

FSW Faculty Examination Procedure (students' version)

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Introduction

The rules set out below apply to the exams for all study programmes at the Faculty of Social and Behavioural Sciences (FSW). This document contains all the information you need about the procedure for exams.

There are two 'sorts' of exams:

- Regular exams.
- Exams with special provisions for students with a disability.

Before the exam

Registration in uSis

Registration is compulsory for all exams (including resits). For all degree programmes, students must register for exams via uSis. You are not permitted to resit an exam if you have already achieved a pass grade for that course in a previous academic year.

Registration is only permitted during the registration period. This runs from 100 calendar days up to and including 11 calendar days before the exam in question. Example: If the exam takes place on 22 October, registration in uSis closes on at 23:59 hrs on 11 October. We advise you to register well in advance, so that if you encounter any problems you can contact the SSC in time.

When registering in uSis, it is important to check carefully that your registration has not got left behind in your 'shopping cart'. Go to 'My Class Schedule' in uSis to check that you have registered successfully. If the exam is not listed, your registration has not been successful. The example below shows how the exam will show up in your weekly schedule.

		Week van 2-11-2015 - 8-11-2015													
		<< vorige week					volgende week >>								
		Week tonen		03-11-2015		Begintijd		08:00		Eindtijd		18:00		kalender vernieuwen	
Tijd	Maandag 2 Nov	Dinsdag 3 Nov	Woensdag 4 Nov	Donderdag 5 Nov	Vrijdag 6 Nov	Zaterdag 7 Nov	Zondag 8 Nov								
8:00AM															
9:00AM															
10:00AM															
11:00AM															
12:00PM															
1:00PM		PSYC 6462PS003T - 1 Dev. Psychopathology Toets Tentamen 1:00PM - 3:00PM USC USC	PSYC 6462PS004T - 1 Psychometrie Toets Tentamen 1:00PM - 4:00PM USC USC	PSYC 6462PS007T - 1 Stress, Gez. en Ziekte Toets Tentamen 1:00PM - 3:00PM USC USC											
2:00PM															
3:00PM															
4:00PM															
5:00PM															
6:00PM					PSYC 6462PS004W - 21 Psychometrie WG Werkgroep 6:00PM - 7:00PM PDLC 1A26										
Gegevens bijeenkomst niet beschikbaar:															
Studieactiviteit	Naam studiedeel		Docent		Begindatum		Einddatum								
PSYC 6462PS003D - 100 (Opdrach	Dev. Psychopath. Deelcijfer				31-08-2015		31-08-2016								
PSYC 6462PS005D - 100 (Schrift	Groepsdynamica Deelcijfer				31-08-2015		31-08-2016								

If you are unable to register successfully through uSis, you must email the SSC **before the end of the registration period**. If you do not register for the exam before the deadline, you will not be allowed to take the exam.

Withdrawing from an exam

Students who have registered for an exam may withdraw through uSis until the end of the registration period. After this period it is no longer possible to withdraw through uSis. It is not essential to withdraw your registration. However, for administrative reasons we would greatly appreciate it if you could send an email to the SSC to indicate that you will be absent from the exam.

Students entitled to special provisions

Students can apply to the study adviser for a special examination provision on the grounds of a disability. Students do not need to apply separately to the SSC for this provision. Students who are entitled to extra time for exams because of a disability and have been registered for this provision by the study adviser will be allowed an extra half-hour to take the exam.

If students decide, as a one-off, that they do not wish to make use of their special provision for a given exam and would prefer to take the exam in the regular exam hall, they must inform the SSC of this by email before the end of the registration period (i.e. at least ten days before the exam).

If a student no longer wishes to claim the provision at all, he or she should contact the study adviser to be removed from the special provisions list. From that point on the student will automatically be assigned a place in the regular exam hall.

Mail to all students entitled to special provisions

Ten days before the exam, registration in uSis closes. The SSC then sends an email to all students on the special provisions list who have registered for the exam. This mail states the location for the special provisions exam.

For the other students, the location for the exam will be noted in their weekly schedule in uSis.

Start of the exam

Starting time of the exam and admittance to the exam hall

Students are admitted to the exam hall 10 minutes before the official starting time of the exam. Once they have entered the hall, they cannot leave the hall again until 45 minutes after the exam has started. Using the toilet must therefore take place *before* entering the exam hall. When the exam begins, the doors of the exam hall will be closed.

Materials

Various documents will be laid out on the desks before the start of the exam, such as the exam paper, ICLON answer forms or lined paper, evaluation forms, rough paper and, for Psychology students, a name-sheet. These documents will be left in a pile on the exam desk and may not be examined until the examiner gives the sign.

Students are expected to bring their own pen or pencil, but the examiner will have a few pens and erasers available for anyone who has forgotten.

What may students bring with them:

- Coats and bags are to be left under the student's chair/desk. Only the materials needed for the exam may be placed on the desk.
- Students may not have any communication devices with them in the exam hall, such as mobile telephones, buzzers, earphones, or smart watches. Such devices must be switched off and left in your bag.
- To avoid confusion with smartwatches, students are not permitted to wear a digital watch during the exam (provided there is a clock in the exam hall).
- Other electronic devices, such as calculators (including programmable ones) may only be used with the permission of the examiner.
- Eating and drinking is permitted, provided the student does not disturb others.
- Books, syllabuses, notes, etc. may not be consulted unless the examiner has given permission.
- Explanatory dictionaries are not permitted unless the examiner has given permission. Further, in special circumstances, the study adviser may give an individual student permission to use dictionaries.

Latecomers

Students may enter the exam hall up to 45 minutes after the exam has started. Until that time, no student may leave the exam hall (even to use the toilet). Students who arrive more than 45 minutes after the start of the exam are no longer permitted to take the exam.

Late arrival due to general circumstances beyond the candidate's control

It may happen that a student is prevented from getting to the exam on time due to general circumstances beyond their control on the day of the exam, such as sudden cancellation of all trains to Leiden.

In such cases too the rule applies that students who arrive more than 45 minutes after the start of the exam will not be admitted to the exam hall.

If there appears to be a situation of *general circumstances beyond the candidate's control* (as opposed to individual circumstances), the student may email the SSC, stating their student number, exam, and the reason for their delay. On the basis of the emails, the Board of Examiners will decide a possible solution.

The relevant protocol (Exam missed due to general situation beyond candidate's control) can also be found on the [student website](#).

During the exam

Maintaining peace and quiet

Students must be able to sit the exam in peace. For this reason, it is advisable to remove the packaging from any food or drink in advance and ensure that everything you need for the exam is on your desk.

If a student has a question for the examiner or invigilator, or wishes to use the toilet, this should be indicated by raising a hand. Students themselves should not walk up to the front of the exam hall. The invigilator will come to the student and quietly discuss the question or request for the toilet.

Attendance and ID check

At an exam, students must be able to identify themselves with a valid student card and legal ID document. If a student cannot identify himself or herself, the examiner will immediately exclude the student from further participation in the exam and the exam will be declared invalid.

When recording attendance, the invigilator will check:

- whether the passport photo on the ID document is a good likeness of the student at the desk;
- whether the student's name and correct student number are on the list of exam candidates;
- whether the student has entered the correct name and student number on the answer sheet.

Using the toilet

Exam candidates may not leave the exam hall during the first 45 minutes of the exam. After 30 minutes, if an exam candidate needs to leave the exam hall to use the toilet or for any other reason, this is only permitted under escort. Only one student may leave at any one time. The escorting invigilator decides which toilet will be used.

In the USC, students may only use the toilets situated behind the access barriers.

Half hour before end of exam

Thirty minutes before the end of the exam, the examiner informs the students that they have half an hour left and that using the toilet is no longer permitted.

Fire alarm during the exam

No fire drills will be scheduled on days when exams are taking place in the FSW. Therefore, if the fire alarm does sound, the invigilators and the students must always leave the building immediately. The exam is terminated from that time. All exam materials are to be left behind in the exam hall. The Board of Examiners will decide at a later date about the validity of the exam and the possibility of another chance.

Detection of fraud

If fraud is detected, the examiner will immediately exclude the student from further participation in the exam and the exam is declared invalid. After the exam, the examiner will report the incident to the Board of Examiners.

Exclusion from the exam

Students who do not follow the examiner's instructions may be excluded from the exam.

Leaving the exam hall

Students may leave the exam hall as from 45 minutes after the start of the exam, provided that the invigilators have completed recording attendance.

Handing in the exam

Students must hand in *all* exam documents to the invigilator and then immediately leave the exam hall. The invigilator will then sort all the exam materials into separate piles and note on the attendance list that the materials have been handed in. In addition, the invigilator will check that each student has entered the correct name and student number on the answer sheet.

After the exam

Grades

The examiner is required to submit the grades for the exam to the SSC within 15 days of the exam date so that students can be informed of their grades via uSis.

Inspection

If a student wishes to inspect his or her exam script, this must take place within 30 days of the announcement of the results. During the inspection, the student may also view the exam questions and inspect the answer key. An inspection may take place at a group session at a pre-arranged time and location, or via an individual appointment with the course coordinator.

Appendix: FSW Exam Regulations

FACULTY OF SOCIAL AND BEHAVIOURAL SCIENCES

REGULATIONS GOVERNING REGISTRATION FOR AND WITHDRAWAL FROM EXAMINATIONS

1. Entitlement to take examinations

- 1.1. To be admitted to an examination, a student must meet the entry requirements for that examination (see Section 4.2. of the Course and Examination Regulations). If a student takes an examination without having been admitted, the examination will not be assessed and there will be no result. The examination opportunity is deemed to have been taken.

2. Registration for examinations

- 2.1. For every examination to be taken, students must register in uSis within the registration period.
- 2.2. The registration period for an examination extends from 100 calendar days before the date of the examination to 10 calendar days before the date of the examination.
- 2.3. To be entitled to take the examination, a student must have registered for the examination within the registration period. If a student takes an examination without having registered on time, the examination will not be assessed and there will be no result. The examination opportunity is deemed to have been taken.
- 2.4. If a student is unable to register for an examination through uSis, or encounters problems in registering through uSis, he or she should contact the Student Services Centre, either in person or by email, *before* the end of the registration period.
- 2.5. Registration for the examination is not valid and definite until the registration is listed under 'My Class Schedule' in uSis.

3. Withdrawal from an examination

- 3.1. A student who has registered for an examination may withdraw from that examination through uSis until 10 calendar days before the date of the examination.
- 3.2. The withdrawal only becomes valid and definite once the registration is no longer listed under 'My Class Schedule' in uSis.
- 3.3. If a student does not withdraw within the appointed period and does not take the examination, the examination opportunity is deemed to have been taken (in accordance with Section 4.5.5. of the Rules and Directives of the Board of Examiners).

- 3.4. If a student is unable to withdraw from an examination through uSis, or encounters problems in withdrawing through uSis, he or she should contact the Student Services Centre, either in person or by email, *before* the end of the registration period.

4. Special provisions for examinations on the grounds of a disability

- 4.1. Any student who, with the permission of the Board of Examiners, has been placed on the special provisions list by the study adviser, is entitled to make use of the designated provision during the examination in question, provided he or she has registered for the examination within the registration period.
- 4.2. If a student who has been placed on the provisions list registers for an examination within the registration period, the provision will be made by the Student Services Centre and the student is expected to take the examination in the examination hall in which this provision is available.
- 4.3. If a student as referred to in Section 4.1. above does not wish to make use of the provision for a given examination, he or she should state this in an email to the Student Services Centre, *before* the end of the registration period.
- 4.4. If a student no longer wishes to claim the provision on the grounds of a disability, he or she should contact the study adviser and request to be removed from the provisions list.

5. Final clauses

- 5.1. In accordance with Section 4.5.5. of the Rules and Directives of the Board of Examiners, the Board of Examiners may deviate from the above Sections governing registration for and withdrawal from examinations; this is only possible in response to a prior written and motivated request from the student.
- 5.2. The request as referred to in Section 5.1 must be in the possession of the competent Board of Examiners at least five working days in advance of the date of the examination.
- 5.3. The present regulations will enter into effect on 1 September 2014.

Approved by the Board of the Faculty of Social and Behavioural Sciences on 3 June 2014.