

Guidelines for Chapter 4 Exam

Effective 1 August 2018

Last updated 3 December 2020

§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 will be published on the StudentWeb and the college's official communication channels.

Some courses from the former Academy of Music and The Norwegian School of Dance cannot be continued before ordinary implementation. A list of these courses is published in the college's information channels in connection with the registration of the deferred continuation exam.

§4(7) Further information about special arrangements for examinations

Students who have a permanent need for facilitation in connection with the exam must apply for this by 15 September for the autumn semester and by 15 February for the spring semester. Students on online studies must apply for facilitation before the enrolment deadline for the exam in the semester in which the exam is to be completed. Applications and documentation of facilitation requirements shall be sent to the exam team.

Students who are urgently in need of special arrangements must apply for this as soon as the need arises. The application form and the attached medical certificate shall be sent to the exam team/online studies. The application form shall be sent by e-mail and accompanying medical certificates shall be delivered at reception within five days or sent by post within

five days. The facilitation should not be so extensive that it represents an advantage over other students.

Extended time for written individual exams can be given as a special facilitation in the form of additional time for students with documented reading/writing difficulties, those who are breastfeeding, are physically disabled or have documented mental health problems. Allergies and diabetes do not automatically entitle you to extended examination time. Extended time is calculated according to the duration of the exam.

There is an opportunity to apply to use a computer as a special arrangement for written exams, where no digital school exams are carried out. This applies to candidates with documented reading and writing difficulties and candidates who have documented physical problems with handwriting (tendonitis and other physical disability).

Students must be aware that it is not suitable to use a computer for all types of exams (for example, it may be inappropriate to use a computer when using assessment forms with an emphasis on numerical material).

In case of special arrangement with the use of a computer as an aid, Kristiania University College, or an exam organiser approved by the college, will provide the necessary equipment.

The use of a computer requires examination completion on the college's premises, or on the premises of the exam organiser, approved by the college.

§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 must be submitted in writing to 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