

Guidelines examination supervision

1. Supporting material is not allowed, unless specifically specified (open-book exams). The possession of supporting material, on paper or on electronic devices (or through any other means such as headphones), will automatically be considered as fraud. If the use of a calculator is deemed necessary during an exam, one cannot allow programmable “advanced” calculators. In all cases, cell phones, smartphones, smartwatches, iPods or similar, should be placed in an allocated location in the room, together with bags, backpacks and coats. None of these items may be present within the direct vicinity of the student during the exam. If such a device is found on the student (if even switched off), this will be considered as fraud. It is recommended not to allow pencil cases (only pens in a transparent bag), and to only allow students to write from the moment all questions have been distributed.
2. Only paper distributed by the supervisor can be allowed, both for draft and final answer. It is the responsible lecturer that may allow if any extra answering sheets or draft paper may be requested. At the end of the exam, all distributed paper (draft included), needs to be returned. It is recommended not to distribute full blank sheets, in order to make sure these are the appropriate distributed papers (e.g.: exam sheets featuring both questions and open space for the answers).
3. Students have to be able to identify themselves. In principle, they need to carry and show their student card. If not, a photo-ID (identity card, passport, drivers licence) needs to be shown. In absence of such an ID (or in case of doubt), the concerned student may be refused to participate. It is recommended that the responsible lecturers have printed the photo-ID list from Minerva/Oasis and to have it ready during the exam.
4. Students are recommended to visit a toilet prior to the start of the exam. The interruption of an exam for a toilet visit may be refused during the first two hours of the exam (providing there are no medical reasons, justified by a medical certificate). Afterwards, the supervisor may take appropriate measures to eliminate the risks of fraud during the toilet break.
5. The supervising staff is supposed to actively supervise the students (meaning to regularly walk around between the students). Sitting in front of the room, studying literature or performing other work is insufficient to be considered as supervising. Make clear arrangements with the supervisors in case of late arrivals, occurrence of fraud and students with a special status. One may consider having a backup supervisor in case of (last-minute) illness or break (but also for toilet break supervision). It is

recommended that the supervisor speaks the same language as the instruction language of the course, especially in case of Bachelor students.

6. In case of even suspicion of fraud, the supervisor can interrupt the exam for the concerned student and to provide him/her a new blanc exam copy. Supervisors immediately need to notify the responsible lecturer.
 - a) In case fraud is evident, all material including evidence and the exam copy, need to be confiscated.
 - b) If there is no sufficient evidence (looking at the exam copy of a fellow student or talking), the student needs to be given a first warning, and the supervisor can decide to give the student another exam location.
 - c) A visual inspection of the vicinity is allowed (location of the fraud: documents, pencil case, ... on the desk, checking the toilet after a suspiciously long visit).

In all cases of fraud, the responsible lecturer has to notify the chairman of the examination board, who will start the procedure as described in article 78 of the Education and Exam Regulations (OER) of Ghent University.

More information (only in Dutch):

- Recent most version of the OER (mainly articles 53, 75, 76, 77 and 78):
<https://www.ugent.be/student/nl/studeren/regelgeving/overzicht.htm>
- UGent Educational hints on fraud: <https://onderwijstips.ugent.be/nl/tips/vermijd-fouten-en-fraude-door-een-goed-georganisee/> (as well as other advice regarding the preparation, organisation and evaluation of exams)

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