



Regulations for examinations (may not be taken from the examination room)

1. Introduction

These regulations replace the earlier regulations (Ref. no. 1562-05). The regulations apply to all written examinations at all campuses at Luleå University of Technology, as well as the study centres approved by Luleå University of Technology to hold written examinations.

The purpose of the regulations is to prevent cheating and disruptive behaviour during written examinations, in order to ensure that they proceed in a legally secure manner.

2. General information

During an ongoing examination, the invigilators' instructions and regulations must be strictly observed. It is each student's obligation to comply with the various control measures that the invigilators apply in accordance with the regulations. If these are not complied with, it is sufficient reason to cancel the examination.

3. Valuables, bags, outdoor clothes and other personal effects

The invigilator determines where bags, overcoats, pencil cases and other personal effects must be left.

4. Mobile phones

Mobile phones, as well as other personal belongings, must be kept in the student's bag or jacket or left with the invigilator. Mobile phones must be switched off during the examination.

A mobile phone is categorised as an unauthorised aid.

5. Places in the examination room

The invigilator shows students to their places in the examination room. Students must be at the examination room in good time to find their places; the examination must start at the appointed time.

6. Taking part in the examination

A registered student who arrives at the examination room later than 45 minutes after the appointed time will lose his/her place. No student may leave the examination room during the first 60 minutes of each examination. If a student has not registered for the examination, the student can only take the examination if there is a vacant place. The student must submit a registration certificate and may enter the examination room 45 minutes after the examination has begun.

7. Aids

Only aids that are stipulated for the examination are allowed. Invigilators must check that no unauthorised aids are available and make spot checks during the time of the examination. Students must show any papers and aids to the invigilator on request. Teachers or invigilators have the right to check aids.

8. Paper

Marked rough draft paper and examination papers are supplied when the examination starts. The invigilator hands out the papers. No other paper may be used.

9. ID check

Students must show a valid ID document with a photograph at the start of the examination. An LTU card is also a valid ID for examinations. Students must provide their signature in ink on the places list and clarify the signature by writing their name in block capitals.

10. Using the toilets

Only the specified toilets may be used.

Invigilators will write down on a special list the name, civic registration number, course code and time (in/out) for all examinees who use the toilet. After each examination, this list must be submitted to examination administration.



11. Students are not allowed to talk during examination

Order and silence shall prevail in the examination room. If there is any unauthorised communication in the examination room between the examinees, or attempts at such, the invigilator has the right to immediately send out any person or persons who violate the regulations.

12. Breaches of regulations and suspicion of attempt to cheat in examinations

Any breaches of the regulations or suspicion of attempt to cheat must be notified to the Vice-Chancellor.

Any student who disrupts or prevents the examination from proceeding or who does not follow the invigilator's instructions on where to deposit personal effects, despite reminders by the invigilator, may be ordered to stop writing immediately by the invigilator and obliged to leave the examination room. The event shall be notified to the Vice-Chancellor and may lead to disciplinary actions.

If the invigilator suspects that a student has unauthorised aids, or has personal belongings accessible by his/her examination place, the student must show the object or objects to the invigilator. A student may not be expelled from or forced to stop an examination on the grounds of suspicion of attempt to mislead in an examination (cheating). Possession of unauthorised aids must be notified to the Vice-Chancellor and may lead to disciplinary actions.

The invigilator records the sequence of events, the name and civic registration number of the student and submits this, along with the examination papers and other evidence, to the responsible teacher. The responsible teacher makes the formal notification to the Vice-Chancellor, who determines whether the notification is passed on to the university's disciplinary board.

13. Handing in examination papers

The student fills in all the required information on the cover page in ink. A valid ID must be presented when the examination papers are handed in. None of the examinees may leave the examination room without handing in the cover page. Students who have not answered any questions must hand in a blank examination paper, i.e. a cover page/folder that is filled in. When the examination time has ended, the complete examination must be filled in and handed over.

Should the fire alarm sound, the following applies:

1. Leave all materials on the table
 2. Leave the room
 3. Go to the reassembly point
- Those students who choose to break off the examination are offered a re-examination soon after - normally no later than within 14 days and within the term.

The criteria below apply:

- The student goes into the room together with an invigilator and may retrieve his/her personal belongings and possibly the examination questions.
 - The examination is handed in and ticked off on the place list.
 - The student leaves the room.
- Examination handed in = correction takes place according to the standard procedure
- Handing in takes place in accordance with the following procedure:
- The invigilator and the student fetch the examination papers and at the same time check the ID and that everything is filled in correctly.
 - The examination is handed in and ticked off on the place list.
 - The student leaves the room.