

## **Article 9A. maintaining order during online exams**

1. A distinction is made between online exams with the features of an exam sitting that will be termed '*online exam sittings*' and online exams with the features of an assignment that will be termed '*online exam assignments*'.
2. The examinee must accomplish an online exam sitting and/or an online exam assignment autonomously, without any consultation with others.
3. An online exam sitting has a maximum duration of 3 hours for examinees not having a provision for extra time and a maximum duration of three hours and thirty minutes for examinees with a provision 'extra time'.
4. In principle, only students who are registered for an exam in accordance with the prescribed procedure (see article 7) can participate in an online exam sitting and/or an online exam assignment.
5. An examinee must report his or her presence on the online platform before the start of the online exam sitting. The examiner may refuse an examinee reporting late access to the exam questions and/or assignments.
6. Both online exam sittings and online exam assignments take place under the supervision of an examiner.
7. During an online exam sitting the examiner of the course supervises the examinees participating in the exam. The examiner is responsible for the course of events, prior to, during and after the online exam sitting. The Board of Examiners will ensure that invigilators are appointed to monitor online exam sittings; these invigilators will ensure that the examination proceeds in good order. The examiner is in charge of the invigilators: The invigilators receive instructions from the examiner about their duties and the course of events during the examination. For every forty examinees at least one invigilator or examiner must be monitoring the exam sitting.
8. Examinees must obey the instructions of the Board of Examiners or the examiner that are published before the start of the online exam sitting, as well as instructions given during or immediately after the online exam sitting.
9. If the order of the online exam sitting is about to be disturbed and an examinee ignores one or more of the instructions as referred to in Article 9A sub 8, the examiner may exclude the examinee from further participation in this online exam sitting. Exclusion means that no result will be given for that examination. If an examinee has been excluded from further participation in the online exam sitting, the examiner will submit a written report to the Board of Examiners on the event and reasons that led the examiner to decide on exclusion.
10. During the online exam sitting, every examinee participating, must at any moment be available for checks on prohibited actions and must for that purpose at all time during the online exam sitting, maintain contact with the system on which the online exam sitting is executed. If, during the online exam sitting an invigilator or examiner observes that a student is not in connected to the system on which the online exam sitting is executed, the examiner may conclude that the examinee has in conflict with this article, evaded supervision. An examiner does not need to distinguish between evasion of supervision by the examinee on the one hand, and the disturbed supervision due to technical inadequacies on the other hand.
11. During the online exam sitting, reference material may be consulted, unless the examiner has determined otherwise. Apart from the mentioned reference material, no items other than the following may be on the table than: a desktop- or laptop computer, a student card, jotting paper, writing utensils and a calculator.

12. Communication with persons other than examiners or invigilators, be it verbally or in any other way, is strictly prohibited during the entire duration of the online exam sitting. The examiner and invigilators shall actively monitor compliance of the injunction on communication.
13. An exam assignment has a maximum duration of one week<sup>1</sup>. No distinction is made between examinees with and those without a provision for extra time.
14. The examiner determines an ultimate submission date and time for the work to be submitted by the examinee. This deadline will be communicated to the examinees in a timely manner, but must in any case be communicated to the examinees before the release of the online exam assignment.
15. Part of the online assignment is a short interview of the examinee by the examiner. Purpose of this interview is to establish the authenticity of the work claimed by the examinee. This interview may be executed during the term of the exam assignment and must be executed within one week after the submission deadline.
16. An examinee does not have to subject him- or herself to online supervision during the entire duration of the online exam assignment.
17. An examinee participating in an online exam assignment must make him- or herself available for the interview of sub 15 of this article. If the examinee is found not to be available for the interview within the term of sub 15 of this article, the examiner shall not assess the work handed in until the Board of Examiners instructs the examiner to do so.
18. If, after having executed the interview mentioned in sub 15 of this article, the examiner questions the authenticity of the work claimed by the examinee and handed in in the context of the online exam assignment, the examiner shall inform the Board of Examiners about these doubts. The Board of Examiners will subsequently investigate the authenticity of the work and if required will contact the examinee for that purpose. The examiner shall refrain from assessing the work until instructed by the Board of Examiners.
19. In case an invigilator or an examiner finds that the examinee acts or has acted contrary to Article 9A sub 10 and/or Article 9A sub 11 and/or Article 9A sub 12 then this violation will be reported in writing by the examiner to the Board of Examiners. In his or her report, the examiner argues why he/she suspects the examinee having violated one or more rules of this article 9A. With reference to the report of the examiner, the Board of Examiners can exclude the student from the examination and also deem the behaviour of the student to be fraudulent and punish accordingly. During this procedure, the work of the examinee will not be assessed.
20. When fraud during the online exam sitting or in relation to an online exam assignment is suspected, the student will be informed of this suspicion. The examiner may for the purpose of collecting evidence of illegal acts, register the activities of examinees.
21. Prior to a decision to exclude an examinee from an examination and/or to impose sanctions the Board of Examiners grants leave to the examinee to inspect the examiner's report and the Board of Examiners grants an opportunity to the examinee to rebut the allegation.
22. Examiners and invigilators are authorized and required to determine the identity of each and every examinee taking part in the online examination, in the first place on the basis of a student card. They must ensure that the identity corresponds with the name on the proof of registration and on the examination sheet. If an examinee cannot, on first request, identify him- or herself by means of a valid identification, then the examination will be declared

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<sup>1</sup> At the request of the examiner of the course, the Board of Examiners may extend this term.

invalid unless, upon the written request of a student, the Board of Examiners decides otherwise.

23. During an online exam sitting, visiting the toilet or temporarily evading supervision for any other reason is not allowed.

24. In exceptional circumstances the examiner can deviate from the provisions of Article 9A. 1 up to and including Article 9A.23.

25. The Dutch version of this article 9A prevails over the English version.