

# Examination rules at Mid Sweden University Written exams

Dnr MIUN 2008/1533

Date 20-11-25

Revised 2012-11-21

Appendix 1

## The student shall/will

1. **register for the exam via the Studentportal - Study information - Exam - Register for exam.** Registration is a condition to be allowed to take the exam.
2. register for the exam at least **5 workdays before** the appointed examination date. If the student is not registered in time, an exam spot cannot be guaranteed
3. email the exam coordinator for a late registration. In case there are spare seats and copies of the exam, the student may register; however, no later than 11.00 two working days before the exam.
4. notify the exam coordinator as soon as possible, alternatively remove the exam registration from the registration list by them self, if he/she after exam registration decide not to take the exam.
5. have the opportunity to take the exam at another campus of Mid Sweden University **under the condition that there is another exam taking place at that campus at the same time**, there is a spare seat for the student, and invigilator .
6. **always bring a valid identification card with photo.** The identification card should be placed on the table during the whole exam. Students without identification cards are not allowed to take the exam.
7. when entering the exam, check the list to see which seat the students is assigned to sit at. If the list is unavailable, the student shall use the seat as instructed by the invigilator.
8. place briefcases, bags and jackets as instructed by the invigilator before the exam begins. Walkmans, cellular phones etc shall be switched off during the exams and are not allowed to be used, they are to be left in the student's bag. **During the exam, bags are only allowed to be opened in precense of the invigliator.**
9. **sign off for the exam** on the registration list.

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10. make sure to be on time. **Students registered for the exam who arrive late** may not enter the examination hall until 30 minutes after the appointed start of the exam, to make sure that the students who did arrive on time can begin without being disturbed. Students not registered for the exam can be permitted to take the exam 30 minutes after the appointed start in case there are any spare seats and copies of the exam.
11. **be refused to take the exam** if he/ she arrives later than 30 minutes after the exam has started. In exceptional cases, the invigilator may permit the student to take the exam if he/ she arrives more than 30 minutes late.  
  
All students have to sit at least 45 minutes of the exam time before being allowed to leave the examination hall.
12. contact the invigilator if any aids need to be borrowed from another candidate.
13. not disturb any other student in or around the examination hall.
14. always follow the instructions given by invigilator. Show an ID in case he or she needs to use the bathroom. The invigilator will note the name and the time on a list.
15. sign his/her code on every sheet that is going to be handed in. All information on the examination cover must be filled in. The number of separate sheets shall be counted, numbered and written down on the cover.
16. be aware that anyone getting caught with non-approved aids, or trying to mislead the outcome of the exam, will be reported to the Vice-Chancellor (Högskoleförordningen, chapter 10, §9). The exam invigilator also has the right to dismiss any student being disorderly or refusing to follow the instructions given by the invigilator.