

CHALMERS

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| Decision by: Vice President of Education and Lifelong Learning | Type of policy document: Regulation | Registration number: C 2024-0450 |
| Date of decision: 2024-08-21 | Administrator: Eva Albers | |
| Document effective from 2024-09-02 | Division/equivalent responsible for creating and/or revising the document: Student and Education Office | |
| Document effective to: Until further notice | The document replaces previous decision: C 2023-0875 | |

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

Policy document at Chalmers tekniska högskola AB

Contents

| | | |
|-------|---|----|
| 1 | PLANNING A COURSE..... | 5 |
| 1.1 | Course examiner | 5 |
| 1.1.1 | Examiner's responsibility | 5 |
| 1.1.2 | Change of examiner for an individual student..... | 6 |
| 1.2 | Syllabus..... | 6 |
| 1.3 | Grades | 8 |
| 1.3.1 | Grading scales | 8 |
| 1.4 | Course description | 8 |
| 2 | EXAMINATION - GENERAL INFORMATION | 9 |
| 2.1 | Examination format | 9 |
| 2.1.1 | Examination language | 9 |
| 2.1.2 | Bonus points | 9 |
| 2.1.3 | Compulsory components | 10 |
| 2.1.4 | Optional components..... | 10 |
| 2.2 | Alternative examination arrangements..... | 10 |
| 2.2.1 | Students in need of study support..... | 10 |
| 2.2.2 | National Sports University students..... | 11 |
| 2.2.3 | Examination in connection with military service | 11 |
| 2.3 | Bachelor's theses and degree projects..... | 11 |
| 3 | EXAMINATION – WRITTEN EXAMINATION – BEFORE, DURING AND AFTER..... | 11 |
| 3.1 | Examination schedule | 11 |
| 3.2 | Student registration for the written examination..... | 12 |
| 3.3 | Number of examination sessions | 12 |
| 3.3.1 | Extra examination sessions | 13 |
| 3.4 | Double examination | 13 |
| 3.5 | Anonymity | 13 |
| 3.6 | Design and content of the examination paper..... | 14 |
| 3.7 | Length of the examination..... | 14 |
| 3.8 | Aids in written examinations | 14 |
| 3.8.1 | Calculators | 15 |
| 3.8.2 | Mobile phones and other electronic devices | 15 |
| 3.8.3 | Other aids | 15 |

CHALMERS

| | | |
|--------|---|----|
| 3.9 | Chalmers examination at another location | 16 |
| 3.10 | Another university's examination at Chalmers | 16 |
| 3.11 | General information about the examination room | 17 |
| 3.12 | Disruption and obstruction of an examination | 17 |
| 3.13 | ID and student union dues..... | 17 |
| 3.14 | Seating list | 18 |
| 3.15 | Writing paper and cover for examinations..... | 18 |
| 3.15.1 | Before and at the start of the examination | 18 |
| 3.15.2 | After the end of the examination when submitting the answers | 18 |
| 3.16 | Presence of examiners during examinations | 18 |
| 3.17 | Management of unforeseen events | 18 |
| 3.18 | Leaving the examination room or taking breaks..... | 19 |
| 3.19 | End of the examination..... | 19 |
| 3.20 | Examination viewing session | 19 |
| 3.21 | Examination scripts – collection, filing and destruction | 20 |
| 3.21.1 | Collecting examination scripts | 20 |
| 3.21.2 | Examination scripts from digital written examinations..... | 20 |
| 3.21.3 | Destruction of examination scripts | 20 |
| 3.22 | Examination paper after the examination..... | 20 |
| 3.23 | Solutions to examination exercises | 20 |
| 3.24 | Misplaced answer sheets..... | 21 |
| 4 | EXAMINATION - OTHER FORMS OF EXAMINATION..... | 21 |
| 4.1 | Test..... | 21 |
| 4.1.1 | Test as a graded module in a course..... | 21 |
| 4.1.2 | Other types of test..... | 21 |
| 4.2 | Project-related examinations | 22 |
| 4.2.1 | Supplementation of project-related examinations | 22 |
| 4.2.2 | Addition for Architecture programmes for project-related examinations | 22 |
| 4.3 | Take-home examinations..... | 23 |
| 4.4 | Oral examinations | 23 |
| 4.5 | Laboratory work..... | 23 |
| 4.6 | Assignments | 24 |
| 4.7 | Other forms of examination in discontinued courses..... | 24 |

| | | |
|-------|--|----|
| 5 | EXAMINATION - OTHER | 24 |
| 5.1 | Reporting examinations and final grades | 24 |
| 5.1.1 | Examination date | 24 |
| 5.1.2 | Reporting written examination results | 24 |
| 5.1.3 | Reporting results of other modules | 25 |
| 5.1.4 | Reporting final grades | 25 |
| 5.1.5 | Raising a grade | 25 |
| 5.1.6 | Correction and review of grades | 25 |
| 5.2 | Deception in connection with an examination (cheating) | 26 |
| | Appendix 1. Rules on appointing an examiner | 27 |
| 1 | List of authorised examiners | 27 |
| 1.1 | Appointing an examiner for a course round | 27 |
| 1.2 | Criteria for authorisation to be an examiner | 27 |
| 1.2.1 | Education in higher education pedagogy | 27 |
| 1.2.2 | Job title | 28 |
| 1.3 | Criterion for being appointed as an examiner for a specific course round | 29 |
| 1.4 | Special rules for virtual departments | 29 |
| 1.5 | Examiners from another higher education institution | 29 |

The official language of communication at Chalmers is Swedish and this English version of the approved policy document is merely a translation. In the event of differences between the policy document in Swedish and the translation in English, the approved policy document in Swedish shall take precedence.

The purpose of this regulation for planning courses and holding examinations is to ensure that the rules are clear and known 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. As a foundation university, Chalmers tekniska högskola AB (Chalmers) 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 Vice President of Education and Lifelong Learning approves the document, which is revised as necessary. The regulation is a policy document and deviations from it are not normally allowed, but the Vice President of Education and Lifelong Learning has the right to decide on deviations if necessary.

1 PLANNING A COURSE

1.1 Course examiner

Examination is a public authority decision, which means that clear regulation is required for who is authorised to be an examiner, and who is entitled to appoint examiners. For rules on appointing examiners, see Appendix 1.

For each course round, the head of the department offering the course must appoint an examiner. An examiner is a teacher with the right to examine, i.e. to grade a student's performance, and has overall responsibility for the planning and delivery of the course.

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

1.1.1 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 the examination, and the form in which this takes place must be described in the syllabus and the course description. 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. In addition, the examiner is responsible for defining the grounds for grading and decides the grade limits. The examiner is responsible for ensuring that the necessary information for implementation of the course is available to the students on the course page in Chalmers' learning management platform.

The head of department or equivalent in the department offering the course is responsible for ensuring that the examiner's duties are performed.

1.1.2 Change of examiner for an individual student

1.1.2.1 *Accepted reasons for a change of examiner*

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.

1.1.2.2 *Procedure 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.

1.1.2.3 *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 round. 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.

1.2 Syllabus

There must be a syllabus in Swedish and English for each course in Chalmers' course offering. The Swedish syllabus has priority of interpretation. 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 or equivalent according to the *Decision on changes in published courses and programmes offered* (C 2017-1055).

The syllabus must contain:

- course code
- Swedish and English course names
- department offering the course
- level of the course (pre-university, first cycle, second cycle)
- scope in higher education credits/pre-university education credits
- course modules, including scope
- grading scale, per module and for the full course
- distribution over the academic year
- language of instruction
- main field of study
- if relevant, scope in humans-technology-society, environment and sustainable development or architecture design project
- admission requirements
- aim of the course
- learning objectives
- course content
- organisation of the course
- examination forms, including any other requirements to pass the course (compulsory elements)
- whether the number of places for students on the course is unlimited or limited. If the number of places is limited, a maximum number must be indicated.

The above information is included in the part to be approved by the head of programme. In addition, the following information must be provided in relation to the syllabus:

- basic and special eligibility
- programme that owns the course
- examiner
- reading list (Information on the reading list may be changed by the examiner without a special decision up to eight weeks before the start of the course)
- searchability, if any, for exchange students
- position in block schedule, if relevant
- placement in programme plans
- examination dates, where applicable
- For courses at pre-university level, it must also be stated that the course cannot be included in the Chalmers degree

1.3 Grades

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

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.

1.3.1 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.

1.4 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 that the course description contains the compulsory elements described below. The examiner is also responsible for ensuring that the course description is available on the course page no later than two weeks before the 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 the 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
- general plan for lectures, exercises, laboratory work and study visits
- a summary of changes made since the previous academic year
- 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
- to what extent and how AI tools may be used and how to report on their use
- date and time of examination (regular session)
- for other forms of examination, the times, arrangements and any assessment criteria must be stated (see also section 4). Information is provided on when and what form of collaboration between students is allowed or not.

2 EXAMINATION - GENERAL INFORMATION

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.

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.

Students may not withdraw submitted examinations.

2.1 Examination format

The examination must be designed in a manner that enables assessment and approval 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.

2.1.1 Examination language

Courses are examined in the language of instruction specified in the syllabus. This is normally Swedish for courses of first cycle programmes, while English is normally used for courses of second cycle programmes (Master's level). In a course taught in Swedish, the student may choose to answer in Swedish, Danish or Norwegian. When a course of a first cycle programme 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.

2.1.2 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 round 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.

2.1.3 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 individual compulsory course components 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.

2.1.4 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 round 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.

2.2 Alternative examination arrangements

2.2.1 Students in need of study support

The following applies to students requiring educational adaptations:

- A student requiring study support can apply for support in a national administration and information system for coordinators (Nais) when the admission notice is received. If the need for adaptation arises/comes to light after the start of studies, the student must apply for the study support in the same way. To receive study support, the student needs to upload a medical certificate or a report confirming a permanent disability in Nais.
- The coordinator invites the student to an orientation meeting.
- The study support coordinator makes an assessment and the student receives a digital Nais decision. 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 informs the examiner of the recommendations made in the Nais decision and the examiner decides on the adaptations to be made in the teaching situation and in the examination.
- The study support coordinator notifies the Examination Administration Office about adaptations regarding the organisation of written examinations.

- For a test (dugga) that is a graded module in a course and is organised centrally by the Examination Administration Office, the same support is provided as for the written examination. The examiner should notify the Examination Administration Office of this at least 10 working days before the test date. For other forms of test, the coordinator may only make a recommendation. The student must then contact the examiner in good time, at least 10 working days before the test is taken. It is then up to the examiner to decide on the adaptation of the test. If necessary, the examiner can consult the coordinator.
- If students need adaptation of a written examination that is not permanent but of a temporary nature for medical reasons, it is the examiner who assesses this and then informs the Examination Administration Office as soon as possible.

2.2.2 National Sports University students

Chalmers must draw up an agreement with each National Sports University student 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.

2.2.3 Examination in connection with military service

For students who are called up for an exercise in the Swedish Armed Forces during a regular examination period, the examiner should investigate and decide whether there is a possibility of an alternative form of examination and/or another place and time for examination. The student must inform the examiner of the situation in good time, preferably at the start of the course. For the adaptation of compulsory components during the course, see 2.1.3.

2.3 Bachelor's theses and degree projects

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

3 EXAMINATION – WRITTEN EXAMINATION – BEFORE, DURING AND AFTER

The main rule is that the Examination Administration Office 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 rules applied by the Examination Administration Office.

BEFORE THE WRITTEN EXAMINATION

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

3.2 Student registration for the written examination

Registration for the written examination is compulsory and is done in Ladok. Any student who is not registered will not be allowed to sit the examination. It is the student's responsibility to check that the registration for an examination is entered in Ladok.

Students who are registered for the course round in question are registered for the regular examination by Chalmers.

Students who wish to register for a retake (both in the regular examination period and in the retake periods) must do this themselves in Ladok. The times and procedures for registration are stated in the information on the Chalmers education pages. Students who cannot register themselves must submit a request for exam registration to the Service Centre before the registration deadline.

Students who are to take a digital written examination do so on their own computer that is charged and contains the right software for the examination. See the Chalmers education pages. Students who need to borrow a computer must notify the Examination Administration Office via the booking form on the Chalmers education pages. Chalmers can loan computers subject to availability.

Examinations for which there are no registered students when the registration period closes will not be held.

3.3 Number of examination sessions

For the dates and times of examination sessions for the current academic year, see the academic calendar on the Chalmers education pages. For courses that end in study period 4, one of the associated retake sessions takes place in the following academic year.

For a course that is compulsory 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 other courses, two examination sessions are organised per academic year. One of these must fall in the August period.

For courses that are cancelled during an academic year, the examination sessions scheduled in the retake periods must be held.

For courses that are discontinued and removed from a programme plan and that are compulsory or a compulsory elective in any programme plan, all examination sessions belonging to the course must be held, which means one regular examination session and two retake sessions. Additional retake sessions must subsequently be offered during the two academic years following the last academic year of the course. Written examinations organised centrally by the Examination Administration Office are held twice a year in the retake periods. The examiner may organise additional retake sessions.

For other courses that are discontinued, all examination sessions belonging to the course must be held, which means one regular examination session and one retake session. An additional retake

session must subsequently be offered during the academic year following the last academic year of the course. Written examinations organised centrally by the Examination Administration Office are held in the August period. The examiner may organise additional retake sessions.

A student may sit 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.

3.3.1 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 programmes.

3.4 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 be supervised by an invigilator.

3.5 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.

3.6 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
- Examiner
- 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 working 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.

3.7 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 or at 14:00. For the Foundation Year examinations, there is an exception, and they may begin at midday on Saturdays.

3.8 Aids in written examinations

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.

3.8.1 Calculators

The examiner decides which calculators are allowed as aids. The terms in the left-hand column of the table below must be used.

| Instructions for calculators | Comments |
|---|--|
| No calculator | |
| Chalmers-approved calculator | Chalmers-approved calculators have a display that shows numbers, letters and mathematical signs and are not graphing. The following models are approved: <ul style="list-style-type: none"> • Casio FX-82 • Casio FX-85EX • Sharp EL-W531 • Texas TI-30 |
| Any calculator with a restriction (the restriction is stated in the course description and examination paper) | Examples of restrictions: Empty memory Non-graphing Does not support symbols |
| Any calculator | Means that all aids chosen by the student are allowed, provided that the aids are allowed under the regulations in general. |

If the calculator's memory has to be empty, the student is responsible for ensuring that it is empty at the start of the examination and the examiner is responsible for checking. The check is carried out by the examiner or by a person appointed by the examiner. A spot check is sufficient. The invigilator may not perform the checks. Other restrictions are also checked by the examiner or a person appointed by the examiner.

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

3.8.2 Mobile phones and other electronic devices

Mobile phones and other electronic devices are considered unauthorised aids unless otherwise allowed by the examiner and stated in the course description and 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.

3.8.3 Other aids

Pencils, erasers and rulers are authorised aids at all examinations. Dictionaries are authorised aids at all examinations except language examinations, unless the examiner allows them. The examiner must decide whether electronic dictionaries may be used.

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.

3.9 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: *Regulation 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.

3.10 Another university's examination at Chalmers

A student studying at another higher education institution may only sit an examination at Chalmers during our regular examination periods and retake periods, and as space allows. The student must contact the Examination Administration Office no later than 10 working days before the start of the examination period. 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. Digital Inspera examinations may not be held for another higher education institution's examinations.

DURING THE WRITTEN EXAMINATION

3.11 General information about the examination room

A registered 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 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 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 nuts, including almonds.

3.12 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 5.2.

3.13 ID and student union dues

Students are required to present valid photo ID. Only students with valid photo ID may complete the examination. The following are considered valid photo ID: valid passport, national ID card of an EU/EEA Member State, Swedish driving licence, Swedish SIS-marked ID card, or ID card issued by a government authority. A residence permit is not considered valid ID.

The Examination Administration Office checks that membership of the Student Union has been paid for the current semester. If dues have not been paid, the student fills in a form on site which is forwarded to the Student Union.

3.14 Seating list

Each student must write their name (legibly), Swedish personal identity number and anonymous code (available in Ladok for students after 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.

3.15 Writing paper and cover for examinations

3.15.1 Before and at the start of the examination

Only writing paper provided by the invigilator may be used as answer sheets for the examination questions. Answer sheets attached to the examination paper may also 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.

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.

3.15.2 After the end of the examination when submitting the answers

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 enter the number of answer sheets as zero.

Unused writing paper must be returned to the invigilator at the end of the examination.

3.16 Presence of examiners during examinations

The examiner, or the responsible teacher appointed by the examiner, must visit the examination rooms at least once and be available by phone during the examination period. All students must have the opportunity to talk to the teacher.

3.17 Management of unforeseen events

In case of all unforeseen events affecting the students' ability to complete the exercises, 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 60 minutes.

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.

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.

3.18 Leaving the examination room or taking breaks

Students may leave the examination room no earlier than 60 minutes after the scheduled regular start time of the examination. Even students who intend not 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.

3.19 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 over their examination, including unused writing paper, to the invigilator and then collect their belongings. After that, students must immediately leave the examination room without returning to their seat.

The invigilator must verify the number of answer sheets handed in against the number that the student has written on the cover and that the scripts are in numerical order.

AFTER THE WRITTEN EXAMINATION

3.20 Examination viewing session

The examiner must offer one planned viewing session at which the students are given the opportunity to view their marked examination script¹. 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. However, a student may request the examiner to reconsider their decision. See 5.1.6.

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 study period 4 and retakes in June.

The date and time of the viewing session must be posted on the course page. The viewing session should not be at the same time as compulsory course components for programmes in which the course is compulsory.

¹ Where examination scripts are scanned, students view their scripts digitally.

3.21 Examination scripts – collection, filing and destruction

3.21.1 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.
- Examinations that have not been collected after the examination grade has been set are stored at the department until they are destroyed.
- 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.

3.21.2 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.

3.21.3 Destruction of examination scripts

- Examinations not collected after two years must be destroyed.
- For scanned examinations, a student's script in paper format may be destroyed after two months from the time of scanning
- Scripts from digital written examinations may be deleted once the student has requested their examination script from the system. Examination scripts not collected after two years must be destroyed by the department.

3.22 Examination paper after the examination

The examination paper is filed in the registration and document management system by the department offering the course.

After an examination has been completed, the examination paper is a public document and it must be released to anyone who requests it.

3.23 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 as soon as possible after the end of the examination and no later than on the first working day after the examination session.

Proposed solutions must be filed in the registration and document management system by the department offering the course. They become a public document once they have been made available to the students.

In a digital examination with randomly selected examination questions and automated marking, it is not required that proposed solutions for the examination exercises be posted as above.

3.24 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.

4 EXAMINATION - OTHER FORMS OF EXAMINATION

The syllabus may also include modules other than written examinations as examinations. Common types of modules are intermediate tests, projects, take-home examinations, oral examinations, laboratory work and written and oral assignments. The examiner decides when these elements take place during the course's study period so that students are continuously supported in their learning process.

Teachers must plan the assessment of the basis for the examination so that the results of the course can be communicated to the student and reported in Ladok within the specified time period. See section 5.1.3.

The examiner decides the extent to which and how AI tools may be used for the examination, and this must be described in the course description.

4.1 Test

One or more tests may be included in the course. Tests may be included as a graded module in the course or otherwise be part of the course examination. Tests do not have to be anonymous (see section 3.5).

4.1.1 Test as a graded module in a course

When a test is included as a graded module in the course and it is organised centrally by the Examination Administration Office, the same rules and procedures apply as for written examinations. For other forms of test, the forms and assessment criteria, and the possibility of retests, must be described in the syllabus and course description.

4.1.2 Other types of test

A test that is not a module in the course may be compulsory or optional. Forms and assessment criteria for the test, and the possibility of retests, must be described in the course description.

The examiner can decide that the results of optional tests may be used as a basis for grading. This applies to the current course round 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 round.

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.

4.2 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.
- 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 final submission.

4.2.1 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, if this is possible.

4.2.2 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:

- Continuous examination is normally used for projects, which also includes the design process that led up to the work presented, as well as reflection and self-evaluation of the work.
- Continuous examination can take place through several components such as presentations, seminars, laboratory work, intermediate submissions and a final presentation.
- The course description must specify the components on which the examiner is to base their project-related examination assessment.
- The examiner's review of the final presentation and the submitted final project work usually weighs heavily in the collective assessment that forms the basis of the examination.
- Students who do not pass the course after the regular examination must be given the opportunity to be examined by supplementation after the end of the course if the examiner deems it possible. If, after two attempts at supplementation, the student is still unable to

pass, the student may retake the course. Assessment of supplementation takes place during Chalmers' retake periods. It is the student's responsibility to check the reported study results in Ladok after each study period and to contact the course examiner for instructions on supplementation if they do not pass.

4.3 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.
- 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 study period of the course.
- Failure to meet the set deadline will generally result in the examination being invalid.
- An examination viewing session must be offered in accordance with the same principles as for written examinations (see section 3.21).
- 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 at an agreed time.

4.4 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.
- If possible, 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 two years after the grade has been awarded and must subsequently be destroyed/deleted.
- Final oral examinations must, as far as possible, be scheduled during the examination week for the course round in question.
- 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.

4.5 Laboratory work

For compulsory laboratory work, specific requirements for the examination must be stated in the course description.

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.

The rules described in 2.1.3 apply to students who were unable to complete individual compulsory components due to illness or other similar circumstances. If the student was unable to perform large

parts of the course or to achieve the objectives despite supplementation, the student must be offered the option of retaking the course, if this is possible.

4.6 Assignments

If assignments are included as a module in the course, the submission time, forms of submission and assessment criteria must be stated in the course description. An assignment may be completed individually or in a group.

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.

The rules described in 2.1.3 apply to students who were unable to complete individual compulsory components due to illness or other similar circumstances. If the student was unable to perform large parts of the course or to achieve the objectives despite supplementation, the student must be offered the option of retaking the course, if this is possible.

4.7 Other forms of examination in discontinued courses

For courses that are discontinued and removed from the programme plan and are compulsory or a compulsory elective in any programme plan, the student must be offered the opportunity to complete the examination during the two academic years following the academic year in which the course was last organised. For other courses that are discontinued, the student must be offered the opportunity to complete the examination in the academic year following the academic year in which the course was last organised. The examiner decides how and when such examination will take place.

5 EXAMINATION - OTHER

5.1 Reporting examinations and final grades

5.1.1 Examination date

The following applies to the reporting of examinations, both written examinations and other modules:

The examination date (also referred to as the performance date) is the date of the examination or the date on which the student completes the last performance in the module or course.

The examination date must be within the study period of the course round.

In the event of supplementation of failed components after the end of the study period, the results are reported for the module with the examination date on which the component was completed.

5.1.2 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 are not guaranteed to receive their results within 15 working days.
- Students who 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.

5.1.3 Reporting results of other modules

The teacher must plan the assessment of the student's work so that the results can be reported within 15 working days after the last Friday of the regular examination period for the course round in question.

5.1.4 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.

5.1.5 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 final grade. A grade may only be raised for a written examination. 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.

5.1.6 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 student 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 or it has been destroyed, they can no longer request a correction or review of the grade.

5.2 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.

Where a student is suspected of having committed infractions under Chalmers' Rules of Discipline, the person who suspects them must submit a report. See the instructions on the intranet. 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.

Appendix 1. Rules on appointing an examiner

1 List of authorised examiners

The Head of Department is responsible for ensuring that there is a list of authorised examiners, based on the criteria in section 1.3, at their department and that it is kept up to date.

1.1 Appointing an examiner for a course round

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

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 round.

The head of department is responsible for appointing an examiner for each course round 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 round may be delegated to the assistant head of department for education.

1.2 Criteria for authorisation to be an examiner

1.2.1 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.

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.

1.2.2 Job title

Persons with the following job titles are authorised to be examiners for course rounds 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 rounds 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 rounds in other main fields of study if there are special reasons for this, or if they were examiners for course rounds in that main field of study before 30 April 2023. Any special reasons must be recorded.

- Artistic Lecturer
- Artistic Teacher

For course rounds 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 rounds at second cycle level if there are special reasons for this, or if they were examiners for course rounds at second cycle level before 30 April 2023. Any special reasons must be recorded.

- Lecturer (Tekniklektor)
- Lecturer (Universitetsadjunkt)

For course rounds 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 rounds 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 rounds on 30 April 2023 or earlier. Any special reasons must be recorded.

- Instructor

For course rounds 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 rounds 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.

1.3 Criterion for being appointed as an examiner for a specific course round

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

1.4 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 rounds at pre-university, first cycle and second cycle levels according to the criteria in section 1.3.

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

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