

# Rules of Procedure for Examinations

## Section 1 General provisions

### Article 1 Applicability

These Rules of Procedure apply to all written examinations administered at locations designated by or on behalf of the Maastricht University faculty or school Board of Examiners offering the examination. Where applicable, supplementary or different regulations may be appended for examinations administered in computer labs or faculty rooms.

### Article 2 Definitions

- a. Board of Examiners: the Board of Examiners of a faculty or school;
- b. Examination Coordinator: the person responsible for scheduling and organising a written examination on the Board of Examiners' behalf;
- c. Head (or other) Invigilator: the person who monitors compliance with the Rules of Procedure at the examination location on the Board of Examiners' or Faculty Board's behalf;
- d. Examiner: the teacher designated by the Board of Examiners to administer the examination and determine the results.

## Section 2 Participation in the examination

### Article 3 Proof of identity

1  
Only students who are officially enrolled at UM at the time of the examination are permitted to participate in the examination. Students must provide proof of their identity during the examination, preferably by a clearly legible UM Card with an undamaged, recent passport photo bearing a clear resemblance to the holder and which complies with the Digital Passport Photo Guidelines for the UM Card (see Annex 1). Students can also identify themselves by an original, legal ID in the form of a valid:

- passport; or
- students from EU/EEA countries: driving licence or state-issued identity card; or
- Dutch residence permit or in some cases EU residence permit.

The UM Card or legal ID must be placed on the student's table and be clearly visible.

Copies of IDs will not be accepted as proof of identity.

2  
Students who cannot provide a proof of identity during the examination in the prescribed manner will not be permitted to participate in or continue to participate in the examination, and will be required to leave the examination room at the Head (or other) Invigilator's instruction.

### Article 4 Right to participate

1  
Students as referred to in Article 3 will be permitted to participate in the examination only if they are entitled to do so under the specific faculty regulations.

2  
No student will be admitted into the room where the examination is being administered after the examination has officially begun. Such students will not be entitled to participate in the examination, regardless of the reason for their late arrival.

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## Article 5 Instructions

Students must always follow the instructions of the Examination Coordinator and/or the Head (or other) Invigilator.

### **Section 3 Use of the examination room**

## Article 6 Arrangement of the room

1  
The examination room will open at least 15 minutes before the examination begins. From the time the examination room is opened, students may enter and take a seat in accordance with the seating plan posted by the room entrance.

2  
A seat shall be reserved for each student who has registered for the examination in conformity with the registration procedure.

## Article 7 Personal belongings and other materials

1  
Before the examination starts, coats, bags and other personal belongings must be placed underneath the table or in the place designated by the Head (or other) Invigilator. Bags must be closed. Head coverings are permitted with eyes and ears clearly visible.

2  
Materials as referred to in Article 16(c) (such as communication devices and other information carriers) must be switched off and stored in students' bags. Use of these materials is not permitted during the examination, unless the Board of Examiners has determined otherwise. Students are not permitted to take these unauthorised materials out of their bags until after they leave the examination room.

3  
Students are not permitted to wear watches during the examination. Watches must be placed in students' bags before the examination starts and are not to be taken out until after they leave the examination room.

## Article 8 Leaving the examination room/seat

1  
Students are not permitted to leave the examination room until 30 minutes after the official start of the examination.

2  
Students are not permitted to leave the examination room or their seat without the Head (or other) Invigilator's permission.

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## Article 9

### Disruptive behaviour

1

Students are not permitted to engage in any behaviour that is disruptive to the other students or to the Invigilators or other persons present in the examination room. The Head (or other) Invigilator will judge whether behaviour is disruptive and speak to the student in question.

2

Students are permitted to consume food and drinks they have brought along during the examination provided this is not disruptive to others and they leave the area clean and tidy.

3

If a student creates a serious disruption, the Head (or other) Invigilator may exclude that student from further participation in the examination.

## Article 10

### Emergencies during the examination

In the event of an emergency, students must follow the instructions of the Invigilators, emergency services (such as the fire brigade) and/or company emergency response workers at the examination venue.

## **Section 4 Handing in examinations**

## Article 11

### Procedure

1

Students are permitted to hand in their examinations to their course Invigilator no earlier than 30 minutes after the examination starts. Students may indicate they wish to hand in their examination in two ways:

- by raising a hand. The student must remain seated until the Head (or other) Invigilator has removed the examination papers from the student's table;
- by taking their examination papers to the Invigilator and handing them in.

The Board of Examiners may determine that the examination questions must also be handed in.

2

The Head (or other) Invigilator will announce when there are only 30 minutes remaining until the end of the examination.

3

After students hand in their examinations they must leave the room as quickly and as quietly as possible. Students who have handed in their examinations and left the room will not be permitted to re-enter the room. The Board of Examiners may determine that students must provide proof of identity in conformity with the provisions of Article 3 when handing in their examinations and before they can leave the room.

4

Examination papers must be handed in no later than the official end of the examination or as instructed by the Head (or other) Invigilator. If a student continues writing on their answer form after the examination has officially ended, this may be documented on an Irregularity Report Form.

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## **Section 5 Toilet visits**

### Article 12

Restrictions; medical necessity

1

Students are permitted a maximum of two toilet visits during two-hour examinations. No toilet visits are permitted during the first and last 30 minutes of the examination.

2

Students are permitted a maximum of three toilet visits during three-hour examinations. No toilet visits are permitted during the first and last 30 minutes of the examination.

3

If due to a medical necessity a student may have to make more than the maximum number of toilet visits permitted during the examination, the student must inform the Head (or other) Invigilator before the examination and present a document from the Board of Examiners or student adviser granting permission for this.

### Article 13

Procedure

1

Students wishing to leave the examination room temporarily to go to the toilet must request permission from the Head (or other) Invigilator by raising a hand. If permission is granted, the student will receive a toilet pass in exchange for their ID, which will be returned in exchange for the toilet pass upon their return to the examination room.

2

No more than two students (per block) shall be allowed to go to the toilet area at the same time.

3

The Head (or other) Invigilator shall monitor toilet visits by recording the names of students who leave the room to go to the toilet. This information shall be retained by the Board of Examiners for no longer than it takes for any appeals to be decided.

4

Before being permitted to visit the toilet, students will be asked to present the contents of their pockets or the like to verify they are not in possession of any unauthorised materials as referred to in Article 16(c)), having due regard for students' privacy. If a student refuses to present the full contents of their pockets or the like, an Irregularity Report Form will be drawn up. Article 15.2 shall apply by analogy.

5

Detection devices may be placed in toilet areas to monitor that students do not use communication devices and/or other electronic equipment while the examination is under way.

## **Section 6 Completion instructions**

### Article 14

Compliance with completion instructions

Instructions for completing examination answer forms, questions or booklets shall be included with the forms, questions or booklets in question. If a student fails to follow these instructions, uses materials other those permitted (see Article 16(c)), makes changes to pre-printed information or notes elsewhere on an answer form, it will not be possible to process the answer form and issue an examination result. Students will be held wholly

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responsible for the consequences of failure to comply with the completion instructions. Any suspected mistakes in the instructions must be reported immediately to the Head (or other) Invigilator.

### **Section 7 Suspected fraud and reporting irregularities**

#### Article 15

##### Irregularity Report Form

1

If a student is suspected of fraud, the Head (or other) Invigilator shall submit a report to the Board of Examiners using an Irregularity Report Form.

2

The irregularity report shall describe in detail the factual situation as witnessed by the Head (or other) Invigilator. The Head (or other) Invigilator may draw up this report in Dutch or English, depending on the language spoken and written by the student. The Head (or other) Invigilator will make sure that the student understands the content of the report. After the student has read and agreed to the content of the Irregularity Report Form, the Head (or other) Invigilator, the Examiner (if present) and the student shall sign the form. The student is not permitted to add their own statement to the form. If the student does not agree to the content of the report, they may state their disagreement on the form.

#### Article 16

##### Suspected fraud

Fraud may be suspected in situations where a student:

- a. exchanges information with another student or other persons in the examination room in any manner whatsoever before, during or after the examination is administered;
- b. exchanges information with another student or other persons in any manner whatsoever before, during or after visiting the toilet during the examination;
- c. has unauthorised materials within reach. Unauthorised materials in any case include:
  - forms of identification other a UM Card or legal ID (see also Article 3);
  - communication devices and/or other electronic equipment (mobile phones, smart watches and the like);
  - other information carriers (calculators, palmtops and the like) other than the authorised materials specified on the front page of the examination;
  - dictionaries, books, texts and notetaking materials (notes can be made on blank pages in the examination booklet or on the scrap paper furnished by the examination administrators) other than the authorised materials specified on the front page of the examination;
- d. leaves the room without an Invigilator's permission;
- e. goes to the toilet without an Invigilator's permission;
- f. takes something out of their bag without an Invigilator's permission.
- g. makes any changes to their answer form after the examination has officially ended.

#### Article 17

##### Confiscation of unauthorised materials

1

If in the Head (or other) Invigilator's judgment a student has unauthorised materials as referred to in Article 16(c) within reach, the Head (or other) Invigilator may ask to inspect them.

2

The Head (or other) Invigilator shall inform the student of the potential irregularity or fraud observed and confiscate the unauthorised materials. In principle, the student may continue to participate in the examination.

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3

If the student objects to the confiscation of unauthorised materials, the Head (or other) Invigilator will record this on an Irregularity Report Form and submit it to the Board of Examiners. To the extent that the confiscated materials cannot serve as evidence of fraud, they shall be returned to the student on a date/at a time to be determined by the Board of Examiners.

4

If a student has written permission from the Board of Examiners to use unauthorised materials during the examination they must inform the Examination Coordinator or Head (or other) Invigilator at the examination venue before the start of the examination and must be able to present a copy of this document.

## **Section 8 Liability**

Article 18

Damage to or loss of property in the examination room

Maastricht University hereby expressly excludes any liability for damage to or loss of property given in custody to or confiscated by the Head (or other) Invigilator.

## **Section 9 Unforeseen cases**

Article 19

Violations

Any violation of these Rules of Procedure shall be documented on an Irregularity Report Form. Article 15.2 shall apply by analogy.

Article 20

Consultation

In cases not provided for in these Rules of Procedure, the Examination Coordinator shall decide the matter in consultation with the Head Invigilator and, if possible, the Examiner or Board of Examiners.

These Rules of Procedure were adopted by the Board of Examiners on 20 April 2017 and take effect on 1 September 2017.

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## **Annex 1**

### Digital Passport Photo Guidelines for the UM Card

- The photo is a recent photo of you and bears a clear resemblance to you.
- The photo shows solely your uncovered face.
- Both eyes are visible and clearly recognisable.
- Your head fills the available space as much as possible.
- The photo is in focus.
- The photo is not rotated.
- The dimensions are at least 85 x 113 pixels (width x height: 30 x 40 mm).
- The photo is in JPEG or JPG file format.
- Both colour and black-and-white photos are permitted.

### Instructions for taking a digital photo:

- Have a someone take a photo of your face using a digital camera. Save the photo as a JPEG or JPG file.
- Scan a passport or other photo of yourself or have someone do this for you. Then save the photo as a JPEG or JPG file.