



Exam Regulations

Exam regulations, describing the procedures in relation to tests at Dania Academy¹
In effect from October 2018 / Dorte Lenler

¹ Subject to errors and omissions.

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1. Exam Regulations

This document contains the general regulations and guidelines for taking exams and tests at Dania Academy.

It is expected that students have perused the regulations in detail before all exams and tests.

The exam rules are made following the guidelines in the departmental order about tests and exams at business related educations under the auspices of the Ministry of Education. You may find the departmental order on www.retsinfo.dk (The text in the departmental order on www.retsinfo.dk will only appear in Danish language, and it is the responsibility of the student to have it translated into English language; neither Ministry of Education nor Dania is responsible of this).

The above departmental order states the minimum requirements for the exam rules.

We also refer to the rules regarding exams in the individual educations' programme descriptions, and other guidelines and procedures, which can be found on Fronter.

In the Exam Rules, the term "test" covers exams, internal tests, compulsory tests and learning activities.

Where the test type is explicitly noted the rules only apply to this particular test

2. General exam rules

2.1 Aids

At written exams, the use of aids is to be found in the individual educations' programme description.

If the programme description says that all aids are allowed, the following must be adhered to:

At written test the student may use books and materials handed out during the lectures, own notes, additional material on USB-pens or similar documents.

Unless it is stated explicitly in the rules for the test, the student does not have access to, or is allowed to bring and use the internet or use devices enabling internet access or communication with others.

If the student uses any of the above means during the test, the student will be excluded from the test.

During written exams, cell phones and other communication equipment must be switched off and handed to supervision before the test starts.

Students must bring their own aids, writing utensils and calculator. Students are not allowed to share aids during tests. The academy does not supply any aids during tests.

The supervision is allowed to check all aids students bring.

Students must, at written tests, place all aids on the table before the test start. Bags etc. must be placed as supervision states.

Students must under no circumstances communicate with each other after the test starts. The supervision must be contacted by raising your hand.

If students try to communicate with anyone or use unauthorized aids, they will be expelled from the test.

2.2 Language used

In relation to taking tests, the main rule is that tests are taken in the language stated, unless the purpose of the test is to document skills in another language.

International classes sit the tests in English.

If students wish to take the exam in another language, they must send a written application to the academy no later than three months in advance, and compelling arguments must be stated.

2.3 Tests on special conditions

For students with physical or psychological dysfunctions and students with similar disadvantages, special test conditions may be agreed, where it is deemed necessary, to put the student on the same level as other students in the exam situation.

It is a prerequisite that the alleviation does not alter the academic level and contents of the test.

For an assessment of a bachelor project, final exam project or final project both the academic content as well as the ability to express oneself and spelling skills of the student will attach importance. The academy can dispense from this for students who document a relevant, specific decreased functionality.

If students believe that they are entitled to "special conditions", a written application must be sent to the academy, no later than 14 days before the exam / test takes place – documenting the dysfunction.

2.4 Use of own and others' work – Urkund registration

In relation to written tests, students will often need to document and substantiate their answers. This may be in the form of quotes, graphs, graphic presentations, tales, literature, texts from the internet, or processed reproduction of others' work, e.g. from a textbook.

If any of the above is used, students MUST refer to the source of the material.

Quotes (direct reproduction) must only be used very modestly and as maximum only 1-2 lines to understand the connection.

Using quotes, you must remember:

- use quote signs "....."
- write the title of the book
- the name of the author
- write the specific page reference

Direct reproduction without a reference to the source material is considered "cheating" – plagiarising. If this happens, the test answers will be rejected and the student must re-take the exam².

2.4.1 Plagiarism control

To secure a correct use of source material – the work of others – the academy uses the database program, Urkund. This program scans all answers handed in and is capable of detecting unauthorized use of source material and plagiarising.

In connection with handing in test answers, they will automatically be uploaded to Urkund via WISEflow. The examiner and tutor will receive a detailed report, which show the original sources and the precise amount of text copied.

Handing in using WISEflow is apparent from the individual curricula or guidelines for tests and exams.

² Also see the official copyright rules, copydan, www.copydan.dk

2.4.2 Sampling of exam papers

Unless it is explicitly stated, any exam paper must contain a large amount of independent work. It is not allowed to sample the paper from a broad range of materials nor is it allowed to copy the main idea or structure.

2.4.3 Urkund – procedure in case of plagiarism

The procedure in connection with exam papers containing plagiarism or irregularities is as follows:

- The lecturer and examiner (internal/external) assess the paper, and if it is found that the paper contains plagiarism, sampling or misuse of sources, the student is reported to the Academy and recommended expelled
- The student gets oriented about the rejection:
 - at oral exams in the examination room, where a formal letter stating the rejection is handed over. The student gets a further oral explanation of the grounds for rejection
 - at written exams a formal letter stating the rejection is sent to the student

Please also see chapter 10 in departmental order about tests and exams at business related educations under the auspices of the Ministry of Education

If students complain about the ruling, they may, upon request, have a copy of the Urkund report forwarded by email.

2.4.4 Reuse of papers

In connection with exam papers and projects, it is not allowed to hand in already examined or evaluated materials, unless it is explicitly stated.

If students wish to incorporate already handed in materials they are to be regarded as other sources e.g. books.

In case of rejection of exam papers or projects due to plagiarism or lack of compliance with the rules, the exam paper or project is regarded as examined/evaluated. One attempt used.

2.5 Irregularities, incorrect behaviour / breach of rules

The rules must be followed at all times during tests.

A student who tries to obtain, give another student irregular help to answer tests, or uses prohibited aids will be expelled from the test immediately.

If it is assumed that a student, during a test, get hold of help or gives help to others, has used the work of others, or used previously tested work without references, the student will be expelled from the test.

Also, the student may be expelled from the education for a period to be decided in each case. In such cases, the student is given a warning and repeat breaches may result in permanent expulsion.

If a student is disturbing the exam and does not follow the guidelines of the supervision, the student will be expelled from the test.

If a student leaves the exam room before the end of the test, or without the explicit permission from supervision, or without a representative from the supervision (e.g. to go to the toilet) the person is considered to have terminated his or her exam, and cannot re-enter.

At written test, the students must not leave the exam room before the assignment has been uploaded.

2.6 Complaints about exam

Complaints about a test must be addressed to the academy. The complaint must be written (paper), substantiated, dated and signed.

Complaints must be submitted no later than two weeks after the test or two weeks after the result of the test has been submitted to the student.

Complaint may be about; cf. exam regulations:

- 1) The basis of the test, including questions, the test itself and the like as well as the test in relation to the purpose of the education,
- 2) The actual execution of the test, or
- 3) The assessment of the test result

Please also see chapter 10 in departmental order about tests and exams at business related educations under the auspices of the Ministry of Education.

2.7 Taking tests

All students are automatically signed up for exams and tests.

OPTING OUT FROM TESTS:

The student is automatically signed up for all tests and exams at his/her education.

Opting out from written exams: 7 days before the time of the exam

Opting out from oral exam with written assignment: 7 days before deadline for handing in the written part

Opting out from written assignment or project for evaluation: 7 days before the hand-in deadline

Opting out from final exam report: 14 days before project hand-in deadline

If the student, as a consequence of unusual circumstances, wishes to opt out after the deadline, the student may apply for exemption. The exemption may be granted if the students can document unusual circumstances.

Opting out must be done by email to the study secretary of the education at the study location. When the student receives a confirmation from the academy the opting out is valid. After this, the student will be signed up for the next test in the subject area, and the test the student opted out from will not count as a try.

2.8 Meeting time for tests

The time of tests appear from the course description and activity plans.

The exact time of the test will be announced by the administration in good time before the test takes place.

Students must meet up no later than 30 minutes before the test starts – at the exam room.

At written tests, the student must be ready in the exam room no later than 10 minutes before the test starts.

Students cannot expect to be admitted to the exam room earlier than 15 minutes before the test starts.

2.8.1 Arriving too late

At written tests, the exam room will be closed when the test starts. If a student is late, he or she needs to go to the administration.

At oral tests, the student is considered absent if he or she is not present at the allotted time. If the student is late, he or she needs to go to the administration.

A late student may be allowed to take the test if the academy finds that the delay is acceptable and well documented³. However, only if the academy is convinced that the late student has not obtained information about the test in advance.

The time allotted for the test will only rarely be prolonged.

³ A late bus is not an acceptable reason for being late.

2.8.2 Time for test start

A written test has started when the assignment/case has been handed to the students.

An oral test has started when the student has picked the test question. In oral tests (final report, project presentation etc.) where the testing does not include a question, the exam starts when the student enters the exam room.

2.9 Test types

A test is organized either as an individual test or as a group test. The type of test is stated in the curriculum.

For final assignments (final exam project, final project or bachelor project) the student can choose to complete the assignment individually. If the final assignment is completed in a group, the student in oral defense may choose to be individually examined.

2.10 Illness and re-exams

A re-exam is an exam/test which Dania will plan soonest possible for the students who were not able to participate in the ordinary test due to illness. The exam/test can take place at the next ordinary exam.

If it is a test, which is placed in the final exam period, it will be possible for the student to take the exam/test in the same exam period or in continuation of the exam period.

If a student cannot sit a test because of illness, the student must inform the study administration about this immediately. In addition, the student must submit a doctor's note verifying illness. The documentation must be received by the study administration no later than 3 days after the test⁴.

If illness occurs during the test, supervision must be informed and the student must leave the room. The student must then send a doctor's notice to the academy so the test will not count as a used attempt.

If a student sits through the test despite illness, this will be counted as participation in the test.

⁴ Documents posted (postal stamp) two days after the exam are accepted

2.11 Assessment and publicity at tests

As a rule, oral exams are public.

The academy may limit access to exam rooms for reasons of space and individuals may be denied access if this is deemed necessary to maintain order during the test. If the academy finds that the concern for the student is jeopardized, public access may be denied.

Only the examiner and the external examiner must be present during the assessment of oral tests (including projects presentations etc.) The academy may decide that potential examiners may listen to the deliberations.

If the student brings a bag or the like for the oral exam, it must be removed from the exam room by the end of the oral presentation, before assessment starts.

2.12 Test results

Written tests:

From the plan for the test, it will be evident when the student may expect the results of the test. If the academy, in special situations, is not capable of keeping the deadline, a new deadline will be announced to the students.

Test results at oral tests will be given to the student immediately after assessment.

Test grades given after written tests will be announced through the self-care system. Grades are not given via phone or e-mail.

2.13 Maximum study times

Programmes with a duration up to 120 ECTS must be completed within the number of years, which corresponds to the double of prescribed study time. Other programmes must be completed within the number of years, which corresponds to prescribed study time plus 2 years. Leaves are not included.

Tests, which the student must take before the end of first study year must be taken before the end of second study year for the student to continue the education.

3. Written tests – special conditions

When student sit written exams they must bring their own PCs⁵.

⁵ Both laptops and desktops may be used. The students is responsible for the working order of the PC

3.1 Rules for use of PC at written tests

When students sit a written test, there are a number of issues to take into consideration.

3.1.1 Handing in via WISEflow

At written tests handing in is done via upload to WISEflow (Students will be informed about handing in via WISEflow).

When the supervision communicate that the exam period has ended, student must without any delay log on to WISEflow and place the paper in the folder for handing in test answers.

If students wish to add handwritten enclosures, 3 folders are filled in and signed "enclosed for assessment" – and the supervision signs the folders.

3.1.2 Knowledge of conversion and programmes

Students are responsible for getting to know the programmes used at the tests to ensure correct use.

During the exam, it is not possible to get any help, which means the student must know things like inserting top-text, conversion of files etc. In addition, the student must know how to convert Word and Excel files into pdf. format.

3.1.3 Upload to WISEflow

All students hand in as PDF-format on WISEflow as the system does not accept any other file format.

In special situations, students may hand in a Word or Excel document as extra material. It is the student's own responsibility to ensure they have a pdf converter installed on his/her PC. No technical assistance is possible from IT-support.

Please note, it is really important that students know how to convert files to pdf before the test as no help in doing this is offered at the test.

3.1.4 Power etc.

It is the responsibility of the student that the PC, USB-pen, and software work. The academy takes no responsibility for breakdown or software/hardware errors.

It will be possible to charge the Pc during tests. Cables, batteries and extension cords are the responsibility of the student.

If the student PC breaks down, the exam is to continue writing by hand.

3.1.5 Breakdown of WISEflow hand-in

If the internet breaks down, and makes it impossible to access WISEflow, each student will get a USB pen to save the answers on. In case of breakdown, the following rules apply:

1. Before the exam period ends students must convert their exam paper into one pdf-file. The file is saved on a USB-pen. The students CPR number, class and the number of pages must be on all pages
2. The usb-pens are collected by the supervision
3. The exam paper is printed by the supervision – which can take up to 2 hours
4. during the print period students must remain by their places
5. After printing the paper, the supervision presents the paper to the student, who signs the paper and hand it in in designated folders (which is handed out in case of break down).
6. When the exam paper is signed for by the supervision the student can leave the room
7. The usb-pen is archived by the administration

3.1.6 Use of additional equipment at tests

Students are allowed to bring and use headsets at tests but only at non-disturbing sound levels. The academy does not supply headsets

Students may bring MP3, MP4 or iPod players but only to be used at very low sound levels. Equipment that contains communication facilities are not allowed (iPhone, cell phone etc.)

4 Rules in relation to finishing written tests

No student is allowed to move from his or her table, when the test time is due, before supervision has checked correct upload to WISEflow or collected all assignments and permitted the student to leave.

It is allowed to the assignment before the test is over. For the sake of other students, it is not permitted to leave the room within the last 15 minutes of the test. This also goes for visits to the toilet.

If students hand in before the end of the test, he or she must not remain next to the exam room, to avoid unnecessary noise.

Students must remain seated until supervision has checked upload to WISEflow or picked up the students' assignments. The student signs that everything is uploaded correctly before he or she leaves the room.

It is the student's own responsibility to hand in everything that the student wants assessed.

Name, CPR no., class ID, page numbers must be noted on all pages/sheets that the student wants assessed – both drafts and finished answers.

If the student wants a draft to be assessed, this must be told specifically to the supervision and on the folder must be noted "draft enclosed for assessment". Drafts, which should not be assessed, are handed in separately.

5. Smoking in connection with written exams

Smoking may be granted by supervision outside and under supervision.

6. Participation in oral remote/Skype-exam

The student may be allowed to sit an oral exam via skype/video conferencing system if the examiner allows this. The agreement must be in an email and it is the student's responsibility to inform the examiner about own skype name and to ensure that connection is possible.

7 Tests taken abroad

Dania Academy can arrange a test at a Danish representation or other places abroad, when it is justified that the student due to practical or economic reasons is not able to participate in the tests in Denmark and Dania Academy has accepted the circumstances.

The Academy decides whether the student pays all or part of the expenses, which the academy will have in connection with the test. The criteria is that the student previously in a written form has accepted to pay the expenses, which the academy has estimated. The Academy can make the condition that the test only takes place if the amount has been prepaid.

Changelog:

Version	Dato	Udført af	Beskrivelse
1	May 2018		Exam regulations, describing the procedures in relation to tests at Dania Academy.
2	04-10-2018		Added section about test types, including the possibility of individual oral examination by a final assignment, prepared in a group, cf. BEK nr. 1502 of 28/11/2017.