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Regulations for planning courses and holding examinations at pre-university, first cycle and second cycle levels

Policy document at Chalmers tekniska högskola AB

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The official language of communication at Chalmers is Swedish. English versions of policy documents are to be seen as translations. In the event of differences between the official Swedish version of a policy document and the translation, the Swedish version takes precedence.

Examinations involve an exercise of public authority related to individuals. For examinations to be legally compliant, there must be regulations, delegations, documentation and filing of decisions that are clear and communicated to students, teachers and administrators alike.

Chalmers tekniska högskola AB (Chalmers) is an independent higher education provider and is responsible for maintaining the same level of legal compliance as the Higher Education Act and the Higher Education Ordinance specify for state higher education institutions.

The purpose of this document is to make the regulations clear and to communicate them to students and staff at Chalmers. This may, for example, reduce the number of cases reported to the Disciplinary Committee that are based on misunderstanding or lack of knowledge.

The first version of this document was drawn up in the 2011/12 academic year and it was revised annually up to 2020 in a process involving students, teachers and administrators. After 2020, the document is revised as needed.

1 PART 1 – GENERAL INFORMATION ABOUT EXAMINATIONS

The purpose of an examination is to determine the extent to which a student has achieved the learning objectives defined for the course, and to direct learning towards the set objectives. The examination must take place as described in the syllabus.

1.1 Examination format

The examination must be designed in a manner that enables assessment of each student's knowledge and skills in relation to the learning objectives specified in the syllabus. Examinations may be held in different forms. The examination in a course may consist of one or more components. All modules of a course must be examined within the timeframe of the course as set out in the course syllabus.

1.1.1 Examination language

The language normally used for teaching and examinations in courses of first cycle programmes is Swedish, while English is normally used for courses of second cycle programmes (Master's level). When a first cycle course is taught in English, the student can choose whether to write their examination in Swedish or English, provided that this does not conflict with the purpose of the examination.

1.2 General information about examiners

1.2.1 What is an examiner?

An examiner is a teacher with the right to examine, i.e. to grade a student's performance.

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Examination is a public authority decision, which means that clear regulation is required for who is authorised to be an examiner and may thus be appointed as an examiner for a course instance, and who is entitled to appoint examiners.

The name of the examiner must be stated in the syllabus and course description and also in the examination thesis or other document used for the examination.

1.2.2 List of authorised examiners

The head of department is responsible for ensuring that a list of authorised examiners, based on the criteria in section 1.3, is kept at each department and that it is up to date at all times.

1.2.3 Appointing an examiner for a course instance

An examiner must be appointed for each course instance for courses at pre-university, first cycle and second cycle levels. This means that if a course is given in several instances during an academic year, an examiner must be appointed for each instance.

For Bachelor's thesis and degree project courses, there must also be an examiner for each Bachelor's thesis and degree project in addition to the examiner appointed for each course instance.

The head of department is responsible for appointing an examiner for each course instance and for each Bachelor's thesis and degree project from the list of authorised examiners at the department. The task of appointing an examiner for a course instance may be delegated to the assistant head of department for education.

1.3 Criteria for authorisation to be an examiner

1.3.1 Education in higher education pedagogy

Education in higher education pedagogy that meets SUHF's recommendations (REK 2016:1) is required for authorisation to be an examiner for courses at pre-university, first cycle and second cycle levels. This education may be obtained through courses taken at Chalmers or other higher education institutions.

The head of department may grant an exemption from the requirement for education in higher education pedagogy as described below:

- For external recruits during their first three years of employment,
- Until the end of the autumn semester 2025 for persons employed in 2018 or later who were examiners at Chalmers in the spring semester 2023 or earlier, and
- Until the end of the autumn semester 2029 for persons who were employed in 2017 or earlier who were examiners at Chalmers in the spring term 2023 or earlier, provided that the proportion of this group at the department with education in higher education pedagogy in accordance with SUHF's recommendations increases progressively during the period 2024-2029.

Exemptions and their period of validity must be documented in the department's list of authorised examiners.

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Irrespective of the above options for granting exemptions, all examiners (except external recruits during their first three years of employment) must have completed the course CLS930 Diversity and Inclusion in Higher Education or another course that ensures achievement of SUHF's learning outcome 4 on inclusion and laws and regulations concerning students in need of study support by 31 December 2026.

1.3.2 Job title

Persons with the following job titles are authorised to be examiners for course instances at pre-university, first cycle and second cycle levels:

- Full Professor
- Artistic Professor
- Adjunct Professor
- Professor
- Associate Professor
- Senior Lecturer
- Artistic Senior Lecturer
- Assistant Professor

For course instances in courses with the main field of study Architecture or Industrial Design Engineering, persons with the job titles below are also authorised to be examiners. The head of department may also appoint them as examiners for course instances in other main fields of study if there are special reasons for this, or if they were examiners for course instances in that main field of study before 30 April 2023. Any special reasons must be recorded.

- Artistic Lecturer
- Artistic Teacher

For course instances in courses at pre-university and first cycle levels, persons with the job titles below are also authorised to be examiners. The head of department may also appoint them as examiners for course instances at second cycle level if there are special reasons for this, or if they were examiners for course instances at second cycle level before 30 April 2023. Any special reasons must be recorded.

- Lecturer (Tekniklektor)
- Lecturer (Universitetsadjunkt)

For course instances in courses at first cycle level with main field of study Shipping and Marine Technology, persons with the job titles below are also authorised to be examiners. The head of department may also appoint them as examiners for course instances at first cycle level with other main fields of study and at second cycle level with main field of study Shipping and Marine Technology if there are special reasons for this and they were examiners for such course instances on 30 April 2023 or earlier. Any special reasons must be recorded.

- Instructor

For course instances at first and second cycle levels, persons with a job title as described below are also authorised to be examiners if there are special reasons for this and they were examiners for course instances at the same level on 30 April 2023 or earlier. Any special reasons must be recorded.

- Research Professor
- Senior Researcher
- Researcher (only for permanent positions)

For Bachelor's theses and degree projects at first and second cycle levels, a professor emeritus is also authorised to be an examiner, provided that the person is actively employed at Chalmers when the examination is held.

Persons with job titles other than those described in this section may not be appointed as examiners for courses at pre-university, first cycle or second cycle level. The Vice President of Education and Lifelong Learning may authorise exemptions from this, but with great restriction. Exemptions must be recorded.

1.4 Criterion for being appointed as an examiner for a specific course instance

In addition to being authorised to be an examiner as per section 1.3, a person appointed as an examiner for a course instance must have the subject expertise necessary to be able to examine the course instance.

1.5 Special rules for virtual departments

For virtual departments used as an administrative home for courses purchased from other higher education institutions by areas of education, the dean of education appoints examiners by delegation from the Vice President of Education and Lifelong Learning.

For virtual departments used as an administrative home for courses under the Tracks Foundation initiative, a member of the Tracks management team appoints the examiner by delegation from the Vice President of Education and Lifelong Learning.

The person delegated as above must have unrestricted authorisation to be an examiner for course instances at pre-university, first cycle and second cycle levels according to the criteria in section 1.3.

1.6 Examiners from another higher education institution

The Vice President of Education and Lifelong Learning may, if there is reason to do so, permit a head of department to appoint a person from another higher education institution to be an examiner at Chalmers. This permission is granted on a person-by-person basis and must be recorded.

For integrated departments, the head of department may appoint persons employed at the University of Gothenburg as examiners at Chalmers without special permission.

For virtual departments used as an administrative home for courses purchased from other higher education institutions by areas of education, the dean of education may appoint examiners from the institution from which the course is purchased without special permission.

Persons from other higher education institutions who are appointed as examiners must meet the same criteria as examiners at Chalmers.

1.7 Examiner's responsibility

The examiner draws up the syllabus and course description and is responsible for the course's objectives and content. The examiner is also responsible for the educational methodology, planning and implementation, and has ultimate responsibility for examinations. In addition, the examiner is responsible for defining the grounds for grading and decides the grade limits.

The examiner describes the method used for examination in the syllabus and in the course description.

The head of department or equivalent in the department offering the course is responsible for ensuring that the examiner's duties are performed if the examiner is not available.

The responsibilities and powers of examiners in different examination forms and in the post-examination procedure are specified in the relevant subsection of this document.

1.8 Change of examiner for an individual student on account of conflict of interest or other reasons

CONFLICT OF INTEREST:

The examiner may be changed if there is some type of personal relationship between the examiner and the student that gives good reason to believe there may be a conflict of interest. The head of department in the department offering the course decides on this. Examiners are responsible for calling attention to any conflict of interest and notifying the head of department.

OTHER REASONS:

Any student who has failed in two examination sessions for a course component has the right to request that another examiner be appointed.

PROCEDURE FOR CHANGING EXAMINERS:

A request for a change of examiner must be made in writing to the head of department in the department offering the course. In accordance with Chalmers' rules of procedure for undergraduate education, a student whose request for a new examiner has been denied may appeal against the decision to the President.

EXAMINATION AFTER A CHANGE OF EXAMINER

A change of examiner does not mean that an examination that has already been taken will be reassessed. Nor does it mean that the new examiner is required to prepare a new examination.

A student for whom a change has been approved normally participates in the next examination session offered to other students in the course instance. The new examiner assesses the student's performance.

If the assessment is a written examination, the Examination Administration Office must be informed no later than 10 working days prior to the examination session so that the student's examination is submitted to the new examiner. The head of department ensures that this is done.

If a course consists of multiple course components, the final grade must be set by the new examiner.

1.9 Syllabus

There must be a syllabus for each course in Chalmers' course offering. The syllabus is approved by the head of programme or equivalent before it is published. The examiner is responsible for ensuring that the syllabus contains correct information.

The head of department or equivalent in the department offering the course is responsible for the duties if no examiner has been appointed and has ultimate responsibility for ensuring that the course is held in accordance with the approved syllabus.

The information in the syllabus takes precedence over the information in the course description.

Changes to information in the approved syllabus are only made in exceptional cases, and after a decision by the approving head of programme according to decision C 2017-1055.

The syllabus must be available in Swedish and English and must include:

- the name of the course in Swedish and English, including the course code
- the department offering the course
- the level of the course (preparatory, first cycle, second cycle)
- the scope in higher education credits/preparatory education credits
- admission requirements
- aim of the course
- organisation of the course
- course content
- the course modules, including scope
- distribution over the academic year
- main field of study
- learning objectives
- examination forms, including any other requirements to pass the course (compulsory elements)
- grading scale, per module and for the full course
- language of instruction
- minimum and maximum number of students on the course

The following information must be provided in connection with the syllabus:

- programme that owns the course
- examiner
- reading list
- searchability, if any, for exchange students
- position in block schedule, if relevant
- examination dates, where applicable
- if relevant, scope in humans-technology-society, environment and sustainable development or architecture design project

- For courses at preparatory level, it must also be stated that the course cannot be included in the Chalmers degree

Information on the reading list must not be changed later than eight weeks prior to the start of the course. Other information linked to the syllabus may be changed in accordance with *Decision on changes in published courses and programmes offered* (C 2017-1055).

1.10 Course description

There must be a course description each time a course is offered. The information in the syllabus takes precedence over the information in the course description.

The course examiner is responsible for ensuring the course description contains the compulsory elements described below. The examiner is also responsible for ensuring that the course description is available on the learning management platform no later than two weeks before start of the course, and that it is readable for all students, potential students, Chalmers employees and external stakeholders.

Information related to examinations and grading may not be changed in the course description beyond the correction of obvious typographical errors.

The course description must be filed in Chalmers' registration and document management system.

The course description must include:

- course purpose and learning objectives
- examiner, teacher, lecturer, exercise/laboratory work supervisor, other staff, along with their contact details
- reading list
- plan for lectures, exercises, laboratory work and study visits
- a summary of changes made since the last course instance
- examination form, for example if the examination is held as a digital examination
- grade limits and any other requirements to pass the course (compulsory elements)
- what components are included, their purpose, and how they contribute to the learning objectives
- which elements give bonus points
- how compulsory and/or voluntary components contribute to the final grade
- aids permitted during examinations, as well as which markings, indexes and notes in aids are permitted
- date and time of examination (regular examination session)
- For project examinations, the submission date, forms of submission and assessment criteria must be specified (see section 3.2).

1.11 Grade

Grades will be determined by the examiner (see also section 1.7 Examiner's responsibility).

The examination in a course may consist of several different components. In these cases, the final grade represents a collective assessment of the student's results in the different components. A grade

for a module is awarded after completion of the module, and a final grade is awarded after the course has been completed. If a course consists of one module, it is possible to choose to have the reported grade for the module also be the reported final grade for the course.

Grades must be objective-related and determined based on the student's individual performance in relation to the course objectives, regardless of the performance of other students.

1.11.1 Grading scales

The grading scale must be stated in the syllabus. The following grading scales are used in Chalmers programmes:

- UG grading scale, with grades U (fail) and G (pass).
- TH grading scale, with grades U (fail), 3 (pass), 4 (pass with distinction) and 5 (pass with special distinction).
- UG and TH grading scales are used for first cycle courses. The TH graduated grading scale should primarily be used in MSc in Engineering, BSc in Engineering and Master's programmes. The UG grading scale should mainly be used for project-oriented courses.
- In the architecture programme, the UG grading scale is normally used at first cycle level. The TH grading scale is used at second cycle level.
- The UG grading scale is used for thesis/degree projects leading to MSc in Engineering, Master of Architecture, BSc in Engineering and Master's degrees.
- The TH grading scale is used for Bachelor's theses in engineering programmes and the International Logistics, Master Mariner and BSc in Marine Engineering programmes.
- The UG grading scale is used for Bachelor's theses in the architecture programme, the MSc programme in architecture and engineering, and business development and entrepreneurship.

1.11.2 Bonus points

Different elements, both compulsory and optional, can generate bonus points that impact the grade. The examiner decides which elements generate bonus points. The bonus points apply for the current course instance and are factored in at the time of regular examination and subsequent examination retakes. All elements that give bonus points must be specified in the course description.

1.11.3 Raising a grade

Raising a grade means that the student has the opportunity to raise their grade in a course or module for which the student has already received a pass grade. Raising a grade for a module does not automatically mean a higher grade for the full course. It is only possible to raise a grade for courses that offer an examination session. Grades cannot be raised for courses that are part of an awarded degree or that are used in credit transfers at Chalmers or another Swedish higher education institution.

1.11.4 Correction and review of grades

A grade decision may be changed up to the time at which it has been communicated to the student. After this time, special support in regulations or case law is required.

If a grade decision contains an obvious mistake due to a typographical error, miscalculation or similar, the examiner may correct the grade to either the benefit or the detriment of the student. Corrections that are to the detriment of the student must be made with great caution and where this is a clear error. Before such a correction is made, the students must be given the opportunity to make a statement.

A grade may also be changed after review: if an examiner finds that a grade decision is obviously incorrect due to new circumstances or some other reason, the examiner is obliged to change the decision if this can be done quickly and easily and without lowering the grade.

A grade decision may be changed to the detriment of the student if the student has been found guilty of deception in connection with an examination or attempted deception in connection with an examination.

Once the student has collected the original corrected examination script, they can no longer request a correction or review of the grade.

1.12 Reporting examinations and final grades

1.12.1 Examination date

When reporting an examination, the examination date is the day on which the examination was held or the day on which the student completed the last component of the module or course.

1.12.2 Reporting written examination results

The following applies to the reporting of written examination results:

- The examiner has ultimate responsibility for ensuring that the results are reported in Ladok no later than 15 working days after the examination.
- The Head of Department or equivalent is responsible for ensuring there are sufficient human resources to report the results within this time limit.
- Unexpected delays in reporting must be communicated to students and resolved promptly.
- A student must be registered for the course to be entitled to have their results from the course reported.
- Students whose grades are raised or are reported to the Chalmers Disciplinary Committee for suspicion of deception in connection with an examination are not guaranteed to receive their results within 15 working days.
- All results, including fails, must be reported.
- Students are notified of their results in Ladok.

1.12.3 Reporting results of other components

The teacher must plan the assessment of the component so that the results can be communicated to the student and reported in Ladok within 15 working days after the last Friday of the regular examination period for the course instance in question.

1.12.4 Reporting final grades

The final grade for a course must be reported when the results of the last module have been reported for the course for a student.

1.13 Deception in connection with an examination (cheating)

Disciplinary measures may be taken against students found guilty of acts such as attempted deception in connection with an examination.

Any student suspected of having committed infractions under Chalmers' Rules of Discipline must be reported to the President. The chair of the Disciplinary Committee can then refer the case to the Chalmers Disciplinary Committee for consideration.

A student who is suspected of attempted deception may complete the examination and may thus not be forced to stop writing and leave the room for this reason only. However, the examination is not usually graded until the Disciplinary Committee has ruled on the case. The invigilator may decide to move any student suspected of attempted deception to a different seat.

If a final decision is made that the student committed deception in connection with an examination or attempted to commit deception in connection with an examination, no grade will be reported in Ladok since the basis for grading is deemed invalid.

1.14 Alternative examination arrangements

1.14.1 Students in need of study support

The following applies to students requiring alternative examination arrangements:

- A student who needs alternative examination arrangements must contact Chalmers' study support coordinator at the start of their studies. Similarly, if the need for alternative arrangements arises/comes to light after the start of studies, the student must contact the coordinator.
- The coordinator makes an assessment that is then documented in a national administration and information system for coordinators (Nais). An approval decision in Nais consists of a decision on support measures and/or recommendations for support measures and is valid for a specific period that is stated in the decision.
- The student then notifies the examiner of the coordinator's recommendation from Nais.
- The examiner then decides on any alternative arrangements for the examination. In some cases, the disability coordinator may make decisions regarding adjustments to how the written examination is carried out¹.De
- If a decision has been made to adapt the examination relating to an extended time or a different room, this information will automatically go to the exam administration through the students' registration for the exam in Ladok.
- In good time before an examination, the student must notify the examiner that special conditions apply with extended time and a different room.

¹ See the President's decision on delegation of decisions regarding individual adjustments to centrally arranged written examinations to the disability coordinator (C 2019-1024).

1.14.2 National Sports University students

Chalmers draws up an agreement with National Sports University students regarding facilitation of the student's study planning as there may be a need for alternative examination forms and/or a change of time and place for the examination. It is the examiner who decides on the alternative examination form and/or change of time and place for the examination. It is the responsibility of the

student to inform the examiner that they are a National Sports University student at the start of the course.

1.15 Chalmers examination at another location

If special circumstances exist, a student may sit an examination at another location in Sweden or abroad. In such case, the following applies:

- The student must contact the examiner about this no later than 10 working days before the examination session.
- Examination at another location may only take place at a higher education institution. In exceptional cases, the examination may take place at another location if examination forms equivalent to that at a higher education institution can be offered.
- The examiner decides whether the examination may take place at another higher education institution.
- Through an administrator at the department offering the course, the examiner must ensure that there is a contact at the higher education institution, and that the institution is prepared to organise an invigilator and any special examination computer at roughly the same time (up to one hour later) as the examination session for the course at Chalmers.
- Through an administrator at the department offering the course, the examiner must ensure that the examination paper is sent to the contact by email or registered letter. Chalmers' rules for examinations (this document: *Regulations for planning courses and holding examinations at pre-university, first cycle and second cycle levels*) must be attached. An agreement must also be made about how the examination results should be communicated to the examiner.
- Any service cost at the higher education institution must be paid by the student.

1.16 Another university's examination at Chalmers

A student studying at another higher education institution may only sit an examination at Chalmers when another examination activity is scheduled, and as space allows. The student must contact the Examination Administration Office no later than 10 working days before the examination session. Examination at the department is permitted in exceptional cases. Examination at the department is subject to the same procedures as written examinations in an examination room organised by the Examination Administration Office.

2 PART 2 – WRITTEN EXAMINATION – BEFORE, DURING AND AFTER

The main rule is that the Examination Administration Office of Chalmers Operations Support handles the administration and practical execution of centrally scheduled examinations. In cases in which the department handles the written examination, this must be in accordance with the same rules as those applied by the Examination Administration Office.

BEFORE THE WRITTEN EXAMINATION

2.1 Examination schedule

Regular examination sessions and retake sessions for courses at Chalmers are scheduled in examination periods at the time and place indicated on the Chalmers education pages.

The examiner is responsible for scheduling an examination date, which is administrated by the

department, and for information to the students. These examinations are listed with the note *contact examiner* in the syllabus.

2.2 Student registration for the written examination

Registration for the written examination is compulsory and is done in Ladok. The student is responsible for registering for the examination. Any student who has not registered will not be allowed to sit the examination.

In addition, the following applies to registration for a written examination:

- The times and procedures for registration are stated in the information on the Chalmers education pages.
- A preregistered student who has not taken their seat by 30 minutes after the scheduled start time of the examination forfeits their seat at the examination.
- Students who are to take a digital examination and need to borrow a computer must report this to the Examination Administration Office when they register for the examination to enable Chalmers to lend a computer, subject to availability.

An examination for which no students have registered by the close of the registration period will be cancelled.

2.3 Number of examination sessions

For a course that is compulsory, an elective or a compulsory elective in any programme plan, three examination sessions are organised per academic year. One of these must fall in the August period.

For courses that are cancelled, two retake sessions per academic year must be offered. One of these must fall in the August period.

For courses that are removed from a programme plan and that are compulsory in any programme plan, all examination sessions belonging to the course must be held, which means one regular examination session and two retake sessions. At least four additional retake sessions must subsequently be offered, and they must be evenly distributed during the two academic years following the last academic year of the course.

For courses that are removed from the programme plan and are not compulsory, at least one retake session must be offered in the year following the academic year in which the course was discontinued.

A student may sit for an examination an unlimited number of times as long as the course is offered.

The retake must have the same examination form and language as the regular examination, unless stated otherwise in the syllabus.

2.3.1 Extra examination sessions

The examiner may provide additional opportunities for retakes beyond that specified in the syllabus.

Where only one examination remains until a degree is earned, extra examination sessions should be offered to the student during the semester if special circumstances exist, for example if this significantly shortens the time for the student to obtain the degree. The examiner decides whether any extra examination sessions are to be offered to the student. This recommendation does not apply to degrees that are a stage in a degree where the student normally continues their education at Chalmers, for example a Bachelor's degree as part of the MSc in Engineering/architecture programme.

2.4 Double examination

If, during a regular examination period or retake period, a student has two examinations that occur at the same time, one of the examiners in question may decide to allow the student to sit the examination at another time (double examination). The following applies in these cases:

- For this to be approved, the student must contact the Examination Administration Office no later than 10 working days before the start of the examination period and submit approval from the relevant examiner.
- Double examination can only occur at two different examination sessions on the same date, when other examination activities are booked for both sessions, and provided that the Examination Administration Office has the resources to move the examination time.
- The person taking the examination may not leave the examination room during lunch and must remain with the invigilator.

2.5 Anonymity

The student takes examinations anonymously in written examinations organised by the Examination Administration Office. Anonymity means that the student's identity is not known during marking. Other examination forms do not guarantee anonymity.

Anonymity must be maintained during marking. Once the examination has been marked, anonymity is broken by a person other than the one marking the examination.

The examiner makes a grading decision when confirmation is carried out in the Ladok education administration system. The student is not anonymous when the decision is made.

The student cannot choose to break their anonymity themselves.

2.6 Design and content of the examination paper

The examination paper must contain the following information:

- Course name and course code
- Date and time of the examination
- Responsible teacher and phone number at which the teacher can be reached during the examination time, and approximate times when the teacher will visit the examination

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- Authorised aids. Tables and textbooks must be listed with author and title so the invigilator can distinguish between authorised and unauthorised aids
- Grade limits and grading scale

The examiner is responsible for ensuring the examination paper has been proofread and that the problems have been checked and are solvable.

The examiner is responsible for ensuring that enough examination papers are submitted to the Examination Administration Office. If physical examination papers are submitted, they must be submitted no later than two working days before the examination date. Any printing must be ordered at least three days in advance. Physical examination papers must be placed in a sealed envelope or package with information on the number of examination papers, the number of students who have registered, and a form completed for this purpose by the Examination Administration Office.

2.7 Length of the examination

A written examination normally lasts for four hours. Any decision to deviate from this rule is made by the head of programme following a proposal by the examiner. It is then incorporated in the syllabus and course description. Examinations administered by the Examination Administration Office begin at 08:30, at 12:00 or at 14:00.

2.8 Aids in written examinations

2.8.1 General information about aids

The examiner decides which aids may be used during the examination session. These must be clearly specified in the course description and on the examination paper.

Students are obliged to read the instructions prior to sitting the examination, and to follow them. This includes an obligation to know which aids are authorised.

Students may not borrow aids from each other during the examination.

2.8.2 Calculators

The examiner may decide whether a Chalmers-approved calculator or free choice of calculator may be used as an aid during the examination. If the examiner decides to allow use of a Chalmers-approved calculator, the following applies:

- The calculator may have a display that shows numbers, letters and mathematical symbols.
- It may not be a graphing calculator.
- The following models are approved:
 - Casio FX-82
 - Casio FX-85EX
 - Sharp EL-W531
 - Texas TI-30

If the examiner decides to allow use of free choice of calculator as an aid, the calculator memory must be empty. The student is responsible for ensuring that the calculator memory is empty when the examination begins, and the examiner is responsible for checking this. The check is performed by the

examiner or a person appointed by the examiner. A spot check is sufficient. The invigilator may not perform the checks.

If the examiner makes an exception to the requirement of an empty calculator memory, then all aids that the student brings are authorised, assuming they are otherwise authorised in accordance with regulations.

Calculators used as an examination aid may not have wireless internet connection capabilities.

2.8.3 Mobile phones, similar electronic devices and computers

Mobile phones and similar electronic devices are considered unauthorised aids, unless otherwise permitted by the examiner and specified in the course description and on the examination paper.

Mobile phones and other unauthorised electronic devices must be switched off and kept with other personal belongings.

On the cover sheet of the examination, the student must certify that they do not have a mobile phone or other electronic device at their disposal during the examination.

For examinations in the form of a digital examination, the student may use their own computer.

2.8.4 Other aids

Pencils, erasers, rulers and dictionaries are authorised aids at all examinations. The examiner must decide whether electronic dictionaries may be used. However, dictionaries are not authorised aids for language examinations, unless the examiner permits them.

Only indexes may be used in connection with lists of formulae.

If material from the reading list is an approved aid, the course description and examination paper must specify whether markings, indexes and/or notes are permitted.

Handwritten corrections are allowed for any typographical errors that appear in the authorised aids. In such cases, the examiner must attach a list of corrections to the examination paper.

DURING THE WRITTEN EXAMINATION

2.9 General information about the examination room

Students must always follow the instructions of the invigilator without delay. Any student who disobeys the invigilator's instructions may be forced to stop taking the examination and leave the examination room.

The invigilator provides instructions on the following, for example:

- where to put personal belongings, such as outdoor clothing, bags, etc.
- assigned seating in the examination room
- available toilets

Students are obliged to show the invigilator and/or teacher on duty any aids they have brought to the examination.

Snacks may be eaten in the examination room if it does not disturb other students. Students are not allowed to bring peanuts, other legumes or almonds.

2.10 Disruption and obstruction of an examination

Students, teachers and invigilators must keep disruptive noise to a minimum during the examination.

During the examination session, students are forbidden to talk to other students or outsiders, both in the examination room and when visiting the toilet. Any other talking must be kept in a low conversational tone.

Any student who obviously disrupts or obstructs a written examination – such as by talking to other students, disobeying regulations or the instructions of the invigilator, or refusing to show material they have brought with them or hand over evidence – will be reprimanded by the invigilator or responsible teacher present at the examination session. If the student does not comply with the reprimand, the invigilator or teacher may instruct the student to immediately discontinue the examination and leave the examination room.

Deception during a written examination (cheating) is addressed in section 1.13.

2.11 ID and student union dues

Students are obliged to present valid photo ID and proof of membership of the Student Union for the current semester. The following are considered valid photo ID: valid passport, Swedish national ID card, Swedish driving licence, Swedish SIS-marked ID card, or ID card issued by a government authority. A residence permit is not considered valid ID.

Only students with valid photo ID may complete the examination.

2.12 Seating list

Each student must write their name (legibly), Swedish personal identity number and anonymous code (received at the time of registration) on the seating list. Where the examinations are scanned, pre-printed cover pages are used, and it is not necessary for the student to fill in this information.

2.13 Writing paper, cover and answer sheets

The following applies to writing paper:

- Only writing paper handed out by the invigilator may be used. In other words, students may not bring their own scratch paper or writing paper to the examination room.
- Only the cross-ruled side of writing paper may be used, and a new sheet must be started for each question. If this is not done, marking cannot be guaranteed.
- Red pencils may not be used.
- All writing paper must be returned to the invigilator when the examination is over, including unused paper.

The following applies to the cover and answer sheets:

- The student is obliged to fill in all requested information on the cover. If the information is pre-printed, the student must check that the information is correct.

- The invigilator will verify the ID information under the hidden tab against the student's ID document before the tab is folded over and sealed.
- Students are obliged to write their anonymous code on every sheet that they hand in, as well as on the cover.
- The number of sheets being handed in and the questions answered must also be indicated on the cover.
- Students who decide not to complete the examination (hand it in blank) and not to hand in any answer sheets must also fill out the cover and write 0 in the answer sheet field.

2.14 Presence of examiners during examinations

The examiner or a responsible teacher appointed by the examiner must visit the examination rooms twice. General practice is for the visits to occur about one hour after the examination starts and when one hour of the examination time remains. All students must have the opportunity to talk to the teacher.

2.15 In case of emergency/fire alarm

If a fire alarm or other emergency arises, students are obliged to follow the invigilator's decision to stop the examination immediately and to evacuate the room in accordance with the invigilator's instructions.

2.16 If the examination is cancelled due to unforeseen circumstances

In case of unforeseen events affecting the students' ability to complete the exercises (such as a power cut), the invigilator must assess whether it is necessary to cancel the examination. Alternatively, the invigilator may extend the time of the examination session accordingly, but by no more than 45 minutes.

If the examination has been cancelled, a new examination session no later than two weeks after the cancelled session must be offered to the students who participated in the cancelled examination session as soon as possible. Examinations submitted prior to evacuation will not be graded.

Exceptions to this may be decided by the Vice President of Education and Lifelong Learning.

2.17 Leaving the examination room or taking breaks

Students may leave the examination room no earlier than 60 minutes after the scheduled start time of the examination. Even students who do not intend to complete the examination (hand it in blank) are subject to this rule.

Otherwise, a student may only take one or two short breaks during the examination to visit the toilet. The length of the examination is not extended due to breaks.

Because smoking is prohibited in all Chalmers premises, smoking breaks are not permitted during the examination.

2.18 End of the examination

The invigilator will announce when 15 and 5 minutes remain until the end of the examination. Students are obliged to complete the examination within the given time. They must also have filled in their anonymous code and page numbers on all sheets being handed in within this time.

Students must personally hand in their examination script, including unused writing paper, to the invigilator, and then collect their belongings and immediately leave the room without returning to their seats.

The invigilator must verify the number of answer sheets handed in against the number that the student has written on the cover.

AFTER THE WRITTEN EXAMINATION

2.19 Viewing session and review of marking

The examiner must offer one (1) planned viewing session at which the students are given the opportunity to view their marked examination script². At that time, the students are given the opportunity to put questions to the examiner or the person(s) who marked the examination scripts, and to point out any obvious errors in the marking, such as calculation errors. Marking of the examination cannot be appealed against.

The viewing session must be offered within three weeks of the results being announced or within three weeks of the beginning of the next semester for examinations in reading period 4 and retakes in June.

The date and time of the viewing session must be posted on the course page of the learning management platform. The viewing session should not be at the same time as compulsory course components for programmes that are required to take the course.

2.20 Examination scripts – collection, filing and destruction

2.20.1 Collecting examination scripts

- In order to collect their marked examination script, a student must present ID and sign for receipt of the document.
- The department must save the receipt of student script collection for at least two years from the date on which the examination grade was set.
- If the marked examination script is collected by a representative of the student, the representative must have written authorisation, present ID and sign for receipt of the document. The authorisation letter must be signed and witnessed, and the original copy must be submitted. An electronic copy or a photograph copy of the authorisation is not accepted as authorisation.
- Examination scripts which have not been collected are saved by the department for at least two years from the date on which the examination grade was set.

² Where examination scripts are scanned, students view their scripts via the scanning system.

- Once the original examination script has been collected, there is no further opportunity to correct the grade.
- If the original document has not been collected by the student, a copy of the examination script may be provided to anyone requesting access.
- Examinations which have not been collected after two years may be discarded.

2.20.2 Examination scripts from digital written examinations

Marked examination scripts from digital written examinations may be distributed to students digitally or in paper form.

If the digital examination script has not been collected by the student, a copy of the examination script may be provided to anyone requesting access.

Scripts from digital written examinations may be deleted once the student has requested their examination script from the system.

2.21 Examination paper after the examination

Examination papers are filed electronically in Chalmers' registration and document management system or in paper form at the department.

An examination paper is a public document that must be released to anyone who requests it. The examination paper becomes a public document once it has been handed to the student during an examination.

2.22 Solutions to examination exercises

The examiner is responsible for ensuring that written proposed solutions to examination exercises in written examinations are made available on the course page of the learning management platform no later than on the first working day after the examination session.

The examiner's written or digital proposed solutions must not be made available until after the examination session is over and must not be present in the examination room during the examination. The proposed solutions must be filed in Chalmers' registration and document management system. They become a public document once they have been made available to the students.

In a digital examination with the possibility of random selection of examination exercises using automated marking, it is not required that proposed solutions for the examination exercises be posted as above.

2.23 Misplaced answer sheets

If an examination answer sheet that a student has handed in to the invigilator is misplaced due to negligence on the part of Chalmers' staff, the examiner must make an agreement with the student about another examination form for displaying their knowledge about the subject based on the questions on the missing answer sheet.

If the entire examination script is misplaced, a new examination session must be offered at a time agreed with the student.

3 PART 3 – OTHER EXAMINATION FORMS

3.1 Continuous assessment

An examiner may decide that a course will include continuous assessment. The aim of continuous assessment is to support the students in their learning process.

3.1.1 Compulsory components

Compulsory components, such as study visits, submissions, guest lectures and laboratory work, must be specified in the course description. If possible, the date of each component must also be given.

The following applies to students who were unable to complete a compulsory component due to illness or other similar circumstances:

- The student must give prior notice of their inability to complete a compulsory component to the contact specified in the course description.
- The student must be given the opportunity to complete an equivalent exercise if there are no further opportunities to complete the component in question during the course.
- If a student has been unable to complete a compulsory component due to a decision to suspend them, the student will not be offered an opportunity to perform an equivalent exercise afterwards.

3.1.2 Optional components

The examiner can decide that the results of optional components may be used as a basis for grading. The decision applies to the current course instance and associated examination retakes.

If optional components are included in the basis for grading, all students, including those who are re-registered, must be given the same opportunity to participate.

3.1.3 Test

An examiner may decide to include one or more tests in a course. A test (called 'dugga' in Swedish) is an examination that may be compulsory or optional. The aim of the test is usually to support the students in their learning process. If a test is used as a compulsory, examination-like sub-assessment, it is subject to the same rules and procedures as a written examination. However, do not need to be anonymous (see section 2.5).

The examiner may decide that the results of optional tests and elements may be used as a basis for grading. This applies to the current course instance and associated retakes.

A student may thus factor in the results at the time of regular examination and for the examination retakes associated with the course instance.

If optional tests are included in the basis for grading, all students, including those who are re-registered, must be given the same opportunity to participate.

3.2 Project-related examinations

Examinations for projects are normally a combination of written, oral or other presentation of the work performed. Otherwise, the following applies:

- The course description must specify the submission deadline, forms for submission, and the assessment criteria.
- The basis for project work examination may consist of components such as written reports, prototypes, software, drawings, illustrations, illustrated reports or other documentation.
- A project may be carried out individually or in a group. It must be possible to isolate the individual performance of a student within a group project to enable fair assessment.
- The teacher must plan project assessment so that the results of the course can be communicated to the student and reported in Ladok within 15 working days after the last Friday of the regular examination period for the course instance in question.
- If intermediate submissions are used, and feedback from these is important to the student's final submission, the examiner must ensure that this feedback is provided far enough in advance to give students sufficient time to make the adjustments before submission.

3.2.1 Supplementation of project-related examinations

If the student has failed to achieve the objectives, but is deemed capable of achieving them through supplementation, this must be offered. The examiner's written comments must clearly indicate what must be supplemented, why this must be done, and a deadline for supplementation submission. Supplementation must normally be done without teacher assistance.

If the student is deemed to have major knowledge deficiencies and/or is unable to achieve the objectives despite supplementation, the student must be offered the option of retaking the course.

3.2.2 Addition for Architecture programmes for project-related examinations

Within the Architecture and the Architecture and Engineering programmes, there are additions to the above rules. These relate to the following:

- The examination form for projects is normally continuous assessment through different components such as lectures, peer review, seminars, tutorials, laboratory work and final presentation.
- The examiner's review of the submitted final project work usually weighs heavily in the collective assessment that forms the basis of the examination.
- The course description must specify the components on which the examiner is to base their project-related examination assessment.
- The project work is discussed in a final presentation. This discussion highlights and problematises different approaches, methods, working processes, analysis tools, etc. The students are given the opportunity to reflect and highlight their archetypes and explain how they used them. The discussion should ask questions that help demonstrate the students' ability to consciously take a position. This presentation involves the participation of the examiner, supervisor, etc. In some cases, it also includes invited guests, who are sometimes called critics.
- The examination normally includes the design process that led up to the reported work, as well as reflection and self-evaluation of the work.
- The conditions for supplementation must be stated in the syllabus for project courses/studios.

3.3 Take-home examinations

The following applies to take-home examinations:

- All aids are allowed for take-home examinations.
- Take-home examinations must be carried out individually unless otherwise specified in the course description. In other words, collaboration or getting help from other people is not normally allowed.
- It must be possible to complete take-home examinations within normal working hours (a 40-hour working week) and they must be completed during the semester period. The semester period refers to the time during which instruction or examination is in progress. The semester period can be found in the academic calendar on the Chalmers education pages.
- Failure to meet the set deadline will result in the examination being invalid.
- Review of marking will be offered in accordance with the same principles as for written examinations (see section 2.19).
- The student must be given a retake opportunity either by supplementary tasks in connection with the first regular examination session or on the whole course content during the retake periods. The alternative used must be specified in the syllabus and course description.

3.4 Oral examinations

The following applies to oral examinations:

- Students may take the examination individually or in a group.
- The structure and grading criteria of the oral examination must be clearly described in the course description.
- A co-assessor should participate in the examination along with the examiner. Another student may not serve as co-assessor, except for doctoral students.
- The basis of assessment (such as assessment of how and at what level the student fulfils the learning objectives) for oral examination must be documented and filed at the department for at least two years after the grade has been awarded.
- Final oral examinations must, as far as possible, be scheduled during the examination week for the course instance in question.
- The results of an oral examination must be communicated to the student and reported in Ladok within 15 working days after the last Friday of the examination period for the course instance in question.

3.5 Bachelor's theses and degree projects

The forms for examination of Bachelor's theses and degree projects are specified in other policy documents that are available on the Chalmers education pages.