinations and 1 February for spring examinations.

Students online:

The application deadline to apply for adaptations to examinations is 1 November for autumn examinations and 1 April for spring examinations.

*Urgent adaptations: Applicable to students on campus and online:*

Exceptions from the application deadlines apply for ordinary examination sessions if an emergency situation occurs. Situations shall be considered an emergency if the need occurs or a diagnosis is made after the application deadline. In the event of an urgent need, the application and documentation shall be submitted immediately. In such cases, only simple adaptations can be expected.

*Application form and documentation*

A formal application shall be submitted using the designated application form for each semester. Documentation shall be uploaded via “My Kristiania” together with the application and no later than by the application deadline. Students with permanent disabilities only need to submit documentation once. Students with short-term challenges/symptoms shall submit documentation for one semester at a time. The application shall not be considered until documentation has been submitted.

*Documentation requirements*

The application shall include documentation from a doctor or specialist. The contact details for the doctor/specialist shall be included in the documentation and the documentation shall be dated.

- The documentation shall confirm the student’s challenges in connection with examinations and shall also include the student’s name and national identity number.
- The documentation shall specify the consequences of the condition for the completion of the examination.
- Documentation shall be recent, unless it relates to permanent disability and chronic conditions.

Documentation shall be sufficiently comprehensive to assess the type of adaptations that may be relevant. The University College, not the specialist/doctor, shall determine which adaptations it may implement.

*Various adaptation possibilities*

Examples of adaptation include:

- Extended time for written examinations
- Extended time for home examinations (individual examinations/group examinations\*)
- Examination language
- Adapted examination space (i.e. taking the examination alone\* or in a room with fewer students)
- Changes to the form of assessment\*

This list is not exhaustive. Adaptations shall be based on a specific assessment of each application.

\*Students who have been granted adaptations for group examinations shall contact the Examinations Department as soon as the group has been allocated information about the candidate numbers for everyone in the group and the course code for the course to which the adaptations shall apply.

\*Completing an examination alone in a room may be considered if the student is unable to take the examination in a room with other students for reasons of health.

*\*Changes to the original form of assessment shall be considered an extensive adaptation: A meeting shall always be convened with the student if an application for deviations from the form of assessment has been submitted. The course coordinator shall carry out an academic assessment of the application and whether such an adaptation would safeguard the learning outcomes for the course in question. Changes to the form of assessment can only be considered for individual examinations. The description of the learning outcomes shall form the basis for the decision, together with a statement from the course coordinator stating that the adaptations do not entail any reduction in academic requirements.*

#### *Extended time for written examinations and/or home examinations*

Indicative time intervals shall be used for extended time for written examinations and home examinations. The extended time shall range from 15 minutes for written examinations with a duration of 1-2 hours to four days for home examinations with a duration of four weeks or more. In the event of oral/practical examinations, an additional five minutes of preparation time may be proposed (can be used before or during the examination).

In the event of illness during the home examination, an extension corresponding to the number of days on which the student was ill during the examination can be applied for (not applicable to examinations with a duration of less than 7 days), but subject to a maximum extension of up to 14 days. For longer extensions for bachelor's theses, an application can be submitted requesting the submission of the bachelor's thesis on 15 September. The application deadline is 15 February. The extended submission date of 15 September shall be final. It shall not be possible to obtain any further deferral.

#### *Adaptations for deferred and re-sit examinations*

Students who have applied for and been granted adaptations for ordinary examinations shall have the opportunity to receive similar adaptations for deferred and re-sit examinations. The student shall notify the Examination Department using the dedicated form no later than two weeks before the examination date for the deferred or re-sit examination. The Examination Department is not able to grant adaptations to deferred and re-sit examinations for students who get in touch after the deadline.

- The notification deadline for adaptations to deferred and re-sit examinations during the autumn examination period shall be week 5.
- The notification deadline for adaptations to deferred and re-sit examinations during the spring examination period shall be week 29.

#### *Decision letter*

Anyone who applies for adapted examinations shall receive a decision letter that clarifies the matter in writing. The decision letter shall be sent to the e-mail address registered for the student in StudentWeb.

Granted adaptations shall be visible to the student via StudentWeb when the application has been granted. Students are encouraged to check StudentWeb to ensure that the adaptations are in accordance with what they applied for.

#### Section 4-8 Further information about absence from and during examinations

##### *The purpose of legitimate absence/extended deadlines*

The purpose of legitimate absence and extended deadlines is to compensate for the disadvantages associated with unforeseen illness/other factors that prevent the student from completing the examination within the standard time, while also

ensuring that the compensation shall enable the student to maintain good progression in their study programme.

Students who become ill or are otherwise prevented from taking an examination may apply for legitimate absence from the examination. Students with legitimate absence may register for the deferred examination at no cost.

Students who become ill between the issue date and submission date for a home examination can apply for an extension corresponding to the number of days for which the student was ill. A maximum extension of 14 days\* may be granted. No extensions shall be granted for examinations with a duration of less than 7 days.

\*Applicable to bachelor's theses only: in the event that an extension of more than 14 days is required beyond the ordinary submission deadline, students can apply to submit their bachelor's thesis on 15 September. The deferred submission date of 15 September shall be final. It shall not be possible to obtain any further deferral.

#### *Application deadlines*

Legitimate absence from examinations:

- Students must submit their application and documentation from a specialist/doctor no later than (five days) after the examination date in order for the absence to be considered legitimate.

Illness contracted between the issue date and submission date for home examinations:

- Students shall submit their application and documentation from a specialist/doctor no later than four days before the examination date/submission deadline.

Deferred submission of the bachelor's thesis:

- Students shall submit their application and documentation from a specialist/doctor by 15 February.

#### *Application form and documentation*

A formal application shall be submitted via the dedicated application form. Documentation shall be uploaded via "My Kristiania" together with the application and no later than by the application deadline. The application shall not be considered until documentation has been submitted.

#### *Documentation requirements*

The application shall include documentation from a doctor or specialist. The contact details for the doctor/specialist shall be included in the documentation and the documentation shall be dated. The documentation shall confirm the student's challenges in connection with examinations and shall also include the student's name and national identity number.

- Legitimate absence from examinations: Documentation shall include a justification of why the student is unable to sit their examination.
- Illness contracted between the issue date and submission date for home examinations: The documentation shall include information about how long the student has been ill for. Deferral shall be considered based on the duration of absence due to illness (maximum deferral of 14 days).
- Deferred submission of the bachelor's thesis: The documentation shall include a justification explaining why the student needs more time.

#### *Decision letter*

Anyone who applies for legitimate absence or an extended submission deadline for their home examination/bachelor's thesis shall receive a written decision letter clarifying the matter. The decision letter shall be sent to the e-mail address registered for the student in StudentWeb.

Granted adaptations shall be visible to the student in StudentWeb/WiseFlow if the application has been granted. Students are encouraged to check StudentWeb/WiseFlow to ensure that the adaptations are in accordance with what they applied for.

#### Section 4(9) Further information about cheating

Cheating or attempted cheating at the examination or mandatory activity may include:

- Having illegal aids such as a turned-on mobile phone or other electronic equipment that is not permitted as an aid, sheets/notes with academically relevant content ("cheat sheets"), inscribed/pasted text/sheets relevant to the course in permitted aids such as dictionaries/compendiums of laws/and other, own draft sheets/introductory sheets with already drafted/introduced text. The course description specifies what aids are allowed. Anything not listed there is considered an illegal aid. For cheating to be deemed to have occurred, it is sufficient that the aids have been available during the examination and it is not essential that the student has actually used/attempted to make use of them available during the exam. It is also considered to be attempted cheating to have illegal aids available during exams in areas outside the exam room itself, such as in the toilet, or to be in communication with fellow students or others inside or outside the exam room while the exam is in progress.
- To present other people's work as one's own. Among other things, by using sources in written and visual works without referring to sufficient sources, reproduction of material obtained from textbooks/other non-fiction books/journals/web pages/encyclopedias, and one's own or others' answers, etc. that are produced without a source reference and clear statements that they are quotations, answers prepared by another person for the student, submitted work of a practical or artistic nature made by anyone other than the student.
- Copying one's own work without providing a source (self-plagiarism).
- Falsification/inventing informants/sources.
- Unregulated cooperation between exam candidates or groups. Cooperation that leads to an answer that is essentially equal to another answer to the same exam where individual answers are required.
- Otherwise act in violation of the rules of examination or academic integrity
- Kristiania University College has the option to hold an oral hearing about examination submissions when irregularities are suspected.

In the case of individual home exams, certain forms of cooperation between the students are permitted, but the answer should still be individual. It is the responsibility of the students to familiarise themselves with what constitutes acceptable cooperation.

The list of examples of cheating actions is not exhaustive.

#### §4(10) Further details about the fourth examination attempt and failure of bachelor's and master's theses.

According to §4(10) of the *Regulations on study programmes, admission and examinations at Kristiania University College*, a student may take the same exam three times. An exemption may be granted for a fourth attempt.

Applications shall be submitted in writing to [eksamen@kristiania.no](mailto:eksamen@kristiania.no) by 10 July for autumn courses and 1 February for spring courses. You must have used all three attempts at the relevant exam before you can apply for a fourth attempt. Applications that do not meet the requirements may be rejected.

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

- whether the applicant has failed to exercise other rights prior to this application (applicable rights may be facilitation of the exam/programme, opt-out from exams or leave of absence)
- whether the relevant course/programme shall be discontinued.
- whether the course can be easily replaced by other courses at Kristiania University College or at other educational institutions
- valid documentation confirming the circumstances you describe in the application text. Examples of documentation include medical reports and a declaration/statement from a specialist, documentation from public authorities. Note that the list is not exhaustive.
- An overall assessment of the course of study.

#### *Failed bachelor's and master's thesis*

When the bachelor's and master's thesis is delivered in a group, the processed version must also be delivered in a group.

#### §4(12) Further details about marking, use of external examiners

At least two examiners should be used, of which at least one should be external in the following cases:

- Master's and bachelor's thesis
- Oral exams and other exams in subject areas dealing with life and health, which in their form can not be re-examined
- In other exams, in addition to the internal examiner each year, an external examiner shall be used for at least one-third of the courses in order to ensure that all subjects have had an external examiner over a 3-year period
- New marking after complaint
- New marking due to formal error

In other oral exams/exams that are not possible to re-examine, two examiners shall be used. The department itself decides whether one of the examiners should be external.

The department can choose to audio and/or video record practical and performance exams. If such documentation exists, the department can assess whether this is sufficient for the examination to be considered verifiable.

Exceptions to the requirement for two examiners are exams with definitive answers or where it is marked according to a pre-determined solution, such as Multiple Choice. For courses with 40 or more candidates, Kristiania University College has the option to use an external examiner on a fixed part of the answers. This assessment shall then form the basis for the assessment of the other candidates.

### **Evaluation of the examination system**

The examination systems shall be evaluated at least every three years with the participation of external examiners or supervisory examiners. External evaluation can be:

- external participation and assessment of the assignment text and the course's learning outcomes (examiner report)
- external marking of specific portions of the assessments resulting in final grade
- review of assessment systems enshrined in course descriptions and study plans
- evaluation of exam papers and assessment criteria in a sample of courses included in the relevant study programmes
- sample checking of assessments conducted by internal examiner(s) in a selection of courses included in the relevant study programmes

### **Qualification requirements for external examiners**

To be approved as an external examiner, one must meet one of the following four criteria:

1. Be employed at the college lecturer/assistant level at another educational or research institution
2. A higher degree exam at university, college or equivalent; or education at the highest level of the art area from Norway or equivalent education from abroad or equivalent documented knowledge
3. Have documented experience as an examiner in relevant subjects/courses at university or college
4. Be specially qualified in the relevant field through documented professional practice

### **Requirements for appointing external examiners:**

First-time appointment of external examiners is done in the Education Committee, on delegation from the board and by recommendation from the head of the study programme, and is subsequently handled in the Study Administration based on the list provided by the head of the programme. The following shall also be considered:

- External examiners may not have been employed at Kristiania University College or have had lessons in the relevant course or supervision at Kristiania University College in the current academic year. Unpaid guest lecturers are exempted from the rules
- external examiners are appointed simultaneously for a deferred and continuation exam
- external examiners are appointed at the same time as external complaint examiners