

Protocol for taking a written knowledge test – **student**

You will soon be taking 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. This protocol contains a number of rules that apply to these tests, including knowledge tests that are made on the computer. Read these rules carefully before taking the test.

- 1) Make sure to be present in the room where the test is taken well before the start of the test. This ensures that the test can start on time and prevents it from being noisy in the room at the start of the test.
- 2) Put your bag and coat in the front of the room. This also applies to mobile 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.
- 3) Put your original and valid legal identification document on your desk, so that you can show it on request. 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. If the invigilator can't establish your identity, you won't be allowed to take the test.
- 4) If you are entitled to extra facilities, such as extra test time or the use of a laptop, on the basis of the policy Studying with a need for support, then also put your HZ Amenity Pass on your desk, so that you can show it to the invigilator on request. If you don't have a HZ Amenity Pass with you, you won't be able to claim additional facilities.
- 5) The invigilator will hand out exam paper and - if permitted - scrap paper. You are not allowed to bring exam paper or scrap paper to the test. Put your name and student number on the exam paper.
- 6) Make sure to sign the attendance list. You are only entitled to participate in the test if you are registered for the test in Osiris. If your name isn't on the pre-printed attendance list, you may not be enrolled. In that case you can add your name to the attendance list and put your signature behind your name. You are allowed to take the test, but if a subsequent investigation carried out by your study programme shows that you weren't enrolled, your work may not be assessed.
- 7) If you are allowed to take the test on a laptop as an extra facility, you will receive a laptop from the invigilator. It is important that you check whether the laptop is ready to use before the test starts.

- 8) In case of a test that all students make on the computer, you can log in to the digital test environment after a sign from the invigilator. If you don't have the correct login data, you won't be able to participate in the test.
- 9) If you are allowed to use a laptop with the Kurzweil programme as an extra facility, but you encounter problems when installing the program or when using the program due to a lack of knowledge of the program, it will be for your account that you can't make the best use of this extra facility or can make no use of it at all.
- 10) The invigilator will hand out the assignment papers and will indicate when the test starts.
- 11) The invigilator will project a clock, so that you can see how much time you have left for the test. Keep in mind that there is a period in 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. You are not allowed to leave the room during this period.
- 12) Follow all directions issued by the invigilator.
- 13) The invigilator will indicate when the test is finished. The invigilator will collect the assignment papers, exam paper and scrap paper. Students aren't allowed to take any papers with them.
- 14) If you didn't answer any question, you should hand in a blank sheet of exam paper with your name and student number on it.
- 15) Leave the room in silence, in order not to disturb students who have extra test time.
- 16) Once you have left the room after the test is finished, you can no longer submit work.
- 17) The invigilator will indicate how much extra test time students with extra facilities have. After indicating that the test is finished, the invigilator will collect the assignment papers, exam paper and - if applicable - scrap paper.
- 18) If you took the test on a laptop, hand in the laptop and - if applicable - the USB stick - to the invigilator.

FRAUD

- 19) Be aware that the Exam Fraud Regulations and Rules of Conduct apply to the test. This means that you are only allowed to use the items indicated on the assignment paper. The use of other items than those expressly permitted constitutes fraud. The same applies for example to copying and communicating with other students during the test.
- 20) If there is a suspicion of (attempted) fraud, the invigilator can give you a warning and possibly have you sit at a desk in a different place in the room.
- 21) If the invigilator discovers (attempted) fraud, the invigilator will notify you and any other students involved. The invigilator will then draw up an official report, but you will be given the opportunity to complete the test.
- 22) The invigilator will collect any supporting documents/pieces of evidence.
- 23) After completely filling in the fraud report for written tests, the invigilator will ask you to read the report and to sign it as proof of the fact that you read the report. Your signature won't indicate that you agree with the content, but only that you read it.
- 24) The official report will be sent to the Examination Board, who will contact you about the procedure that will be followed. In this procedure you will get the opportunity to be heard.

From September 1, 2023 this protocol will replace the Protocol for taking a written knowledge test – student of March 1, 2023.