

Protocol for students during exams

You will soon take your preliminary exams. The Education and Examination Regulations (OER) supervise the course you are following. This means that there are rules that must be obeyed when you are taking your exam. The rules are called *Fraud Regulations and Rules of Conduct*. You must read these before sitting for your preliminary exams. The text below outlines the most important rules taken from the official document.

1. You must be in the examination room 5 minutes before the exam starts at the latest.
2. Stay the correct distance away from other students when seated.
3.
 - a. Make sure you can access the computer system when completing computer tests. If at the start of the test you cannot to gain access you will lose the chance to successfully complete a test.
 - b. If a student has been allowed 'to use a laptop with Kurzweil software', then they should:
 - Fully understand the software programme before using it during the exam.
 - Arrive in the exam room 15 minutes before the start of the exam and report to the supervisor so the software can be installed on the system.
 - You must then install the software on the laptop you will use and check whether the logbook is activated and make sure the glossary and all other Internet services are turned off.
 - During the exam the students must save the completed parts of the exam twice - once on the laptop and once onto a USB stick.
 - At the end of the exam the student should hand in the USB stick, the laptop and the headphones to the supervisor.
4. You must always follow any instruction given by the supervisor.
5. Hand in all worked out and completed exam papers, scrap paper and examination questions/assignments afterwards. If no answers are filled in, hand in the empty sheet with name and student number.
6. Before the exam starts students must leave their coats and bags in the area provided, away from their table. No exam papers will be handed out until this has been done. This includes phones, smartphones, watches and smart watches. The only items allowed to be present on your table are described in the preliminary exam paper. At the end of your exam the supervisor will collect your exam papers from your table.
7. You must show your legal identification – such as passport, driving license or ID Card- when signing the attendance sheet.
8. If your name does not appear on the attendance list, write your name and student number at the bottom of the attendance sheet and place your signature beside both.

9. a. You may arrive up to 20 minutes late with exams lasting 45 or 60 minutes. Therefore nobody can leave the exam room during the first 20 minutes.
b. If the exam lasts for 90, 120 or 180 minutes, you are allowed in the room during the first 30 minutes. Therefore nobody can leave the exam room during the first 30 minutes.
10. The supervisor will hand out the exam paper; you are not allowed take this yourself. You are not allowed to take any blank exam sheets with you when leaving the exam room.
11. Graphing calculators are forbidden unless expressly stated otherwise. Having one with you in the exam room shall count as cheating (fraud).
12. At the end of the exam after you have left the room, no more work will be accepted.
13. When fraud is suspected, the supervisor will place the student(s) involved at a table located at the front of the exam room.
14. If (attempted) fraud is observed, the supervisor will tell the student(s) involved. The participant(s) in a written examination will be allowed finish the exam. The supervisor shall outline the behaviour seen in as much detail as possible on the test protocol. Any actual evidence of cheating will be collected by the supervisor (and stated on the examination protocol). Test protocol, preliminary examination work and seized items shall be given to the coordinator of the examination. The coordinator will notify the DEX (departmental Examination board) and submit certain things to the (secretary of the) Examination board within five working days.

Vlissingen, November, 14th. 2018,
HZ Examination board,
M.J.J. Janssens MAC,
Chairman