	EPOKA UNIVERSITY GUIDELINE “ON EXAMINATIONS”				
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INTRODUCTION

Scope

This guideline is related to the infrastructure, invigilation responsibilities, student attitudes, and other matters concerning the examination process.

This guideline concerns all courses that are evaluated through the use of written examinations or any alternative type of examinations, for instance, oral examinations, take-home examinations, projects, jury and presentations.

Mid-term and Final examinations are examinations completed within a scheduled examination period. Academic staff members must inform their respective students in the Course Syllabus on the form of the conduct of the final examination. Students should be available for examinations until the last day of the examination period as provided in the Academic Calendar.

Definitions:

Faculty: Main unit of EPOKA University, coordinating teaching, scientific research and cultural development in related or overlapping teaching and scientific research areas.

Department: Basic teaching and scientific research unit of the faculty, which includes similar research fields and groups relevant disciplines. The Department is responsible for the well-functioning of the respective study programs as well as the internal quality assurance of the respective study programs.

Course instructor: A person responsible for teaching students in a particular subject area.

Invigilator: A person assigned as responsible to supervise students while taking an exam in order to ensure the proper conduct of the exam with a particular focus on ensuring that students do not cheat.


Exam: A definition which is equivalent to “examination”.

Alternative Forms of Examination: An examination, such as take-home, jury, oral exams or projects with a deadline for submission defined by the Academic Calendar.

Course Syllabus: The Course Syllabus is a detailed written document that provides all the relevant information with regard to the course.

Final Examination: A written examination or an examination which is completed after the last day of classes as part of the final grade for the course. Final examinations include all forms of examinations conducted after the last day of classes.

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Fraud: Any action (including plagiarism), omission or intention (including incitement) that partially or entirely impedes the rightful assessment of a person’s knowledge, insight, skills, attitude and reflection. Plagiarism, falsification, cheating, deceit and personalization are defined by Article 3 of Regulation of EPOKA University “On Student Discipline”.

Jury: An examination where the student is evaluated by a group of instructors (at least three members).

Mid-term Examination: An examination which is conducted at the half-way point of a course or semester.

Multiple Choice Exam: at least two versions of multiple-choice examinations are required for Midterm and Final examinations. Four versions of multiple-choice examinations are recommended for courses with large number of students.

No Exam Form: a form (hard copy) which should be submitted by the course instructor in case the course has no final exam.

Oral Exam: For an oral examination, preferably two members of the teaching staff must be present. One staff member should take notes during the examination itemizing the topics discussed.

Open Book Exam: For an open book exam, only the concerned academic staff member is allowed to permit the use of the course book in the Mid-term and Final Exam. This form of examination should be communicated to students before the conduct of the exam.

Official Examination Schedule: The detailed list of examinations for each course specifying the days, times, and places where they are conducted.


Resit Exam: An examination is arranged immediately after the final exam for students with low grades.

Schedule Conflict: A conflict where a student is scheduled to write or complete two or more examinations at the same time.

Take-Home Exam: Take home exams are arranged with regular exams. The deadline for the submission of take-home exams is set by the Exam Schedule.

EIS: Epoka Interactive System.

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I. UNIVERSITY RESPONSIBILITIES

The University is responsible for the successful completion of the examination session, the ensuring of exam integrity, and for helping students, departments and invigilators to undertake their respective roles. The University will:


1. establish and share clear policies and methods to deal with examinations;
2. post “silence zone” posters in the vicinity of exam rooms;
3. make utmost effort to ensure that examination rooms are equipped with supportive environments that:
 - are quiet and free from unnecessary and unreasonable disturbance;
 - are suitable in terms of temperature, work spaces, cleanliness, and configuration;
 - provide sufficient space that ensures the quality of the exam integrity by avoiding overcrowding.
4. take all necessary measures to prevent the disruption of examinations.

II. FACULTY RESPONSIBILITIES

With regard to the conduct of the examination, the concerned Faculty is responsible for the examination integrity held under its patronage. The Faculty is specifically responsible to:

1. share examination guidelines with all academic staff members and students (e.g., by including this information in the orientation of academic staff members and in handbooks);
2. circulate and implement effective strategies for maintaining examination integrity in venues where a large number of students take the exam;
3. announce the exam schedule including the exam date, time and venues at least two weeks in advance and adjust the schedule in case of schedule conflict;
4. make every effort to:
 - a arrange exams as fairly as possible for every student across the available time period;
 - b ensure that students of the same cohort will not be required to enter more than two exams in one calendar day;
5. provide at least one invigilator per 30 students and, wherever possible, at least two invigilators for one exam room;
6. in those cases when the respective Faculty cannot provide sufficient invigilators, convey this fact to the attention of the Dean well before the examination period starts;
7. ensure that all invigilators are familiar with the Guideline of EPOKA University “On Examinations”;

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- control the number of exam participants, the capacity of assigned classrooms and if necessary, manage the seating arrangement of students in order to provide for an equal and non-disruptive distribution of students in the classroom.

III. DEPARTMENT RESPONSIBILITIES

The Department is specifically responsible to:


- manage the examination preparation process by preparing the exam attendance list and exam envelope;
- in close collaboration with the Faculty, oversee the conduct of exams and take measures to ensure the smooth conduct of the process;
- stay in communication with the course instructors in order to provide assistance in case of need.

IV. COURSE INSTRUCTOR RESPONSIBILITIES

Course instructors are responsible for the preparation and control of the exam sheets as well as for the supervision and conduct of the examinations for their courses.

- The course instructor should prepare the examination papers in accordance with the course content and course objectives stated in the syllabus. The exam questions should be formulated clearly and unambiguously, and the percentage of each question should be stated in the exam sheets. Before the examination begins, the concerned course instructor must check his/her paper for any errors. He/she should provide the sufficient number of exam sheets and ensure the security of them.
- The course instructor should announce in advance the allowed resources prior to the conduct of the exam.
- At the beginning of the exam, the course instructor should announce the duration of the exam and should be able to explain the rules and organization of exams as well as answer queries that students may have about the content of the exam sheets.
- Before the beginning of the exam, the course instructor should remind students on the disciplinary sanctions which can be applied in case of misbehaviour and cheating.
- The course instructor should remain on-site throughout the duration of the examination.
- In the examinations which are organized in one classroom, the course instructor must stay in the room from the beginning to the end, but in case the exam is organized in multiple classrooms, the course instructor must observe all the classrooms in certain periods.
- The course instructor should personally ensure that the exam sheets are complete and bear the exam code by collecting them from the invigilators.
- The course instructor should safeguard the integrity of the examination, take immediate steps to prevent cheating and respond effectively to reports by invigilators regarding the violation of the examination rules.

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9. The course instructor should prepare the exam sheet according to the official format.
10. In case of receiving assistance for the printing of exam sheets, the course instructor is responsible to ensure the secrecy of the exam sheet until the beginning of the exam.
11. The course instructor should ensure the evaluation of exams on a scale of 100 points.
12. The course instructor should ensure a balanced distribution of the weight of exam questions.
13. The course instructor should ensure that the weight assigned to the exam is the one stated in the course syllabus.
14. The course instructor should identify the student's mistakes in the exam sheet in a written form.
15. The course instructor should provide at least two exam groups in case the exam sheet contains multiple-choice questions.
16. The course instructor should ensure that the time assigned to the exam is appropriate for the elaboration of questions.

V. INVIGILATOR RESPONSIBILITIES

Invigilators are academic staff members of Departments assigned by the proposal of the Department and the decision of the Decanate. The invigilator should supervise students throughout the exam duration. The main responsibilities of invigilators are to:

1. check that an examination starts, is carried out and ends in an orderly and timely manner;
2. make every effort to safeguard the integrity of the examination;
3. not carry out other tasks during the conduct of the exam;
4. ensure that students sign the attendance list during the exam;
5. create an environment that is comfortable and non-disturbing for students;
6. observe the assigned classrooms before the beginning of the exam in order to ensure that there are no unauthorized materials left in the desks and no marks are written on the desks or walls;
7. explain the rules and organization of exams to students and to assist them in case it does not impinge on the integrity of the exam;
8. respond to personal student emergencies;
9. be familiar with the exam policy and procedures;
10. not allow students to enter the exam 15 minutes after the beginning of the exam or to leave the exam within the first 15 minutes;
11. ensure that students present a relevant student ID card which is to be displayed on the desk throughout the duration of the exam;
12. be sure that students are not conducting inappropriate actions, such as talking, eating or making noise;
13. be sure that students are not cheating during the exam and are not using inappropriate aids;

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14. explain the rules of the organization of the examination which are unclear, but not to answer any exam questions;
 15. ensure that all students submit all required exam materials before leaving the exam room;
 16. take immediate steps to prevent cheating when a suspicion arises. As a rule, students should be allowed to complete the exam.
- If the student has unauthorized materials, such materials should be quietly removed and the details noted in the exam sheet as well as in the exam attendance list. The case should be reported to the course instructor.
 - If it is suspected that students are copying material from other students, the names of those students should be noted in the exam attendance list, and the incident reported to the course instructor, as well as to the Head of Department.
 - If it is suspected that someone is impersonating a student, the student ID of that person should be checked and the person may be asked to provide alternative photo identification.
 - Allowing work to be copied during an examination or test shall constitute cheating.
 - Utilizing unauthorized material or consultation with third parties during the duration of the exam shall constitute cheating.

VI. STUDENT RESPONSIBILITIES

Students should respect the rules of the exam organization. They are expected to be informed about all the information regarding the exam organization, time and place in advance. Students are expected to:

1. check the exam schedule. If the student notices an exam schedule conflict, he/she should immediately report it to the Department via email;
2. arrive at the examination room on time and be present next to the exam room five minutes in advance;
3. no student can enter the exam room if more than 15 minutes have passed after the beginning of the exam. No student may leave the exam room within the first 15 minutes of exam.
4. not communicate with other students;
5. use during the exam only those aids/resources that have been specified by the course instructor (to be specified in the course outline or by announcement in classroom at least two weeks before the end of classes.);
6. place all personal items such as coats and bags in the place designated by the invigilator;
7. not use mobile phones and other electronic devices during the exam unless specifically permitted by the course instructor;

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8. not consume food in the exam room. Beverages should be consumed in a non-disruptive manner;
9. not cheat. The disciplinary sanctions which can be applied to a student in case of cheating, plagiarism and misbehavior are defined by the Regulation of EPOKA University “On Student Discipline”;
10. to show the student ID card during the exam;
11. to submit all required exam materials before leaving the exam room;
12. in case of a personal need, students have to address the invigilator. Students may ask an invigilator about the questions related to the exam organization, rules and timeline, but not about the exam content.

VII. QUALITY ASSURANCE OF EXAMINATIONS

1. Every examination tests the knowledge, insight and skills of the student, and also the evaluation of the outcome of that assessment.
2. The questions and assignments of an examination should be clear and contain all the information necessary to produce an answer. The details regarding the expected answer form should be provided.
3. The examination should be organized in a way that the student may demonstrate s/he has reached the objectives determined by the course syllabus.
4. The questions and assignments of the examination should be distributed evenly over the examination material.
5. The questions and assignments of the examination only relate to material that has been specified in the course syllabus. The exam themes and type of assignments should be announced before the exam date.
6. The examination material includes the required readings, the workbook and any material covered during course lectures, seminars and any other teaching methods, which should be specified in the course syllabus.
7. The duration of the exam should be defined in a way that the student can have sufficient time to answer the questions or assignments.
8. At the beginning of the semester the Decanates should assign an expert for each study program who should assess the quality of examinations on a random basis. A week before the beginning of the exam period as it is stated in the academic calendar the Faculty Administrator shall assign the experts in the EIS system. A list of the courses is generated randomly by the EIS system after the deadline of entering the grades according to the academic calendar. For each study program, it should be selected at least one Mid-term Exam, one Final Exam and one Resit Exam per semester for each study year. The expert shall complete the exam assessment form in the EIS system within three weeks from the

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finalization of the grades. The results of this assessment should be available for the respective faculties.

9. Each Faculty should prepare the report regarding the number of examinations being conducted during the Mid-Term exam period, the Final Exam period, Resit Exam period, the forms of examinations, number of fraud cases and decisions taken, number of grade appeals, cases of grade appeals and decisions taken, the grade distribution and the assessment results and deliver it to the Exam Board within four weeks after the deadline for entering the Resit exam grades as it is stated in the academic calendar
10. The Exam Board assesses the quality of examinations based on the reports submitted by Faculties.

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