

Guidelines for Examination Candidates

Established by the Board of Hedmark University College Board on 9 September 2005 pursuant to Section 3-9, sub-section 7 of the Act no. 15 of 1 April 2005 Relating to Universities and University Colleges, and Article 17 in the Examination Regulations for Hedmark University College. Changed on Rector's authority on 3 February 2006.

A. Individual Supervised Written Examination

1. The candidate must take his/her place in the examination premises at least 15 minutes before the examination starts. The candidate may not have other objects than writing equipment, permissible aids and food/drink at his/her desk. Bags, outdoor garments, mobile phones and any other things that are brought into the examination room must be put in a designated place. Mobile phones are to be turned off.
2. Candidates who have received examination questions and writing paper may not leave the examination room before they have signed the candidate list and before at least 30 minutes of the examination time has passed. Candidates who are up to 30 minutes late for the examination must approach the head invigilator and may be allowed to sit the examination without additional time.
3. The candidate is to present a valid student card with a photo, and must sign the candidate list when being given a candidate number (examination number). Private examinees must also show a valid receipt for payment of examination fees.
4. The time allowed for the examination has been indicated in prior information and should moreover be printed on the examination paper. This time also includes time for eating. When the allotted time is over, all writing on the answer is to cease. After this the candidate has up to 15 minutes additional time in which to fill in any covering sheets of paper, add page numbers, fill in necessary information at the top of the examination sheets of paper, separate sheets of paper, etc.
5. Hedmark University College uses examination paper with carbon copies. Answers must therefore be written in blue or black biro or hard felt pen. If the time allotted is not sufficient, the candidate may hand in his/her rough drafts on which page numbers and candidate numbers are written. It is up to the examiners to decide how much weight they can place on the rough draft. When using a PC for examination purposes the answer must be handed in in duplicate with the addition of candidate number, page number and how many pages there are in all and/or floppy disc/CD.
6. During the examination the candidate may not communicate with any one other than the examination invigilator(s). If the candidate needs a break, he/she must always be accompanied by a invigilator.
7. Candidates who are ill and cannot attend the examination must inform the study administration of this immediately and submit a doctor's certificates. If a candidate becomes ill during the examination, the head invigilator is to be told so that leave can be given. For a candidate to have a valid reason for not sitting an examination, he/she must ensure that the study administration has received a doctor's certificate by the latest three working days after the examination (postmarked within three working days).
8. If a candidate does not attend the examination and does not have valid grounds for his/her absence, this counts as the candidate having used one attempt at sitting the examination.
9. The candidate is to show the other candidates consideration so that there are no disturbances. In cases of serious breach of rules a candidate may be expelled from the examination room.

10. When the candidate wishes to deliver his/her answer, the examination invigilator must be contacted. The candidate stays at his/her desk until all the papers have been checked and delivered, whereupon he/she leaves the room immediately. An examination answer that has been delivered may in no circumstances be handed out again. All unused paper is to be given to the invigilator.
11. When using a PC for examination purposes the candidate is given an empty floppy disc/CD that is to be used for his/her answer. The candidate is responsible for saving copies regularly to ensure that data is not lost if there were to be trouble with the PC or a power cut. The examination answer is to be handed in as a printout in duplicate with candidate number, page number and number of pages added. The examination answer may be handed in on floppy disc/CD if pre-arranged.

B. Home Examinations

1. When examinations take place outside supervised premises the examination answer must be handed in to HUC within the designated deadline. Candidates may enter into an agreement to send their answers as express parcel. The postal service must provide documentation that it has been despatched before the deadline.
2. Examination answers in cases of home examinations are to be delivered in duplicate. It is the candidate's own responsibility to make sure he/she keeps a copy for him/herself. The answer is not to have a name on it, only a candidate number which was made known when the questions were handed out, plus pagination and number of sheets of paper.
3. If HUC has decided that the examination answer is to be submitted electronically the candidate must send it within the designated deadline with the candidate number on, and otherwise follow the guidelines that apply to delivery.

Changes in the Guidelines for Examination Candidates become operative as of 1 March 2006. Guidelines for Examination Candidates decided by the Board of Hedmark University College on 9 September 2005 are revoked as of the same point in time.