

Rules and regulations for written sit-in exams at CBS, including rules and regulations for electronic aids

According to s. 29 of Ministerial Order no. 1062 of 30 June 2016 on University Examinations and Grading (the Examination Order) and s. 4(4) of Ministerial Order no. 1500 of 2 December 2016 regarding tests and exams in business-oriented higher education, it is the responsibility of the university in question to inform and guide the students and other participants in exams about the exam rules that apply to the tests. All written sit-in exams at CBS will thus be subject to the following rules and regulations:

Introduction

1. The rules govern written sit-in exams at CBS. The students shall be obligated to keep themselves familiar with these rules and other exam rules in programme regulations, course descriptions and/or the student intranet.
(2) The students are responsible for checking their username and password prior to the exam.
(3) A violation of these rules may result in immediate dismissal from the exam and may be reported to the president as an attempt to cheat. The penalties are stated in "Copenhagen Business School's rules and regulations on academic conduct, including penalties".
(4) Students are hereby notified that CBS IT uses computer surveillance during written sit-in exams with the purpose of uncovering any attempts to cheat.

Written sit-in exams

2. A written sit-in exam takes place at a specific measured space of time under the supervision of CBS' exam invigilators. The only people who are entitled to access the exam room during a written sit-in exam are the registered examinees, the exam invigilators appointed by CBS, other administrative CBS staff, and the academic staff members from CBS who are responsible for the exam.
3. All examinees must show consideration for other examinees during the exam by minimising noise and other disturbances.
4. At a written sit-in exam, the examinee **shall be obligated** to do the following:
 - 1) Bring his/her CBS student ID card. If this is not possible, an official picture ID stating the person's civil registration number must be brought, e.g. a driver's license or a passport; for a foreign student an official picture ID stating the date of birth is accepted, e.g. a driver's license or a passport. The ID must be placed on the table and be visible during the entire duration of the exam. The student cannot participate in the exam if he/she fails to show such picture ID.
 - 2) Be present in the exam room no later than 15 minutes before the exam starts, at which point the doors are closed (it is recommended that the examinees arrive at the exam location 45-60 minutes before the exam starts for the exam check in). Approx. 20 minutes after the exam has started, the doors will be opened briefly – once – for any examinees who have turned up late. Such examinees will not be credited with the extra time at the end of the exam.

- 3) Place on the table all allowed exam aids (e.g. notes, computer, calculator, books) brought into the room by the individual examinee. This must be done no later than 15 minutes before the exam starts. In case the table is not big enough for the brought exam aids, they must be placed where designated by the invigilators. If a USB memory stick for upload of own notes to CBS' PC is an allowed aid, the upload of content can take place until 15 minutes before the exam starts, at which point the USB memory stick must be placed in the examinee's bag etc. – away from the table and out of reach. Clothes, bags, etc. must be put in a place designated by the invigilators.
- 4) Any mobile phones, smartwatches or other electronic objects which can be used for communication or internet searches (except for aids which are allowed at the specific exam) must be switched off and put in a place designated by the invigilators. Such equipment is not allowed out of the examinee's bag etc. inside the actual exam room.
 - a. Depositing the equipment is at the examinee's own responsibility and risk.
- 5) Raise his/her hand if an invigilator's attention is needed.
- 6) If the examinee wishes to leave the exam before the time is up, the examinee must contact an exam invigilator, who will inform the examinee of the procedure. The exam questions must not be taken outside the exam room until the exam has ended.
- 7) If the examinee wishes to submit "a blank" instead of an actual exam paper/answer, the examinee must use the function "Submit blank" in Digital Exam. The examinee must then contact an invigilator to be granted permission to leave the exam.
- 8) When submitting digitally in Digital Exam:
 - a. Finish uploading within the official duration of the exam. If upload takes place after expiration of the exam time, it will require a dispensation to have the exam answers assessed. If dispensation is not granted, a '-3' will be registered, and one exam attempt has been used.
 - b. State the student number on all uploaded documents. The student number must also be included in the names of all uploaded files.
- 9) Follow the designations of the exam invigilators.

5. At a written sit-in exam, the examinee **shall not be entitled** to do the following:

- 1) Leave the exam room during the first and the last 30 minutes of the official exam time.
- 2) Leave the exam room unless the examinee has to go to the toilet. When going to the toilet, the examinee's ID must be left at the examinee's exam station. At the beginning of the exam, the invigilators may inform the examinees that another rule applies.
- 3) Leave the exam room to smoke or buy food or drinks.
- 4) Bring papers, notes or the like to the toilet, or have a conversation during a toilet visit.
- 5) Borrow exam aids from fellow examinees unless the invigilators explicitly allow this.

- 6) Communicate with other examinees or other persons.
- 7) Have a mobile phone or similar available; this also applies before the exam starts.
- 8) Listen to music etc., not even with headphones.
- 9) Use any available printers.
- 10) At exams with Digital Exam submission, it is not allowed to ask for IT support during the first 30 minutes of the exam time if the enquiry concerns uploading the exam submission.
- 11) Type or make corrections or add text to his/her exam submission after the exam time has expired.
- 12) Remove screen filters from CBS' computers.
- 13) The examinees are not allowed to talk to each other until they have left the exam room.

Exam aids at written sit-in exams

6. At written sit-in exams it is not allowed to bring exam aids, including electronic exam aids, except any aids stated as allowed aids in the course description of the individual exam. It is also not allowed to write/make notes, formulas etc., neither in the exam answer nor elsewhere, before the exam starts.

(2) Bringing exam aids that are not allowed is considered cheating and will be reported regardless of whether or not the aids are used during the exam.

7. Electronic aids means all types of computers, calculators and other types of electronic aids that are able to type, save or calculate.

(2) CBS does not supply any facilities to enable the use of these electronic devices, including electricity.

(3) CBS does not offer any technical assistance to any electronic equipment brought by the examinees. The student will not be credited with more minutes or a re-take exam if he/she is experiencing technical difficulties using his/her own equipment.

8. The allowed electronic aids may **not**:

- 1) Be used for communication with other examinees or other persons.
- 2) when it is a calculator, be used for accessing the internet.
- 3) Be used by anyone but the examinee who has brought the aids in question. Consequently, it is not allowed to lend an exam aid to another examinee unless an invigilator specifically has allowed it.
- 4) Have screens or displays with a size that allows other examinees to see what is on it.
- 5) Transmit sound or in any other way cause significant noise nuisance to other examinees.

Exam invigilation

9. The general task of the exam invigilators is to ensure that the rules and regulations applying to the individual exam are complied with, including the regulations about which exam aids are allowed at the individual exam, and to ensure that "*Copenhagen Business School's rules and regulations on academic*

conduct, including penalties" are complied with.

10. The tasks and powers of the exam invigilators are as follows:

- 1) To designate seats in the exam room.
- 2) To close the doors no later than 15 minutes before the exam starts, so that the exam can begin in an orderly manner.
- 3) Approx. 20 minutes after the exam has started, to open the doors briefly for examinees who have turned up late. The doors will only be opened once. When the doors have been closed again, no further examinees can be allowed access to the exam room.
- 4) To inform the examinees of the time when the exam starts, when half of the exam has passed, when there are 60 minutes left and when there are 30 minutes left.
- 5) To exclude any examinee who has violated the rules for the exam in question or CBS' rules and regulations on academic conduct. Exclusion from an exam entails that the student will be reported to the president for cheating or for violation of the rules of conduct.
- 6) To report for violation of the rules of conduct or for presumed cheating, any examinee who has violated CBS' rules of conduct or these rules and regulations for written sit-in exams, including any examinee who has brought exam aids that are not allowed at the exam in question. The examinee must still be reported to the president even if the brought exam aid has not been used during the exam.
- 7) To note the name, date of birth and student number of an examinee who contacts an invigilator or an IT-supporter and to note what the enquiry was concerned with. The purpose of this is that in case of an exam complaint, it is registered if there were problems at the exam in question and for the individual examinees.
- 8) To note the name, date of birth and student number of an examinee who contacts an invigilator due to acutely occurred illness, see the rules concerning illness during an exam (document 4.00 under 'Exam and marking' in [SAR - the study administrative rules](#)).
- 9) To control the examinees' exam aids to check that the rules for the exam are being complied with. In case of any doubt, the exam invigilators are allowed to keep the exam aid in question after the exam for control purposes.
 - a) Including doing random checks for mobile phones and other electronic aids, for instance USB memory sticks and whether calculators are used for accessing the internet.

Copenhagen Business School, 12 September 2018

Rie Snekkerup

Director of the Programme Administration