



JÖNKÖPING UNIVERSITY

2024-04-19

## Exam regulations for students at Jönköping University

At JU there are common documents that regulate what applies to examinations. Examination rules for students are described below. It is your obligation as a student at JU to make sure which rules applies to the examinations.

### Scheduled start times for examinations

Examinations take place at set times; 9 AM and/or 2 PM. The examinations start at the same time every day. It's common for exams to also take place on weekends/holidays.

The doors to the exam rooms are closed and locked 10 minutes before the exam starts. To ensure fairness in the room, all students need to have had time to take off their outerwear and find their seats before listening to the information. Students who arrive late also disturb other students. Students who arrive later than ten minutes before the exam starts (at 08:50 AM or 01:50 PM) will not be admitted and will have to wait until the second admission at 09:30 AM or 02:30 PM.

### Register for examination

Register for your examination **no later than 10 days before the examination date**. If you are not registered, you will not be allowed to take the examination. Register via [StudentLadok](#) or the JU Mobile app. When registration is done in JU Mobile, a confirmation will be sent to your JU email. Please note that this does not apply when the registration is done in StudentLadok.

Place/exam halls are added continuously in StudentLadok and JU Mobile. Make sure that you know where to go and to be there no later than 10 minutes before the examination starts.

If you cannot attend your examination, unregister as soon as possible.

### Anonymous code for examinations

Examinations at JU are conducted with anonymous codes. The code (for example DCH-YHJ) is used instead of your name and civic number. This means that your identity is hidden from your examiner when he/she is grading your examination.

The code is given to you in StudentLadok when you register for the examination. The code consists of three letters, a hyphen and then three more letters (see example above). For paper-based examinations, the code is found on the cover sheet of your examination folder. Write the code on each page of your examination. For e-exams, the code is found in the upper left corner of the screen.

### Accepted IDs

During the exam, you must be able to show a valid **physical ID**.

Accepted IDs for examinations are:

- Valid Swedish driver's license
- Valid Swedish passport
- Valid Swedish national ID card
- Valid JU card marked with "Identity Card"

Foreign passports have to be valid, plastic wrapped and be in either English, French, or Spanish

(ref. <https://polisen.se/en/services-and-permits/passport-and-national-id-card/>)

Identification with 'BankID' or 'Freja eID+' does not constitute physical identification and is therefore **not accepted** as valid identification documents during exams.

Without an approved ID, you are not allowed to take the examination and you will be dismissed from the exam hall. Make sure to put your ID on the desk so that the invigilators have easy access to it. Keep the ID card on the desk during the whole examination.

## E-exams

For e-exams, it is always your responsibility to make sure that your JU account is active. If you cannot login to your account, you can get a one-time password on our kiosk computer. For any questions regarding your account, contact IT Helpdesk. Just before the exam starts, you will receive an SEB (*Safe Exam Browser*) password from the exam invigilators. Enter this password in the box on your screen. You can open the examination when the button/icon on the screen turns blue.

## Aids during the examination

Make sure that you know which aids are permitted on the examination that you are going to take. You are always allowed to use pens/pencils, erasers, and rulers. If formulas, books, etc., are allowed, they cannot contain any notes or loose sheets. If you are unsure of what applies to your examination, ask an invigilator.

## Consumption and allergies

You can bring food and drinks to the examination halls. It is not allowed to bring nuts or any food containing nuts, food that smells or smudges. It is not allowed to wear fragrances, due to allergies.

## Targeted educational support

To be entitled to an adapted examination, you must have a disability and a granted approval for targeted educational support. If you need Targeted Educational Support, send an email to [sps@ju.se](mailto:sps@ju.se). Decision of approval is made by Emma Pavlov.

If you are approved with targeted educational support and wish to have adapted examinations, you will need to send a ticket (for every upcoming examination) via the [Case Management System](#) **no later than 10 days prior to the examination date**. Beyond that, you will need to register for the examination via Ladok/JU Mobile as usual. Remember to unregister if you are prevented from attending the examination.

## Need for mobile phone due to medical reasons

If you need to use your mobile phone for medical reasons, you should contact the coordinator for Targeted Educational Support at [sps@ju.se](mailto:sps@ju.se). Upon approval, you should apply through the [Case Management System](#) before each examination.

## Breastfeeding during exams

Under certain conditions, breastfeeding is allowed during examinations. If the exam exceeds three hours, there must be an opportunity to take a break for breastfeeding. Students must inform if there is a such need via the [Case Management System](#), no later than 10 days prior to the exam.

## **Leaving the exam hall during an ongoing exam**

If you leave the exam hall during an ongoing exam without permission from an invigilator, you are considered to have cancelled your examination and may not continue writing.

### **Restroom visits**

The following examination halls have restrooms inside the hall: K1, He303, He309, A0320 and A0323.

If you take the exam in these halls, only these restrooms should be used. If you leave the examination hall to use the restrooms outside the examination hall, you are considered to have cancelled your examination and may not continue writing.

If there is no restroom in the examination hall, only one student at a time may leave the hall. If you leave the hall for any reason other than restroom visits, you are considered to have cancelled your exam and may not continue writing.

## **Double examinations**

You can apply to take two examinations that are scheduled at the same time. You notify this via the [Case Management System](#).

If you have registered to take double examinations on paper, you will receive both examination papers from the beginning if they require the same aids.

If you take double examinations in Inspira, you will be able to choose which one to start with. Only one of the examinations can be handled at a time. Once one examination is submitted, the next one can be started. This should be done in consultation with the exam invigilator so that any aids can be verified.

Respective examination end times must be adhered to. Therefore, it is advisable to start with the one that has the earliest end time.

## **Cheating or disruptive behavior**

The examination organization works to ensure that the examination takes place in an orderly and legal manner. The invigilator's instructions must be followed. Cheating or disruptive behavior during examination are disciplinary offences that will be reported to the Disciplinary and Expulsion Committee. This is the committee that determines the penalty for cheating or disruptive behavior.

The invigilators may, at any time and without special reason, check what is on your desk. The invigilators may also look through permitted books to check that they do not contain forbidden notes.

## **Cover sheet and exam question papers for paper-based exams**

Before submitting your paper-based exam, you should prepare your cover sheet. You should count the loose sheets you want to submit and mark the number on your cover sheet. You should also submit your exam question paper. On your cover sheet, there is a checkbox where you should mark that you have submitted your exam question paper. The receiving invigilator should also confirm with a checkmark that they have received your exam question paper and your loose sheets. To access the submitted exam question paper in original form, go to <https://exam.ju.se> and click on *Exams – Get previous exams* and search for the current exam.

## **How it works on a campus-based examination**

### **During admission**

Be on site well in advance, however, no later than 10 minutes before the start of the examination. Tick off your name on the registration list at the entrance. Here you will also receive your seat number in the exam hall. If you are not on the list, you are not allowed to take the examination.

If you arrive late, you will be let into the exam hall when 30 minutes of the examination have passed (in other words, 9:30 AM and 2:30 PM). An invigilator will come out and ask you to show your ID and tell you the instructions in short. The invigilator will also tell you which seat number you have.

If you arrive more than 30 minutes late, you will not be allowed to take the examination. No excuses are accepted.

Turn off all electronic devices and place your outerwear and bags on the hangers in the exam hall. Cellphones, watches, and wallets need to be placed in your jacket/bag or in the lockers outside the exam hall (lockers are only available in the K building).

As it is difficult for the invigilators to determine what is a smart watch and what is an analog watch, to avoid misunderstandings, you should also take off the analog watch.

Take a seat on your assigned seat number. Only permitted aids, ID, and food/drinks may be on the desk.

If you consider that you have legitimate reasons to have your cellphone turned on during the examination, notify the invigilators before the examination starts. Only exceptional reasons are accepted (for example pregnancy or serious illness in a close relative). The cellphone needs to be in vibration mode and kept by the invigilator. If you accept a call, you must immediately stop the examination and hand in your papers (or submit the examination in Inspira).

If you need to use your mobile phone for medical reasons, there must be a decision according to the paragraph above: *Need for mobile phone due to medical reasons.*

### **During examination**

You are not allowed to leave the exam hall during the first 30 minutes.

No communication whatsoever between students may occur.

All possible communication between students must be via the invigilators.

Disruptive behavior cannot happen. If you feel disturbed, you must report this to the invigilator.

When the invigilators are doing the ID checks, make sure that your ID is placed in the upper right corner of the desk. If you have an ID that is not accepted or valid, you will be dismissed from the examination.

Only JU's own writing paper may be used in the exam halls. These must not be taken out of the exam halls.

If you visit the restroom, you must write your anonymous code and time on the restroom list that is placed on the desk outside the restroom. If the restrooms are located outside the exam halls, only one student at a time is allowed to leave the exam hall. If you leave the exam hall for reasons other than restroom visits, you are considered to have cancelled the examination and may not continue writing.

### **End**

The invigilators will announce when 30 minutes and 10 minutes of the examination time remains. In Inspira, you will also see the countdown in the upper left corner.

When the invigilators announce that the time is up on a paper-based examination, you must stop writing immediately.

Make sure to write your anonymous code (for example *DCH-YHJ*) on each sheet that you are handing in. No personal information (name, civic number, etc.) may be written on any of the sheets.

It is mandatory to show ID at submission regardless of the examination type.

The cover sheet on paper-based examinations must be handed in although no questions in the examination have been answered.

The number of loose sheets is counted by you, the invigilators and noted on the cover sheet.

The invigilator will do an ID check and note the number of sheets submitted.

No writing papers may leave the exam halls.

On e-exams, raise your hand before/when you are about to submit your examination. If the examination time has passed, you first have to click on “Submit now” and wait for the invigilator.

### **After examination**

After grading the paper-based exams, your submitted exam will be scanned. You will then access it as a PDF file via <https://exam.ju.se> and JU Mobile. Students have access to their digital exams in Inspira, as a PDF file via JU Mobile and <http://exam.ju.se> as soon as they have been assessed. This does not apply to confidential exams or exams that have not been assessed.

*These instructions are based on President's decision § 755, 2018, “Regulations and guidelines for first-, second-, and third-cycle education at Jönköping University”. Regulations on disruptive behavior and cheating are found in the policy documents of the Disciplinary and Expulsion Committee. To guarantee the student's legal rights, Sweden's legislation on discrimination must be observed.*