

Examination – Rules for the Bachelor’s (First-Cycle) and Master’s (Second-Cycle) Levels

1 Introduction

An important part of the University’s quality management is to ensure fair examination since examination is both an exercise of public authority and a part of the student’s learning process. Provisions about examination can be found in the Higher Education Ordinance (1993:100) and Administrative Procedure Act (2017:900). The Swedish Higher Education Authority (UKÄ) has also produced a guide for fair examination. The policy document *Rules for Examination – Bachelor’s (First-Cycle) and Master’s (Second-Cycle) Levels* draws largely on the UKÄ guide.

According to the provisions in the Higher Education Ordinance, examination is when a specially appointed examiner decides on a grade for each student based on the forms of assessment described in the course syllabus.

The course syllabus is the legal document that presents the forms of assessment for the course and that prospective and current students can refer to for information about examination. Every course syllabus must therefore include all important information about examination.

This policy document is a collection of rules that apply to students, teachers, and other staff, meaning that several perspectives are represented, which contributes to increased transparency.

2 University responsibilities and obligations

Conditions and times for examination

The course syllabus must clearly state the forms of assessment of students’ performance in that course.

Students must receive information well ahead of time, about the conditions and times that apply for any form of assessment and the study aids that are permitted. They normally receive this by the start of the course at the latest.

In the selection and design of forms of assessment, equal treatment aspects must be taken into account in accordance with the Discrimination Act and the University’s governing documents regarding equal opportunities and gender equality.

Examination in a course advertised as a day-time course should not be scheduled after 17.00 (5 p.m.). For full-time students, the first examination occasion should be held Monday to Friday where possible. Placements (VFU) and comparable course components can be scheduled freely during the hours of operation of the place where the student has their placement. This can also mean at the weekend.

Before any examination, the teacher in charge must state in what way and at what time they will be available for questions, etc.

Examination of student work must always be carried out in such a way that there is no suspicion of conflict of interest. An examiner who is aware of a circumstance that may present a conflict of interest in a matter of grading is obliged to report it to the University.¹

¹ Förvaltningslagen Section 16

The student is always examined according to the objectives stated in the course syllabus.

Examination occasions

For each examination component, at least three occasions must be offered in one year (twelve months) from the start of the course. An examination occasion is counted as having been offered to a student as soon as it has been announced, even if the student does not use it or disregards it.

Exceptions may be made when three occasions in one year are not possible (for example, outdoor examinations that require a certain season) or when they present an unreasonable amount of work (for example, certain clinical examinations that require extensive collaboration with external actors). That said, there must always be real opportunities for re-examination every semester if possible, with at least one per year. Decisions not to offer three occasions in one year are made by the examiner.

Re-examination

In addition to the first occasion for the examination, additional occasions must be offered within a reasonable time, with consideration to the design of the course and the student's study situation, and no earlier than two weeks after the results of the first exam have been communicated to the student. The opportunity to take a resit examination must normally be offered within eight weeks from the date of the first examination occasion. For examinations that involve another actor, exceptions can be made to this timeframe. By, at the latest, the time of the first examination occasion, the student must be informed about the time of a new examination occasion.

In the case of re-examinations, another form of examination may be used if it is inappropriate or unreasonable for the examiner to use the form of assessment specified in the course syllabus. In the event of recurring deviations, the syllabus should be changed. In the event of a re-examination, the examiner decides on any change to the form of assessment.

Number of examinations

Unless the course syllabus states differently, a student has the right to an unlimited number of occasions to take an examination to achieve the grade of Pass on a course or a course component.

However, the University has the right to limit this number. Decisions to limit the number must be made restrictively. The number of occasions must be stated in the course syllabus. If there is a limit, then the number must be at least five.²

If a course either completely or partially comprises a placement (VFU) or corresponding training, there must be at least two examinations /placements. Any such limit must be stated in the syllabus.³

An examination occasion is considered *Used (förbrukat)* if the student fails the examination. This is also the case with a student who attends an examination but does not complete it (i.e., hands in a blank exam). At a placement, internship, or equivalent, an occasion is considered "Used" if the student attended the placement location and took part in activities for at least one day. However, if a student is absent from an examination occasion they registered for, it is not considered Used (*förbrukat*).

² Fair Examination, (UKÄ)

³ Higher Education Ordinance, (1993:100), Chapter 6, Section 21

Language

Before each course, it must be clear which language for examination will be used. There is no obligation to examine in a language other than the one stated before the course instance. That said, the student may, upon agreement with the examiner, be granted permission to write, for example, their degree project in English.

Students whose mother tongue is Danish or Norwegian should, where possible, be allowed to use that language in examinations held in Swedish.

If proficiency in another language is a course objective, examination may take place either in whole or in part in that language.

A student is never entitled to translation assistance during an examination.

Force majeure or mistake by the University

If the examination in the course syllabus is impossible or inappropriate as a result of *force majeure* (natural disasters, government intervention, war, labour dispute, or similar), essential adjustments may be made. Decisions are made by the Head of School.

If the higher education institution makes a mistake that makes it impossible to assess an examination (for example, a completed examination is lost before a grade has been set), then the student must be offered a new examination in an appropriate form. This must be done within five working days after the mistake has been noticed or upon special agreement with the student. Decisions are made by the examiner.

Discontinuation of a course

After a decision to discontinue a course, the University must offer three examination occasions spaced over one year from the date of discontinuation. If the course has several assessment components (modules), three occasions per component (module) must be offered.

One year after the decision to discontinue the course, the University no longer has obligations as per the course syllabus. This means that the student's rights according to the syllabus cease to exist. One year after the date of discontinuation, students can no longer be examined on the course.

Compulsory components

Compulsory components must be stated in the course syllabus. When a course syllabus states that students must participate in a course component to receive a grade of Pass in the course, this compulsory component is part of the examination.

Compulsory components may only be set when the student's presence in real-time is necessary for the examiner to be able to assess whether the student has achieved the course objectives. A student who has not completed a compulsory component should normally still be allowed to participate in other assessment components. Otherwise, the course syllabus should make clear that the completion of the compulsory component is an absolute requirement for the student to be allowed to participate in other examination occasions. However, the final grade for the course cannot be set until at least one grade of Pass is available in all course modules. For the reporting of grades, see section 5 in this document.

If a student does not pass a compulsory component, the same rules apply for re-examination as for other forms of assessment. The course syllabus must state if assignments are regularly used for the re-examination of compulsory work.

Students can apply to the examiner for exemption from compulsory components. However, special reasons for exemption are required, and the student must be able to achieve the objectives of the course in another way. It is the examiner who makes the decision on an exemption.

3 Students' responsibilities and obligations

Registration for an examination

It is the responsibility of the student to find out what is required for an examination.

Students must always register for supervised examinations. They register according to the instructions on the university's website. For supervised examinations, registration opens one month before the examination date and closes two weeks before the examination date. For other forms of examination, registration may be required or offered.

Students have successfully registered when their registration appears on the student website. A student who has registered for an examination is deemed to have read and understood the rules and conditions that apply to the examination in question.

Identification/I.D.

Students must always be able to identify themselves at examinations. Approved I.D. documents are as follows: Swedish driver's licence or passport, national ID card, and Dalarna University's keycard. The identification document must allow for the easy identification of the student.

I.D. must be checked unless the examiner deems it to be unnecessary for the entire group. Exceptions to identification cannot therefore be made for individual students in a group. A student who is unable to prove their identity upon request may not take the examination.

Each student must always be able to show their face to the examination invigilator/teacher during an examination. For all online examinations, the student must have a webcam that enables continuous identification.

Examination at another location

Upon agreement, written supervised examinations may take place at another location in Sweden or in another country. Examinations elsewhere in Sweden are carried out at, for example, another university, an authority, or a learning centre. Examinations in another country can take place at, for example, a Swedish embassy or a higher education institution that Dalarna University collaborates with. Examination at another location is only permitted if Dalarna University approves the place in advance.

The student contacts the place that has been approved by Dalarna University for the examination to find out if it is possible to take an examination there and to fill in the necessary information in the form when registering for the examination. The student must cover any costs associated with examinations at another location, such as payment for the examination location.

Examination at another location must be written at the specified time, Swedish time +/- one hour. In the event of a time difference that means the examination would need to be held at night at the examination location, the examiner may permit the student to write at another time.

Adapted examination for students with targeted study support

Students who have documented disabilities and received a decision on study support from Dalarna University should be able to take an adapted examination. Reasonable support and adaptations are agreed upon between the student, the examiner, and the disability coordinator. It is up to the student to bring their need for adaptation to the attention of the University when they register for the examination. Decisions on adaptation are made by the examiner.

Students who require special arrangements for examinations or who require medical-technical equipment must contact the examination coordinator at the time of registering for the examination.

4 Forms of examination

The syllabus must state all forms of examination (forms of assessment) in the course that are specified at the very least according to the following points:

- oral, written, or other form
- supervised or not
- individual or group assessment
- on campus, online, or elsewhere

However, the course syllabus can describe the conditions for location as long as it is clear what applies for different course instances, for example:

If the course instance is advertised as being by distance, the following applies.... If the course instance is advertised as being campus-based, the following applies....

Each course has a course handbook⁴ that should include both a detailed description of how each examination is carried out in practice and information about which tools and aids are permitted.

Special provisions for certain forms of examination

Written supervised examination on campus (Salstentamen)

1. Information about the rules for written examinations is available on the student web. It is the student's responsibility to follow these rules as well as the instructions provided by the examination invigilator, or equivalent.
2. Written exams taken on campus are anonymous. That is to say, the teacher grading the exam does not know who has written it.
3. Students need to arrive early for the exam so that they can present their I.D. and receive an anonymity code. Doors close 10 minutes before the official start time of the exam. Any late students will be admitted as a group 30 minutes after the official start time. If a student arrives late, they are not entitled to extra time beyond the official finish time. Students may not commence an exam after the first 30 minutes have elapsed.
4. Students may not leave the exam until at least 60 minutes have elapsed from its official start time.

The examiner has the right to change the amount of time for an exam if the exam time is 120 minutes or less. How much time students have to complete an exam must be made clear in the instructions for the exam.

5. Students may only use the paper and cover sheet that the examination invigilator gives them.
6. They must take valid photo I.D. with them to the exam. They must also take a pen and eraser unless otherwise stated. They may also take study aids permitted by the examiner and stated in the exam registration. Students are responsible for ensuring that no other study aids are at their desks. All equipment that enables students to communicate with others is considered a possible study aid.
7. If students need to use the toilet facilities during the exam, they must inform the examination invigilator and also present their I.D. The student's absence is noted to be from the time they leave until the time they return to the exam room.
8. When students have completed the exam, they must give it to the examination invigilator. The material they hand in must include the cover sheet showing the anonymity code and the number of pages they are submitting and the answer sheets showing the anonymity code, page number, question number, and course code.

⁴ Regler för kurs- och utbildningsplaner på grund- och avancerad nivå, C 2023/954.

The same applies to students who do not answer any questions and instead hand in what is termed a blank examination. Students must fill in all of the above within the official time for the exam. When students hand in their completed exam, they must present valid photo I.D. and sign the name list of examinees.

9. When a student has finished their exam, they must remove all their material from their desk. Students must not take any material – exam questions, answer sheets, note-taking sheets – from the exam room: they must leave all of it at the designated place. Once they have done this, they must leave the exam room immediately. If at the end of the exam they do not stop writing when the examination invigilator tells them to, the examination invigilator will register their exam as late when they hand it in. It is then up to the examiner to decide whether the exam will be marked and graded.
10. If there is a fire alarm (or similar), everyone must vacate the room immediately. The exam will be halted. The examination invigilator will direct students to a location where they must remain until an update is received from emergency services. The examination invigilator will take the list of examinees and any exams that have already been submitted. If possible and if there is no risk of danger, the examination invigilator will collect exam papers. The examination may not continue after this. The examination invigilator will contact the teacher in charge and inform them that the examination was halted. A new date for the examination will be organised as soon as possible after this.

Digital exams on campus

1. Specific rules for digital exams on campus are available on the student web. It is the student's responsibility to follow these rules as well as the instructions provided by the examination invigilator, or equivalent.
2. The doors close 10 minutes before the scheduled time, and no later admission is permitted.
3. When students have completed the exam, they must notify the examination invigilator by raising their hand. The examination invigilator will check students' I.D. and make sure that the completed exam they submit is in the system. The same applies to students who do not answer any questions and instead hand in what is termed a blank examination.
4. If a student submits their exam after the official time for completion, their exam will be registered as late. The examiner will then decide whether the exam can be marked and graded.

Written invigilated online examinations

1. Specific regulations for online exams can be found on the student web. It is the student's responsibility to ensure they follow both these rules as well as the instructions provided by the examination invigilator, or equivalent.
2. No later than 30 minutes before the start of the exam, students must be in the examination room with valid photo I.D. and working equipment. If a student is not at their desk 30 minutes before the start, there is no guarantee they will have the full time to write the exam.
3. Ten minutes before the start of the exam, the room closes. Students who are not present when the exam starts will not be permitted to take the exam.
4. The lighting in the student's room must enable the visibility of their face and I.D. so that the invigilator can ensure correct identification.
5. During I.D. checks, the invigilator must create a breakout room where only they can see the student's face and I.D.
6. Students must be contactable by phone at all times during the exam.
7. Only the student should be in the room. If necessary, children below school age can be present.

8. Students must have an external webcam and, in addition, such equipment as is required for both incoming and outgoing audio to function. Students must ensure that they can hear the examination invigilator throughout the examination.

Students must point their camera so that the invigilator sees them and their screen at the same time. Students must have at least a 13-inch screen.

9. Students who need to use the toilet facilities during the exam must let the examination invigilator know. They have a maximum of five minutes.
10. If the student disappears from the examination room because of, for example, a problem with network connection, the invigilator must immediately call the student. If the student is absent from the examination room for more than 5 minutes, the invigilator must inform the student that there is a risk that their examination will not be marked and graded. It is the examiner who decides on this.
11. When the student has submitted the exam in the submission folder, they must notify the invigilator. The invigilator verifies the number of submitted pages before the student is permitted to leave the examination room.
12. The examination room may be vacated no earlier than 30 minutes after the examination has begun.

Written unsupervised exams (take-home exams, essays, laboratory reports, etc.)

1. The examiner decides on the time and form of submission.
2. Students' data should be checked with text-matching tools before assessment.
3. If the method of submission has not been specified, students must submit their assignment into the learning platform's submission folder, or equivalent. Students may not use a submission folder for anything other than the submission of work.
4. Normally, resits are offered in the form of a new submission opportunity. The examiner can decide if resits can take place on an ongoing basis. The examiner also decides whether the student can use previously submitted assignments for a re-examination or whether a completely new assignment is required. If the student is offered the opportunity to resit an exam or to supplement their exam but does not do so within the specified time or in the prescribed manner, the assignment will be rejected. To supplement an examined assignment, see Section 5 in this document.

Other applicable information for independent work (degree project/thesis)

1. Degree projects (theses) should *always* be checked using a text-matching tool.
2. The criteria for the assessment of the degree project (thesis) must be clear to the student. It is also important that there is a continuous dialogue between the supervisor and examiner while the work is being completed to ensure agreement on what is required of the student.
3. The difference between the role of the supervisor and the examiner must be made clear to the student.
4. In a course that includes independent work, an examination can take place throughout the course – that is to say, not just when the final version of the work is submitted. The conditions for examination and assessment must be clear to the student.

Continuous assessment

1. Students must be informed in advance about what will be assessed and what the ongoing assessment includes. For example, Which teaching sessions are assessed? What skills are

assessed? Are seminar assignments and oral presentations included in the ongoing assessment, or are they counted separately?

2. The examiner can decide on the maximum amount of permitted absence. Unless stated otherwise, up to 20% absence from assessment occasions does not mean that the student cannot achieve a grade of Pass.
3. If a student does not receive a grade of Pass for the continuous examination, the same rules apply to re-examination as they do to other forms of examination. If the course is held every semester, the examiner can direct the student to the next course instance for the resit exam. Otherwise, a specially organised resit exam in an appropriate form is required according to the examiner's decision.

5 Grades and grading

Role of the examiner

The Higher Education Ordinance states that grades must be set by a teacher, examiner, who has been specially appointed by the University. Nobody besides the examiner can make decisions concerning an individual student's grade; nor can the examiner's decision be reviewed by anybody else at the University or through an appeal. The examiner has full responsibility for the fairness of the examination and grading decisions in a course, even if the teacher doing the assessment work is involved in the process. The examiner is responsible for collecting what is required to set a grade.

The document that regulates the competence required by an examiner is regulated in the policy document *Regler för kompetenskrav för ämnesansvarig och examinator på grund-, avancerad- och forskarutbildningsnivå, programansvarig på grund- och avancerad nivå, samt studierektor för forskarutbildningsämne*.⁵

The examiner is responsible for the following and may not delegate these to anybody else:

- Determining each student's grade once the course has ended
- Ensuring that the examination in the course takes place in an equal and fair manner
- Explaining individual grading decisions when a student requests this
- Making all other decisions about individual students' grades
- Making decisions where governing documents state the examiner is the decision-maker

The examiner cannot delegate the actual grading decision; that said, they can delegate the assessment of examinations.

Grading

Each course has one or more modules, and each must be graded. Based on assessment data from the teacher doing the assessment, grades are reported in Ladok for each completed module. The appointed examiner then confirms the grade in Ladok. When grades have been set in all course modules, a grade is set for the whole course.

A course or module is considered completed if the student has completed at least one examination, regardless of whether or not they received a grade of Pass or Fail in the course or module. If the student completes an examination in a module but does not complete all the requirements in the

⁵ C 2023/1565

module, they will receive a grade of Fail for that module even if they receive a grade of Pass in the examination.

If the student does not take part in any form of assessment, then no grade is reported. If a student receives a grade of Fail on a module, a new grade (either Fail or Pass) for that module cannot be set until the student has completed all the examinations they did not pass.

Grading scales and criteria

The University must apply one of the following grading scales, organised from lowest to highest:

- U/G/VG
- U–G
- U/3/4/5
- F/E/D/C/B/A

The grading scale used in a course must be stated in its syllabus.

At the start of the course at the latest, grading criteria for all examinations in the course must be available to the student. The grading criteria must be based on the intended learning outcomes stated in the course syllabus and must describe what is required of the student for a certain grade.

In the case of oral examinations, clearly expressed grading criteria are more important. The opportunities to review the grading decision are facilitated if the examination is documented by the University.

Documentation

A student has the right to access documentation relating to a matter of grading, such as examination assignments that a teacher has assessed, written comments from supervisors, etc.

A student always has the right to communicate with the University in Swedish, regardless of whether the course was held in Swedish, English, or another language and regardless of whether the examination is in Swedish or not. Swedish may also be used when the student requests a review of the grade.⁶

After each examination, students have the right to receive a run-through of their results. In courses where this is possible, answers must be shared or made available to students.

The examiner is not obliged to justify the grading decision for each student. However, a justification must, where possible, be provided retrospectively if the student requests it. Such a request must be made soon after the student has been informed about their grade. Distribution of results and notification of grades must take place in forms that ensure fairness and the student's integrity.

Time-related information

Students must be informed in advance about the consequences if they do not submit an examination in time, as well as the conditions that apply in the case of re-examination. As a general rule, examination assignments that are not carried out and submitted within the set time and in the correct form will not be assessed. The examiner can decide on exceptions.

Unless there are special reasons to the contrary, the results of an examination must be entered into Ladok and made available to the student no later than 15 working days after the examination. In the event of a significant delay, the affected students must be notified. The same time limit also applies to other grade-related matters, such as the review of a grade, calculated from the time the case is initiated.

⁶ Rättssäker examination (Fair Examination), UKÄ

In cases where answers/solutions are distributed or made available, this must be done when the results are made available to individual students.

Change of examiner

A student who twice fails an examination module (i.e., receives a grade of Fail (*underkänt*) in Ladok on two occasions) has the right to request that a different examiner grades the same module upon a subsequent attempt unless there are special reasons that prevent this. Special reasons could be, for example, that no other teacher is available who has the necessary competence.

In cases where the course syllabus states that there is a limit to the number of examination occasions (see Section 2 in this document), it may be possible for a student to change examiner after a failed examination.

The decision to change the examiner is made by the Head of School.

Supplementary work

The examiner has the right, but not the obligation, to allow a student who has not passed a course or module to complete supplementary work to pass the course/module. This applies only if the examiner assesses that the student's performance is close to a passing grade and if supplementation can take place in close connection with the examination occasion.

If there is the opportunity to submit supplementary work, then this must be offered to all students whose performance is comparable. Supplementary work must always be completed within a specified time.

Grades: review, rectification, and amendments

A student cannot withdraw their submitted examination. Nor can a decided grade be amended or lowered at the student's request.

If a reported grade is obviously incorrect because of a typographical error, calculation error, name confusion, or similar oversight by the examiner, teacher, or administrator, the decision may be rectified by the examiner both to the advantage and disadvantage of the student. Before a rectification that is to the disadvantage of the student, the examiner must give the student the opportunity to comment.

A grading decision cannot be appealed. However, a student has the right to have a grade reviewed and, in some cases, amended according to provisions in the Higher Education Ordinance. There can be no restrictions on a student's right to a review; however, this may not be the case if, for example, the examination has been returned to the student. If an examiner finds that a grading decision is obviously incorrect because of a change in circumstances or some other reason, they must change the decision if this can be done quickly and easily and does not mean lowering the grade.

If the University's Disciplinary Board makes a ruling (suspension or warning) about cheating in an examination, the examiner may review the corresponding grade decision with reference to the ruling and may amend or lower the grade to the student's disadvantage.

If a student has been reported for cheating but the matter has yet to be processed by the Student Disciplinary Board, then any suspicion cannot affect the grade: that is to say, a student is not to receive a grade of Fail based on the suspicion of cheating.

Grade improvement assessment (*plussning in Swedish*)

Students who have received the grade of Pass cannot be granted the opportunity to improve their grade on an assessment.

6 Termination of placement, disruptive behaviour and cheating

The University has the right to terminate a student's placement, or equivalent training, if they are deemed to pose a danger to themselves or others by their incompetence. The examiner decides on this. If a course includes a placement or equivalent training, it must be clear from the course syllabus that the examiner has the right to decide to terminate a placement⁷. Unless stated otherwise in the course syllabus, students will receive a grade of Fail if their placement is terminated.

The invigilator, teacher, and equivalent have the right to expel a student who is disruptive during any form of examination or who does not comply with the rules of conduct or the instructions from the invigilator/teacher or the supervisor during the placement. Disruptive behaviour, including non-adherence to rules and instructions, must be reported to the Student Disciplinary Board. If a student is expelled from an examination, the examination is considered terminated. The examiner decides whether an examination that the student has begun will be assessed and graded as is.

A student may not be expelled from an examination or forced to stop the examination based on suspicion of cheating. However, the teacher or invigilator may instruct the student to hand over any suspected prohibited aids and may also, for example, assign the student to another desk. It is the student's responsibility to check which aids are allowed at each examination. Students who do not follow the instructions may be told to leave.

If a student is suspected of trying to cheat during an examination, the incident must be documented and reported to the Student Disciplinary Board. In cases where a student is reported to the Student Disciplinary Board, examination results may not be reported or be made available until after the Student Disciplinary Board has made its decision.

7 Destroying and processing personal data

Destroy and preserve

The Swedish National Archives (Riksarkivet) regulates what may and may not be destroyed and what public documents must be retained in the admission and education of students in accordance with the Higher Education Ordinance and other statutes that refer to it. How the University applies these is regulated in its information management plan.

Processing of personal data

If an examination is based on collected personal data, the same personal data may be used for a maximum of five examination occasions within, at most, three years from when the data collection began. After that, this personal data may not be preserved, and any further examinations will require new data collection. If it has not been possible to offer five occasions within three years, the examiner may decide on a limited time extension.

⁷ See Rättssäker examination (Fair Examination), UKÄ