

## PRACTICAL GUIDELINES PROPER CONDUCT DURING EXAMINATIONS IN THE BIOLOGY PROGRAMMES

The following guidelines are a practical list of points of attention for proper conduct during the examinations, and how to act in case irregularities are observed. These guidelines build upon the examination regulations defined in the **OER** (Education and examination code) ([NL-ENG](#)) Part III - Section V (articles 75-78) and on the **educational tip 'On-campus exams: how to avoid trouble'** ([NL-ENG](#)).

### Guidelines towards students

1. **Aids** are only allowed when explicitly mentioned (e.g. open-book examinations, calculators, computer, databases, generative AI, ...). The sheer having of aids, be it on paper, or via electronical devices or any other way (e.g. earphones) will be otherwise treated as fraud.
  - a. Any digital or electronic tool or means of communication during an exam or other assessment will automatically be regarded as fraud, unless explicitly stated otherwise, or after permission in individual exceptional circumstances (OER Art. 78§1). In any case they are to be switched off and must be placed – just like bags, backpacks and coats – in the indicated space in the examination room during the examination, at the student's own risk. If any of these devices is found on the student (even when switched off) this will be equated with fraud!
  - b. If the use of a calculator is necessary for an examination, only the allowed type of calculator (e.g. programmable or not) can be used.
2. Only **paper** provided by the examiner is allowed, both for use as draft paper as for the final result. The examiner determines if extra paper can be obtained. It is the student's responsibility to indicate which answer papers are to be considered as "draft" or "final" and provided with the student identity. All the distributed papers, including the drafts, are to be handed in at the latest at the end of the examination.
  - a. Examiners are urged not to distribute completely blank papers (not even for drafts), but to mark them in any way (e.g. with a stamp), so that it is clear the papers were distributed.
3. Students have to be able to **identify** themselves. In principal, they must have their student's card with them, and show it. If they don't have the card with them, a photo-ID (identity card, passport) must be shown. If that can't be shown either, or if there is doubt about the true identity of the student, the examiner can reject the student for taking the exam. Examiners are recommended to print the Ufora photo list and to have it with them during the examination.
4. Students are recommended to visit the **toilet** prior to the start of the examination. You can however never deny a student's request to use the bathroom. Make sure another invigilator is present when you escort a student to the bathroom. Afterwards, the examiner can take the measures when necessary to eliminate the risk of fraud.
5. During the examination it is **forbidden to talk** with colleague-students, or to say something out loud.

More information can be found in this education tip. ([NL-ENG](#))

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