

## 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 examiners and supervisors (invigilator-in-charge)**

1. Supervisors indicated by the examiner are expected to **actively supervise**. However tempting it may seem to bring your own work to the exam (answering e-mails, reading papers, ...), please do not. Students are quick to notice and it will give them cause to cheat, especially when they are seated close to each other;
2. Do not keep to one and the same spot in the exam room, but circulate in the room;
3. Chatting with the other invigilators might be a tempting pastime, but students find it highly disruptive, even if you try to keep your voices down. Keep your conversations to a minimum by discussing strictly essential examrelated matters;
4. Be aware of wearing shoes that can generate a disturbing noise in a mostly silent exam room;
5. Photos or video footage of students sitting exams often appear on social media. However, this is only allowed in case of "general impressions", i.e. pictures or video footage in which individuals are unrecognisable. As soon as one or more individuals are depicted recognisably on the images, the prior consent of these individuals is required. This permission is required for taking such images and for distributing them on the internet, socialmedia, ... So as an invigilator you must be aware of this!
6. Both the examiner and the invigilator-in-charge **have a mandate** to take actions in case of **suspected fraud or irregularities**. Committing plagiarism is also considered to be a form of fraud (OER article 78§2). If the invigilator-in-charge suspects a student of committing fraud or irregularities during an assessment, they can decide to take one of the following actions (OER article 78§1):
  - a. discontinue the assessment immediately for said student,
  - b. provide the student with a new blank exam paper,
  - c. restart the (online) exam.

When fraud is suspected and proper action taken, the examiner is to be informed who then contacts the Chair of the Examination Board. A written report of the occurred facts can be asked of the examiner/invigilator.

7. Additional actions that can be taken:
  - a. If fraud is evident, the material, potential proof and the examination copy must be confiscated immediately.
  - b. When there's no sufficient proof (e.g. looking at the copy of a colleague student, or talking), the student is warned first, and the examiner or invigilator can decide to place the student elsewhere in the room.
  - c. A visual inspection is allowed (place where the student was caught cheating: documents, pen case on their desk, checking the toilet after a suspicious long visit, ...).

In case a student is uncooperative or disobedient, please contact:

- the safety co-ordinator (on campus Schoonmeersen and campus Kortrijk);
- the Ghent University Emergency Centre (09 264 88 88) (elsewhere on Ghent University campuses).

In case of physical violence, guarantee your own safety. Stay calm and repeat the message (e.g., hand in your exam copy) to the student suspected of exam fraud.

8. Whether or not to impose disciplinary exam measures by means of a disciplinary exam decision, is the prerogative of the **Examination Board** per Study Programme governing the study programme in which the student suspected of committing fraud or irregularities has enrolled with a contract to obtain a diploma, or the study programme in which the course unit is programmed for which the student has a credit contract (OER Article 78§3).

For the Bachelor- and Master Programmes Biology:

prof. E. Verleyen: Chair Examination Board

prof. A. Verbeken: Secretary Examination Board