

Protocol for offering a written knowledge test — invigilator

The Exam Fraud Regulations and Rules of Conduct apply to all tests. This protocol is a practical translation of these regulations for invigilators who offer a written knowledge test.

In the HZ Test Policy, a written knowledge test is defined as: 'A set of questions aimed at knowledge reproduction and/or application that are answered in writing'. These may be open questions and/or multiple choice questions. The protocol also applies to knowledge tests that are made on the computer. Read these rules carefully before the test.

BEFORE AND DURING THE TEST

- 1) Make sure you are present in the room where the test is being administered at least 15 minutes before the start of the test. Only then you can make the necessary preparations so that the test can start on time.
- 2) Indicate that a student is only entitled to participate in the test if he is registered for the test in Osiris. If the student's name is not on the pre-printed attendance list, he may not be enrolled. In that case the student is allowed to take the test, but if a subsequent investigation carried out by the study programme shows that he was not enrolled, his work may not be assessed.
- 3) Ask students to put their bags and coats in the front of the room. This also applies to telephones, watches, books, papers and other items that may not be used during the test. Water in a transparent bottle without a label is allowed.
- 4) Check the assignment paper to see which items students are allowed to use when taking the test.
- 5) Make sure that the students sit at a sufficient distance from each other.
- 6) Hand out exam paper and – if allowed – scrap paper. Make sure students don't bring their own exam paper or scrap paper. Ask students to put their name and student number on the exam paper.
- 7) In order to enable you to perform an identity check, ask students to put their original valid legal identification document on their desk. This can be a valid passport, a valid Dutch ID card, a valid ID card of a EEA country, a Dutch driving license or a valid Dutch foreign national's document (for example a Residence document or a Foreign Nationals Identity Document). Identification with a copy or a photo of a identification document is not possible.
- 8) Establish the identity of the students present. Check their original and valid legal identification document. Students whose identity you can't establish aren't allowed to

participate in the test. Check whether or not the name the student wrote on the exam paper matches the name on his legal ID.

- 9) Have the participating students sign the attendance list. If a student is not on the pre-printed attendance list, you as an invigilator don't have to find out whether the student is registered for the test after all. Have the student write his name on the attendance list and let him take the test. The study programme will investigate afterwards whether or not the student was registered and whether he is therefore entitled to an assessment of the test.
- 10) Check which students are entitled to which extra facilities (f.e. extra test time or the use of a laptop) based on the policy Studying with a need for support.
- 11) Indicate that students who are entitled to extra facilities must also put their HZ Amenity Pass on their desk.
- 12) Check the HZ Amenity Pass for students who are entitled to extra facilities. Students who don't have the pass with them can't claim the extra facilities.
- 13) Hand over the laptops you receive from the Domain Office to students who are allowed to take the test on a laptop as part of the extra facilities. They have the opportunity to check whether the laptops are ready for use for taking the test.
- 14) If a student is allowed to use a laptop with the Kurzweil programme as an extra facility, but he encounters problems when installing the program or using the program due to a lack of knowledge of the program, it will be for his account that he can't make the best use of this extra facility or can make no use of it at all.
- 15) Please make sure that students with extra facilities only use the allocated facilities.
- 16) In case of a test that all students make on the computer, indicate when they can log in to the digital test environment. If a student doesn't have the correct login data, he won't be able to participate in the test.
- 17) Make sure the test starts on time.
- 18) Hand out the assignment papers. For tests with different versions, pay extra attention to the way you distribute the different versions among the group of students.
- 19) In case of a test that all students take on a computer, indicate when they are allowed to start.
- 20) Project the clock via <https://hzklok.nl>. Maintain the period during which latecomers can still participate in the test and no participant is allowed to leave the room. For a test duration of 45 or 60 minutes, this period concerns the first 20 minutes of the test, and for a test duration of 90, 120 or 180 minutes, it concerns the first 30 minutes. Make sure that no one leaves the room during this period.
- 21) In case of incidents or questions, please use the telephone number on the envelope. Only leave the room if a replacement (temporarily) takes over from you.
- 22) Make sure the test is finished at the specified time. Collect the assignment papers, exam paper and scrap paper. Make sure that the students don't take any papers with them.

- 23) If a student didn't answer any question, he must hand in a blank sheet of exam paper with his name and student number.
- 24) In case there are students who are entitled to extra test time, ask the other students to leave the room in silence, in order not to disturb the students who are entitled to extra test time.
- 25) If a student has left the room after the test has finished, he can no longer submit work.
- 26) For students who are entitled to extra facilities in the form of extra test time, indicate how much extra test time they have. Once this time has elapsed, make sure that they hand in the assignments paper, the exam paper and the scrap paper.
- 27) For a student who took the test on a laptop, take the laptop and - if applicable - the USB stick.

FRAUD

- 28) The Exam Fraud Regulations and Rules of Conduct apply to the test. Make sure that students only use the items indicated on the assignment paper. The use of other items than those expressly permitted constitutes fraud. The same applies to for example copying and communicating with other students during the test.
- 29) In case of a suspicion of (attempted) fraud, you may give the student(s) a warning and possibly have him sit at a desk in a different place in the room.
- 30) If you discover (attempted) fraud, you have to notify the student(s) involved. Tell him you are going to draw up an official report, but that he gets the opportunity to complete the test.
- 31) Collect any supporting documents/pieces of evidence.
- 32) After completely filling in and signing the fraud report for written tests, ask the student(s) involved to read the report and to sign it as prove of the fact that the student read the report. The student's signature won't indicate that he agrees with the content, but only that he read it.
- 33) Tell the student(s) involved, the official report will be send to the Examination Board, who will contact the student about the procedure that will be followed. In this procedure the student will get the opportunity to be heard.

AFTER THE TEST

- 34) Complete the official report form for written tests.
- 35) Hand in the attendance list, the assignment papers, exam paper and scrap paper, together with the official report form for written tests, at the Domain Office.

36) If applicable, also hand in the official report of fraud together with any evidence collected at the Domain Office.

From September 1, 2023 this protocol will replace the Protocol for offering a written knowledge test — invigilator from March 1, 2023.